



CITY OF VINCENT

ATTACHMENTS

Ordinary Council Meeting

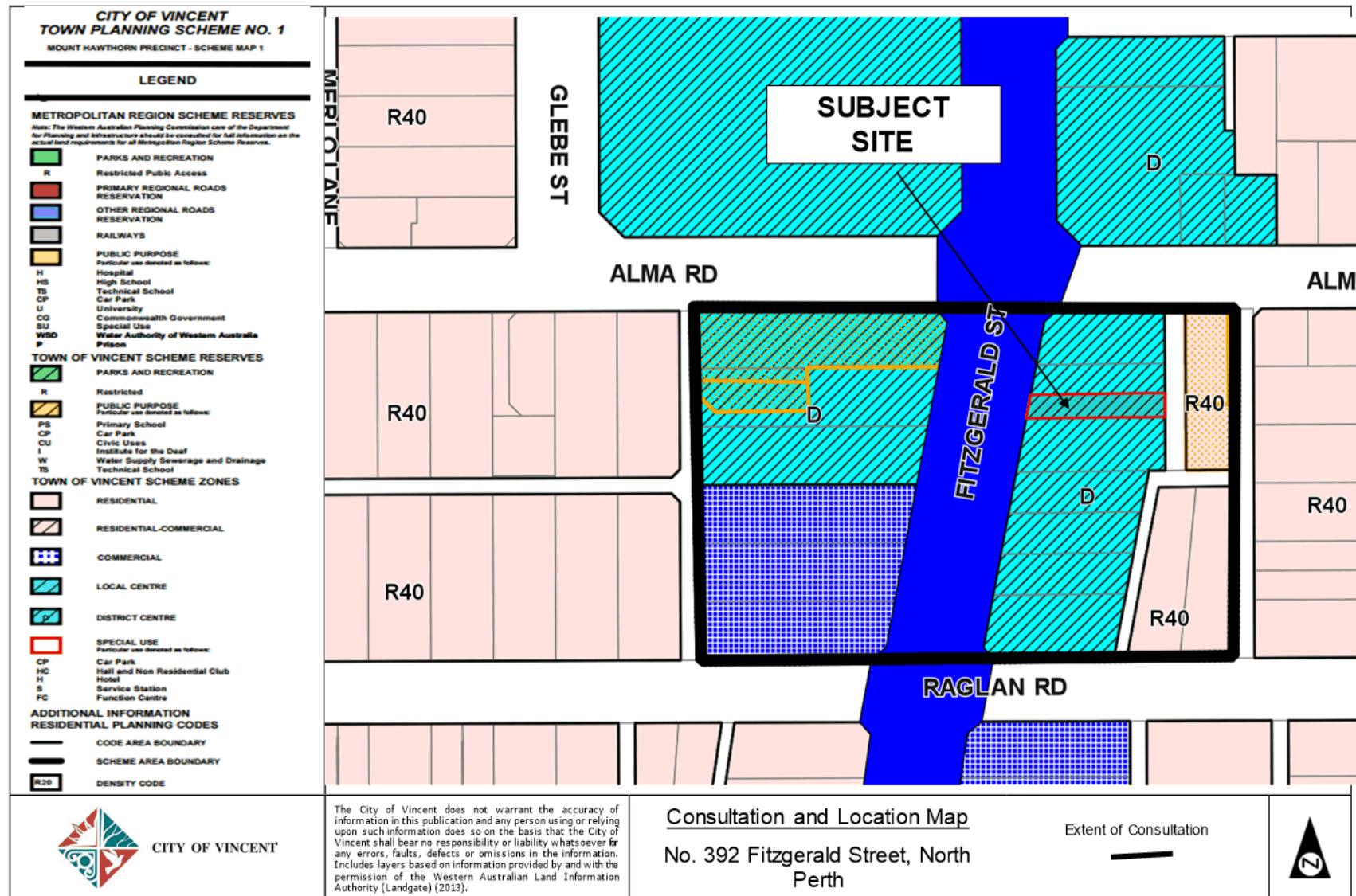
12 December 2017

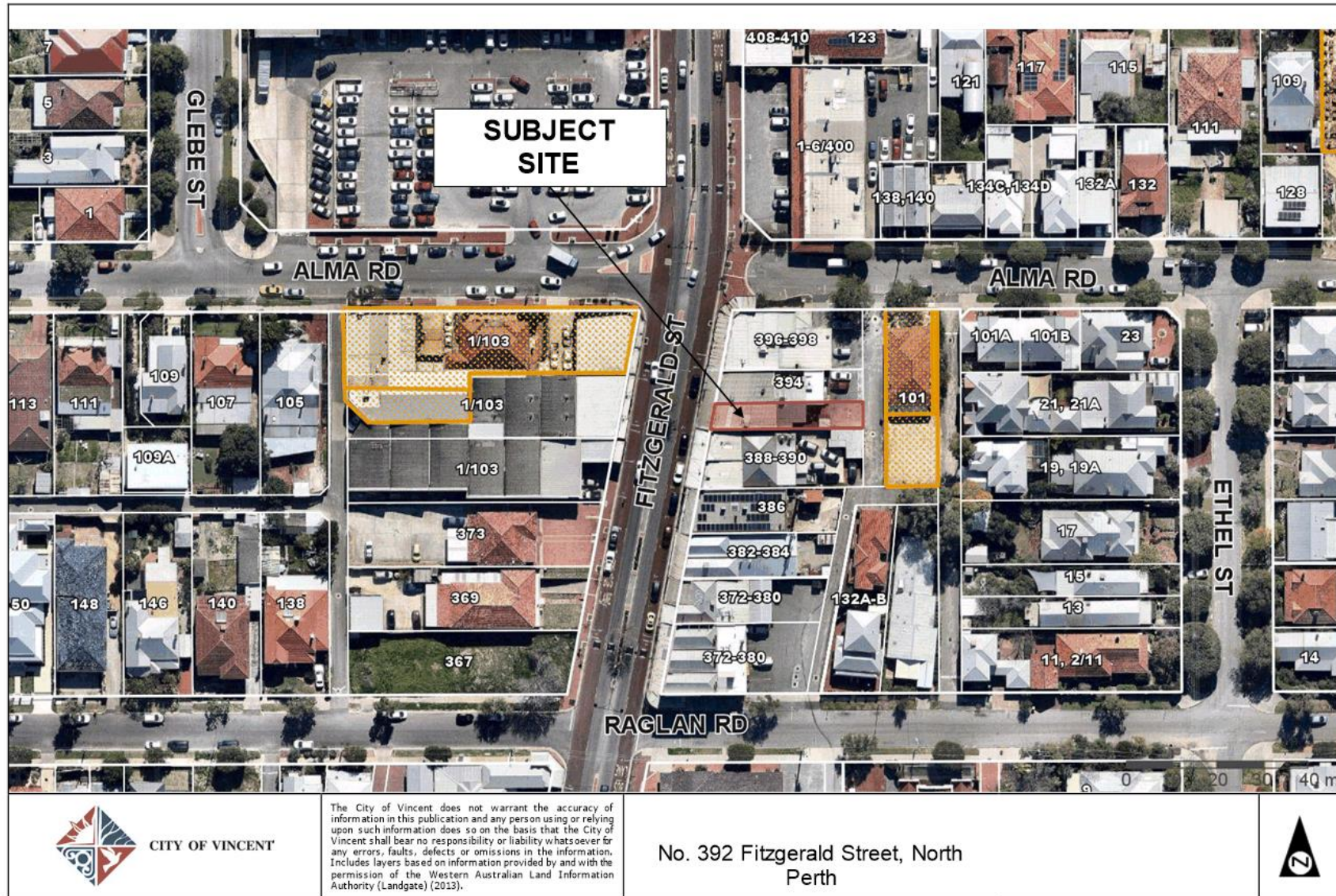
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PLAN FOR		
(Lot 152) 392 Fitzgerald Street. North Perth 6006 WA		
PURPOSE		
Change of Use From Retail to Cafe & Spa		
NAME OF THE BUSINESS		
 The Little Gem Cafe, Spa & Massage		
DATE 12/ 07 / 2017	DESIGNER Xiaoyang Yang	CONTACT 0425036656 / elevdesign@gmail.com

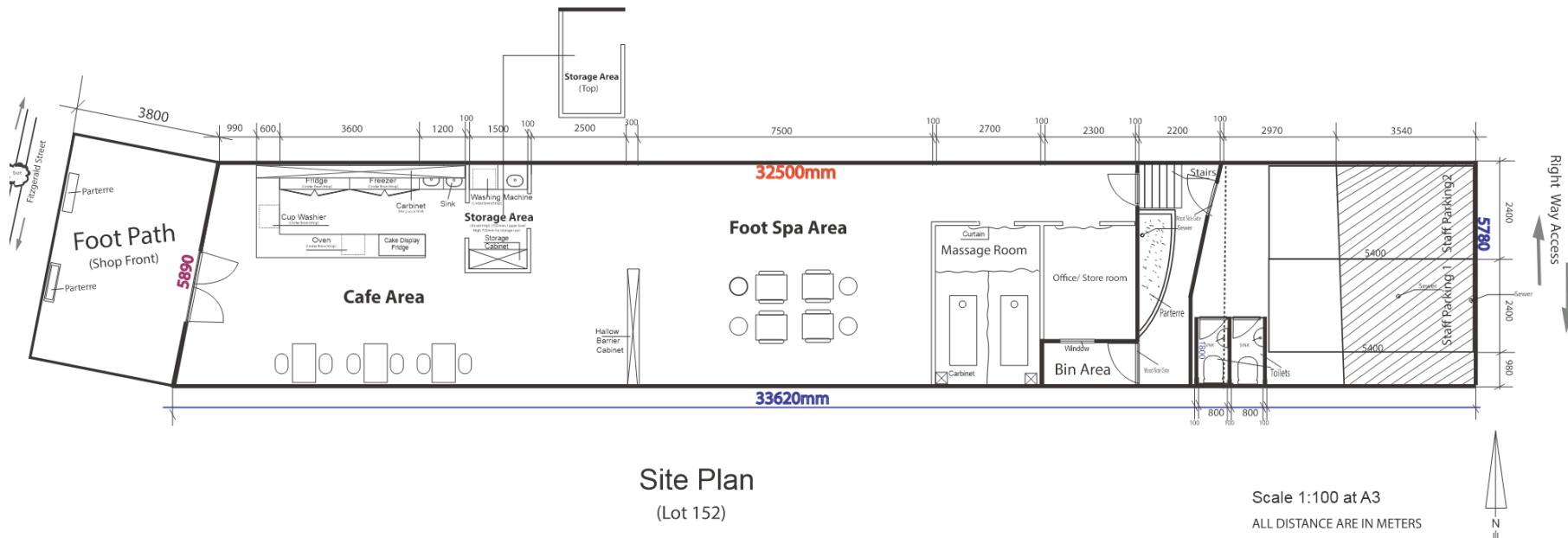
PROPOSED [The Little Gem Cafe, Spa & Massage]
TENANCY AT 392 FITZGERALD STREET,
NORTH PERTH 6006



Location Plan



1/5



PLAN FOR			
(Lot 152) 392 Fitzgerald Street. North Perth 6006 WA			
PURPOSE		Change of Use	
		From Retail to Cafe & Spa	
NAME OF THE BUSINESS			
The Little Gem Cafe, Spa & Massage			
DATE 30/ 08 / 2017	DESIGNER Xiaoyang Yang	CONTACT 0425036656 / elevdesign@gmail.com	

CITY OF VINCENT
RECEIVED
07 Dec 2017

Determination Advice Notes:

1. Use and activity at the site shall comply with the Non-Medical Consulting Rooms definition under the City's Policy 7.5.22 as follows:

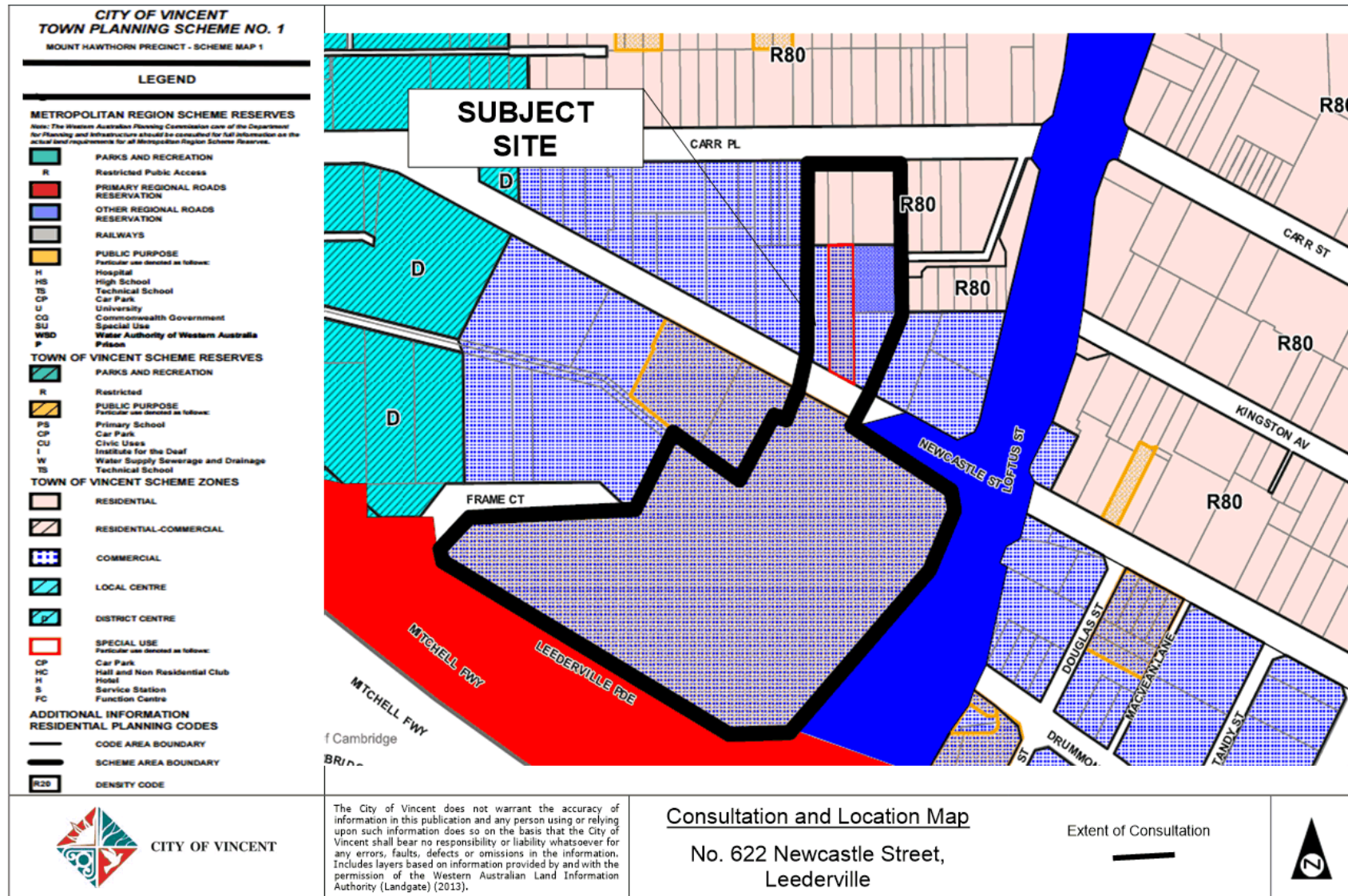
any building or part thereof used in the practice of a qualified beauty technician, touch therapist, natural massage therapist or the like but does not include massage activity of a sexual nature, prostitution, brothel business, an agency business associated with prostitution, escort agency business, or the like.

Beauty therapists should have completed a beauty therapy course certified by the 'Training Accreditation Council'.

Where an Act or Regulation does not exist in relation to the type of consultancy to be carried on in the proposed non-medical consulting rooms, proof of current accreditation from a relevant legitimate and reputable association or organisation is to be submitted at the time of application.

Uses that do not meet the abovementioned criteria will not be classified as non-medical consulting rooms;

2. A separate application for approval will be required for any proposed change or addition of a different category of consulting rooms under the City's Policy No. 7.5.22 to that approved under this approval;
3. Any new signage that does not comply with the City's Policy No. 7.5.2 – Signs and Advertising shall be subject to a separate Development Application and all signage shall be subject to a Building Permit application, being submitted and approved prior to the erection of the signage; and
4. If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.







LEVEL 14, THE QUADRANT
1 WILLIAM STREET
PERTH WA 6000

URBIS.COM.AU
Urbis Pty Ltd
ABN 50 105 256 228

26 May 2017

Ms Paola Di Perna
Manager Approval Services
City of Vincent
244 Vincent Street
Leederville WA 6007

Att: Paola Di Perna (Manager Approval Services)

Dear Paola ,

APPLICATION FOR CHANGE OF USE - 3/622 (LOT 1) NEWCASTLE STREET, LEEDERVILLE - PROPOSED MICRO BREWERY

On behalf of our client Modular Brewing Pty Ltd (Modular), Urbis is pleased to submit the enclosed application for change of use to micro-brewery at 3/622 (Lot 1) Newcastle Street, Leederville (subject site).

LOCATION OF DEVELOPMENT

The subject site is located in the suburb of Leederville within the municipal boundary of the City of Vincent, approximately 2km north - west of the Perth CBD. The subject site has frontage to Newcastle Street only and is approximately 70m from the Loftus Street and Newcastle Street intersection (Figure 1).

The subject site is made up of three (3) warehouse tenancies, Unit 1 is currently vacant, Unit 2 is occupied by Greenies Panel and Paint and Unit 3 (subject tenancy) is vacant. A diverse range of uses surround the subject site, including a mixture of commercial, light industrial and residential uses (Table 1).



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Figure 1 – Site Location



Source: Nearmap

Table 1 – Surrounding Uses

Orientation	Use Bordering Subject Site	Use further Beyond
North	Residential/Commercial	Community Facilities/City of Vincent
West	Light Industry (Bakery)/Commercial	Residential/Retail/Light Industry (ACCC Towing)
East	Office/Vacant Lot (Yard)	Residential/Light Industry
South	Water Corporation	Freeway



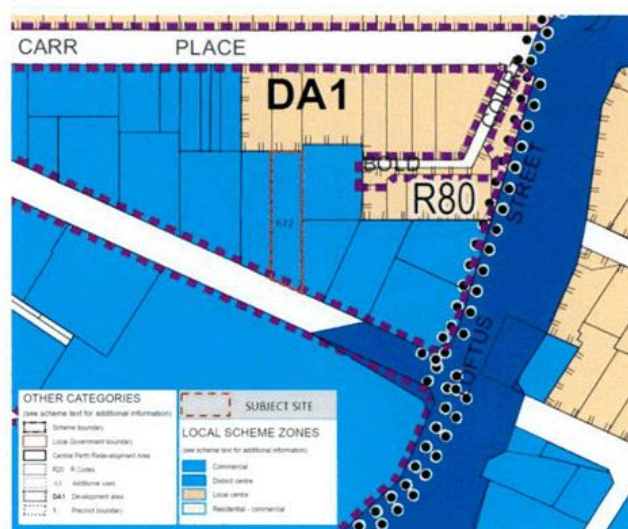
PROPOSED CHANGE OF USE

This application proposes to change the 'use' from a panel beater/mechanic into a micro-brewery for the purposes of production and distribution (small scale). Modular does not propose to develop or alter any external structures of the subject site.

Land Use Permissibility

The subject site is zoned under the City of Vincent Town Planning Scheme No 1 (TPS1) as 'District Centre' (Figure 2).

Figure 2 – TPS1 Map 02 – Vincent South West



Source: WAPC 2017

The intent for the site is the establishment of a Micro-Brewery that is defined as "Light Industry" under City of Vincent's Town Planning Scheme No.1 (TPS1). This was confirmed via a pre-lodgement meeting with the City of Vincent Planning Manager on Monday 20 February, 2017.

"Light Industry" is defined under the City of Vincent's TPS1 as:

'light industry' means,

(a) in which the processes carried on, the machinery used, and the goods carried to and from the premises will not adversely affect the amenity of the locality by reason of the emission of light, noise, electrical interference, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, grit, oil, waste water, or other waste products; and

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(b) the establishment of which will not, or the conduct of which does not, impose an undue load on any existing or proposed service for the supply or provision of water, gas, electricity, sewerage facilities, or any other like services; The site is zoned Residential R60 in TPS1.

In this zone, light industry is an 'SA' use.

'SA' means that the use is not permitted unless the Council has exercised its discretion and has granted planning approval after giving special notice in accordance with Clause 37.

Urbis understands the City of Vincent is currently reviewing their Scheme with draft Town Planning Scheme No 2 (TPS2), released for public comment in 2014. TPS2 has not been endorsed by the Western Australian Planning Commission and therefore is not binding when considering the proposed development. However, as the new scheme has been advertised, it is now considered a 'seriously entertained proposal' from a legal perspective and therefore the City will give due regard to the future zoning of the site and other relevant provisions when considering this application. Under TPS2 the subject site is zoned 'Regional Centre' (Figure 3). The most appropriate 'use' for brewing remains 'light industry'. This is a 'A' use within the 'Regional Centre' zone and therefore is not permitted unless the application is advertised and the submission received are considered in the assessment. There is consequently no difference to the existing zoning within TPS1.

Figure 3 – TPS2 - PRECINCT SCHEME MAP 1 – Leederville



Source: City of Vincent 2017



STRATEGIC PLANNING CONTEXT

The City has a number of strategic planning documents that are designed to guide the future development of the City's precincts. The overarching strategy for the City is the City of Vincent *draft* Local Planning Strategy (Strategy) adopted by Council in 2014. The proposed micro-brewery and operation is consistent with the following aspects of the Strategy:

- Self sufficiency – The proposed development can assist the City in meeting employment self-sufficiency targets (ESS). Not only will this proposal initially provide four new employees to the area, the head brewer is an owner and resident in Carr St.
- Theme of the precinct – The Leederville Precinct has an entertainment and hospitality theme. The proposal is in line with this theme as a local producer of beer. Modular will be targeting local establishments to supply their products.
- Occupation priority - Industrial, Mechanical & Production, is the most relevant line of occupation for a brewer outlined in the Strategy. This falls within the 'moderate' importance for the City. There is also sales and marketing elements to the proposal that fall within the 'High' importance of the City.

More locally, the City of Vincent's *Leederville Master Plan 2007* (Master Plan) sets out to provide a blueprint for future development in Leederville. We believe the proposal does achieve many of the objectives of the Master Plan such as:

- Economic – Provides an opportunity to replace a long term vacant space in Leederville, with a business proposition that currently doesn't exist and will provide economies locally through employment and supply to local businesses. The success of this business would see a long-term investment into upgrading the development to accommodate a facility that can be enjoyed by the local community.
- Environmental Sustainability – The business model promotes local production and supply of goods. This promotes a more traditional sustainable business model.
- Social Sustainability – Ideally, in the long term, Modular will be successful enough to be able to develop a facility that can be enjoyed by the community directly. This space would promote social interaction with a local flavour for future mixed use development surrounding the site.

It is acknowledged that the long term strategic prospect from this subject site is for a multi-story commercial development, however, given the market conditions and the ability for this operation to adaptable, we believe this proposal can be incorporated into future developments.

MICRO-BREWERY PROCESS AND OPERATION

The operation carried out is on an extremely low scale and is strategically placed to provide a very niche local market. The micro-brewing process carried out involves milling, mashing and boiling of the grist, wort and liquor. This will occur on site within a single vessel system (Kettle). More specifically this involves:

Stage 1

- Milling: 40-50 kg of malted barley/wheat into containers. Time taken ~10 minutes
- Mashing: Grist added to ~ 64C hot water. Time taken ~ 60 minutes
- Boiling: Boiling at 100C of resulting liquor. Time taken ~ 60 minutes

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- Waste from mash: Spent grain collected and taken offsite to 3rd party post brewing process.

Stage 2

Fermentation and packaging (kegs/cans) occurs onsite and involves:

- Fermentation: Post inoculation of liquor which takes approximately 5 days of primary fermentation within pressure vessels sealed by a 40L water airlock (fermentation gasses pass through water prior to release).
- Disposable of fermentation waste: Resultant trub and yeast body is disposed of through conventional waste water and rubbish collection.

Modular will initially be producing up to 400 Litres per week which would entail two (2) separate brewing processes per week, however can be carried out in one (1) day. Pending the success of the business, the strategic direction of Modular would see an incremental increase in production up to 800 - 1000 Litres per week. This would involve four (4) separate processes a week. This is not envisaged to be until the third year of operation.

To provide some perspective, Gage Roads brews over 300,000 Litres per week and the intended production of Nowhereman Brewing across the train line in West Leederville is expected to be 3600 litres per week.

The distribution of the product will be via kegs direct to bars around Perth. Modular plan to deliver the product in kegs and given the small volumes, will do so via a ute or van.

No sale, or consumption for sale, of product, will occur on site and this application applies for production only.

STAFFING AND HOURS OF OPERATION

The micro-brewery will be staffed by a maximum of three (3) people at any one time. As outlined in the brewing process above, a clear majority of time surrounds the fermentation of the product. This will be monitored daily by visits from one (1) staff member only. Due to the length of time required for the fermentation process, there is limited ability to initiate more than two brews within a week. Therefore, the impact of operations on surrounding uses is extremely limited.

All stages of the brewing process will be carried out at varied times within the hours of 8am and 7pm on any given day of the week.

The brewery does not plan to trade direct with the public and therefore there is no specified trading hours.

PARKING

The subject site, Unit 3 specifically, contains four (4) exclusive use car parking bays within the lot as depicted on the proposed site plan. As mentioned above, the maximum staff on site at any one time will be three (3). Therefore, the four (4) car bays is more than adequate for the needs of the lessee.

The parking requirements under the *City of Vincent Parking and Access Policy No. 7.7.1* (Policy 7.7.1) are outlined below in Table 2:

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Table 2 – Parking Requirements

	Use	Required	Provided	Comply
Vehicle	Light Industry	1 per 100 sq. m	4 bays exclusive	Yes

Policy 7.7.1 also refers to bicycle parking provisions, however, does not refer to requirements for 'light industry'. The subject unit provides large areas for bicycle parking and if the City sees it necessary to cater for this, Modular is happy for this to be conditioned as part of an approval.

ODOUR

Upon request of the City, Modular have engaged odour consultants Northstar Air Quality (Northstar) to carry out an odour emission assessment for the proposed micro-brewing operation at the subject site. This report in its entirety can be found attached to this development application.

Northstar carried out the assessment through the following process:

- Magnitude of odour impacts associated with the various stages of the beer brewing process
- The sensitivity of current and (likely) future land uses to potential odour impacts: and
- Risk is assessed as the product of those considerations.

The objective of the risk assessment is to provide a systematic and transparent methodology to identify the requirement for odour controls and achieve an objective consistent with the requirements of the Environmental Protection Act (1986).

The Report makes a direct correlation with the neighbouring bakery (Strange Grains Gluten Free Bakery) due to the similarities of odour. The assessment looks at the cumulative impact of both the bakery and micro-brewery as opposed to just assessing the micro-brewery on its own merit. The assessment has been assessed based on the potential future encroachment of residential uses at the property boundary or in simple terms, worst case scenario.

The Report refers to the odour as being a pleasant smell, much like that of a bakery. Without any mitigation processes in place, the vapours from the 60 minute process of wort boiling are assessed as being slight or negligible and the risk is neutral or intermediate.

The Report then recommends the following mitigation measures:

- Registration and follow up of odour complaints. These will be recorded using the odour complaints form and register that can be viewed in Appendix B of the Northstar Report.
- Assessment of activities that might cause odours e.g. by-product storage during the summer period.
- Regular inspection and maintenance of containment measures in area that can cause odours e.g. oil tanks and wastewater installations.
- Potential best available technologies.
- Condensation of vapours.

The implementation of this mitigations reduces the risk from moderate to negligent. Modular are committed to adopt the above outlined measures and therefore produce negligible odour emissions.

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NOISE

The micro-brewing process produces a very little noise emissions and will operate well within the guidelines of the *Environmental Protection (Noise) Regulations 1997*. The only aspect of the brewing process that creates noise is milling the grain. This is not dissimilar to using a domestic juicer or blender. This will be carried out with the operating hours.

LEEDERVILLE BREWING HERITAGE

Brewing is not foreign to Leederville, instead, it forms a large part of its celebrated history. As can be researched within the City of Vincent's 2007 publication of local history, "*Our Town*", Leederville was home to the Golden West Company. Golden West was established in 1896 by JJ Wallis. Golden West operated out of a large factory in Carr Street, within immediate proximity to the subject site, and as depicted in Figure 4, brewed a range of beverages. The company was rebranded to 'Gest' and sold to Coca Cola (Town of Vincent, 2007).

Figure 4 – Golden West Company - Leederville



Source: Town of Vincent 2007

Upon this discovery, the directors of Modular Brewing Pty Ltd fell in love with historic concept of this story and thus propose to reignite the "Golden West" story in Leederville by trading under the name of "Golden West Brewing".

CONCLUSION

The proposed change of use application seeks approval to establish a 'micro brewery' on the subject site. We believe the necessary investigations have been carried out and appropriate planning requirements addressed to ensure the 'use' is appropriate to the context of the area. Modular engaged Northstar Air Quality to ensure the appropriate information is made available and mitigation measures are put in place for this 'use' within its context.

Modular believes they will be a strong contributor to the local area and with the head-brewer an owner and resident in Carr St, the local interests of community are highly considered in this proposal.



It is respectfully requested that the application be approved subject to relevant and reasonable conditions.

If you have any questions please don't hesitate to contact me at 9346 0500 or knolan@urbis.com.au.

Yours sincerely,

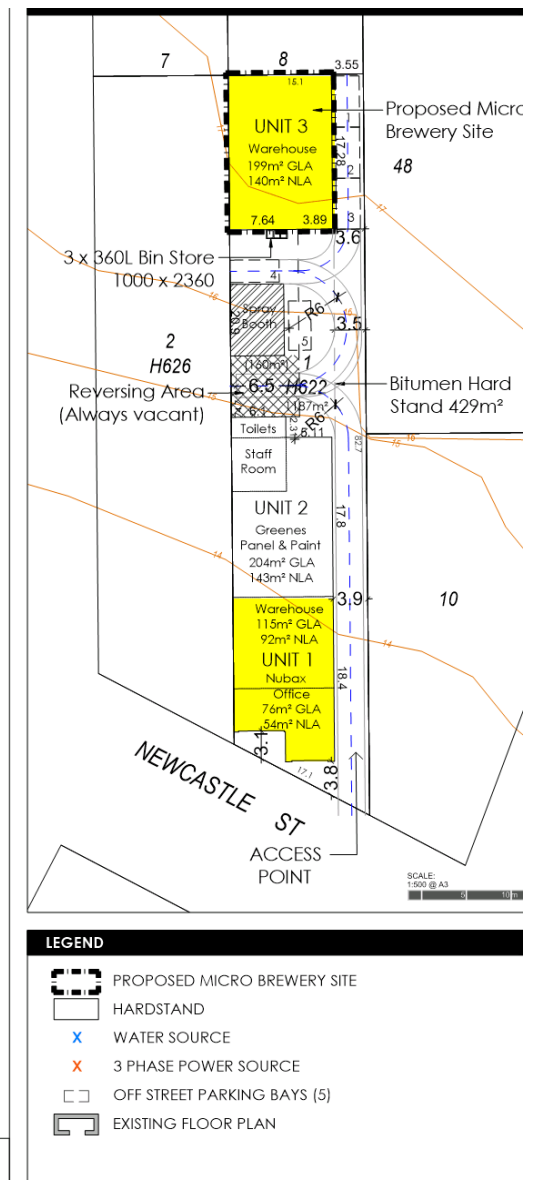
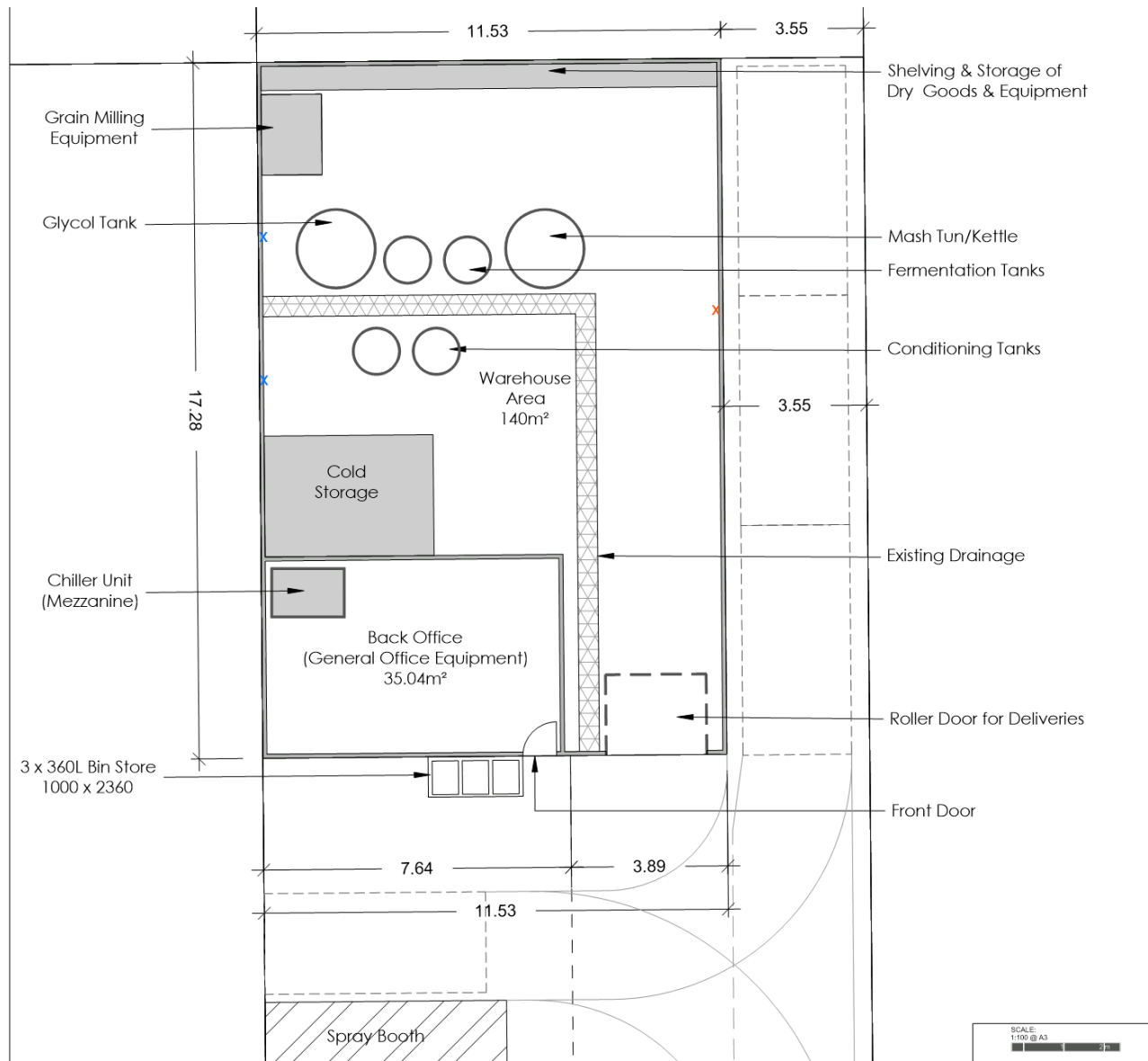
A handwritten signature in black ink, appearing to read "Kris Nolan".

Kris Nolan
Director

Enc North Star Air Quality - Odour Report
 Application Form
 Certificate of Title
 3 x Floor/Site Plan

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PROPOSED MICRO-BREWERY LAYOUT
 LOT 1 (622) NEWCASTLE STREET, LEEDERVILLE

DATA SOURCE
 WATER CORPORATION
PROJECTION
 MGRS 56SGD

DISCLAIMER
 Copyright by RBIS Pty Ltd. This drawing or plan thereof may not be reproduced for any purpose or used for another project without the consent of RBIS. The plan must not be used for marketing, selling or advertising and is for discussion purposes only and subject to further site study, Council approval, engineering report, and survey.

CLIENT

SCALE:
 1:500 @ A3



PROJECT NO. PA1394
DATE 10.11
DRAWING NO. 1
REVISION

No. 622 Newcastle Street, Leederville
Schedule of Submissions Following Advertising
(Advertising period: 17.08.2017 – 07.09.2017)

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

Comments Received in Support:	Officer Technical Comment:
<p><u>Land Use:</u></p> <p>Enhances the Leederville Town Centre</p> <p>A great addition for the area</p> <p>Good initiative for Leederville and further adds to the appeal of the area</p> <p>Great diversity in the small business within the area</p> <p>The proposal will be able to showcase local produce for local consumption is paramount in continuing to be able to offer something directly to the local residents.</p> <p>Supports any concept that allows local produced products to remain local.</p> <p>More businesses bringing people to the heart of Leederville is a good thing.</p> <p>Encourages small businesses.</p> <p>The proposal is beneficial to the area in driving positive business activity.</p> <p>The proposal will revive an old Leederville brewing business name in Golden West.</p>	<p>Support for the proposal is noted.</p>

Comments Received in Objection:	Officer Technical Comment:
<p>Objects to proposal.</p> <p>The current Greenies panel beaters operating at the subject site should not be allowed to operate. The submitter has lodged various complaints about the operators continually spray painting outside.</p> <p>A change of use from Unlisted Use to Commercial should be undertaken.</p>	<p>Noted. This application does not relate to the panel beater which currently operates from tenancy two on the subject site. The development application submitted proposes to change the use of tenancy one and three only.</p>
General Comments Received:	Officer Technical Comment:
<p><u>Odour:</u></p> <p>Submitter is concerned about the potential odour from the operations of the microbrewery and would like to know what will be done to reduce, minimise and/or eliminate them.</p> <p><u>Water:</u></p> <p>Reticulated water and sewerage is currently available to the subject site;</p> <p>Sewerage mains are located within the subject site and an easement may be required along the boundary of the subject site. Due consideration will be required when developing in this area;</p> <p>Any wastewater discharge from business or industry, other than that which come from staff amenities or office facilities, is generally classified as trade waste. Not all trade waste is compatible with the Water Corporation system. Any industry or business in WA wishing to discharge trade waste to Water Corporation sewers is required by law to apply for approval from the Water Corporation;</p> <p>This proposal will require approval by our Building Services section prior to commencement of works. Infrastructure contributions and fees may be required to be paid prior to approval being issued.</p>	<p><u>Odour:</u></p> <p>As outlined in the body of the report, the applicant has provided an Odour Risk Assessment (ORA). The ORA has taken into account the surrounding land uses to ascertain a cumulative impact of odour on the locality. The ORA concluded that the odour from the proposal is negligible on the locality and recommended some mitigation measures which will further reduce any impact of odour on the locality.</p> <p>Should development approval be granted, Administration has recommended the following condition:</p> <p><i>The development shall be carried out in accordance with the recommendations of the Modular Brewery, 3/622 Newcastle St, Leederville WA, Odour Risk Assessment (Report Reference 17.1050.FR1V1) dated 25 May 2017.</i></p> <p>The above condition will ensure that the applicant/landowner implements the recommendations of the ORA and therefore, reduce the impact of any odours which may be emitted. Any complaint received by the City will be investigated and actioned accordingly.</p> <p><u>Water:</u></p> <p>All comments are noted. It is the applicant/landowner's responsibility to obtain all other necessary approvals including those needed from the Water Corporation.</p>

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



This document has been prepared on behalf of **Modular Brewing Pty Ltd** by:

Northstar Air Quality Pty Ltd,

Level 40, 100 Miller Street, North Sydney, NSW 2060

www.northstarairquality.com | Tel: +61 (02) 9931 7870

Modular Brewery, 3/622 Newcastle St, Leederville WA, Odour Risk Assessment

Addressee(s): Modular Brewing Pty Ltd

Report Reference: 17.1050.FR1V1

Date: 25 May 2017





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Quality Control

Study	Status	Prepared:	Checked:	Authorised:
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THE PROJECT	Final	Northstar Air Quality	M Doyle, D Burt	G Graham
LEGISLATION, REGULATION AND GUIDANCE	Final	Northstar Air Quality	M Doyle, D Burt	G Graham
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Final Authority

This report must be regarded as draft and without prejudice until the above study components have been each marked as final, and the document has been signed and dated below.

G Graham

25th May 2017



Non-Technical Summary

Modular Brewing Pty Ltd (Modular Brewing) propose to operate a small (1,000 litres per week) micro-brewery at 3/622 Newcastle Street, Leederville (the Project site). Modular Brewing has requested Northstar Air Quality Pty Ltd to provide an odour risk assessment to support a change of use Development Approval for the Project.

The odour risk assessment presented in this report presents a risk assessment, conducted in general accordance with ISO 31000 through the assessment of the (i) magnitude of odour impacts associated with the various stages of the beer brewing process and (ii) the sensitivity of current and (likely) future land uses to potential odour impacts, and risk is assessed as the product of those considerations.

The objective of the risk assessment is to provide a systematic and transparent methodology to identify the requirement for odour controls and achieve an objective consistent with the requirements of the *Environmental Protection Act* (1986).

The risk assessment is performed in three stages:

- **Step 1: Pre-mitigated risk:** This is used to identify any significant risks and identify the need for control;
- **Step 2: Control and mitigation:** An examination of what constitutes best available technology (BAT) for odour control for that process; and,
- **Step 3: Post-mitigation risk:** This is used to identify the residual risks, based upon the application of control technologies and appropriate management practices.

Step 1: The pre-mitigation risk assessment determined the following risks:

- Vapours from wort boiling intermediate risk
- Wastewater treatment intermediate/minor risk
- Storage and handling of co- and by- products intermediate/minor risk

Step 2: Using the pre-mitigated risk assessment from Stage 1, a range of odour control measures were identified, with reference to **Best Available Technology** (BAT) outlined in The Brewers of Europe (CBMC) (2002) - *Guidance Note for establishing BAT in the brewing industry*, including:

- Vapours from wort boiling: condensation of vapour from wort boiling
- Wastewater treatment: no on-site treatment, containment of run-off, Council policy(s)
- Storage and handling of co- and by- products: containerised storage, effective waste management, Council policy(s)
- Implementation of an odour complaint procedure

Step 3: The post-mitigation risk assessment determined the following risks:

- Vapours from wort boiling neutral risk
- Wastewater treatment neutral risk
- Storage and handling of co- and by- products neutral risk



The potential for cumulative impacts with the bakery located at 626 Newcastle Street, Leederville was considered. The above odour controls have been designed to not give rise to unreasonable emissions of odour (as defined by the *Environmental Protection Act* [1986]) at or beyond the Project site boundary and as such the potential for cumulative odour impacts between the bakery and micro-brewery are not considered to be significant.

The assessment has been based upon a capacity and throughput of 1,000 litres per week, although the initial throughput will be limited to 400 litres per week. The initial limitation of 400 litres per week is determined by the anticipated demand for the product and the throughput capacity of the installed equipment (principally the volume of the fermentation vessel). The throughput of 1,000 liters per week would not be achievable until demand is sufficient to warrant additional production and the equipment volume is increased.

The initially lower capacity and throughput of 400 litres per week is considered to be beneficial to the Development Approval process, as it would allow a period of process settling-in, and demonstration that the microbrewery is capable of being operated and managed so as not to give rise to unreasonable odour emissions.

It is recommended that an odour complaints register is maintained to document receipt of odour complaints, which would be made available for inspection by Council upon request. To facilitate this a copy of the Northstar Air Quality Odour Complaint Record Sheet has been provided in **Appendix B** which may be used, or adapted, for this purpose.



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Units Used in the Report

All units presented in the report follow the International System of Units (SI) conventions, unless derived from references using non-SI units.

In this report, units formed by the division of SI and non-SI units are expressed as a negative exponent, and do not use the solidus (/) symbol.

Common Abbreviations

Abbreviation	Term
BCA	Building Code of Australia
CO ₂	carbon dioxide
L	litre
OU	odour unit
VOC	volatile organic compound



1. INTRODUCTION

Modular Brewing Pty Ltd (Modular Brewing) propose to operate a small micro-brewery at 3/622 Newcastle Street, Leederville (the Project site).

Modular Brewing has requested Northstar Air Quality Pty Ltd to provide an odour risk assessment to support a change of use Development Approval for the Project.

2. THE PROJECT

2.1. Environmental Setting

The location of the proposed micro-brewery is 3/622 Newcastle Street, Leederville (Lot 1 D/P 1057) (the Project site) and the proposed layout is presented in **Appendix A**. The Project site is located in Development Area 1 and zoned to accommodate commercial land uses, as per the City of Vincent Town Planning Scheme No. 1 (Oxford Centre Precinct – Scheme Map 4)¹.

Surrounding land includes commercial and residential uses including a bakery to the immediate southwest (approximately 12 m), residences to the immediate north (approximately 12 m) and northwest (approximately 16 m) and offices to the immediate west (approximately 15 m) of the Project site. Currently vacant land (zoned commercial) is located to the immediate east of the Project site (approximately 4 m).

Approval is sought for the micro-brewery with a weekly output of 1,000 litres (L) per week, however in the first instance it is envisaged that the throughput will be limited to 400 L per week.

This report assesses the odour risks and controls of the proposed microbrewery at a throughput of 1,000 L per week.

The initial limitation of 400 L per week is determined by the anticipated demand for the product and the throughput capacity of the installed equipment (principally the volume of the fermentation vessel). The throughput of 1,000 L per week would not be achievable until demand is sufficient to warrant additional production and the equipment volume is increased.

The initially lower throughput of 400 L per week is considered to be beneficial to the Development Approval process, as it would allow a period of process settling-in, and demonstration that the microbrewery is capable of being operated and managed so as not to give rise to unreasonable odour emissions.

¹ http://www.vincent.wa.gov.au/Services/Planning/Town_Planning_Scheme_Zoning_Information/Scheme_Maps (accessed 12/04/2017)



2.2. The Process

The brewing process typically involves a number of stages or processes, including the following.

- Raw materials storage and handling;
- Grain cracking and milling;
- Grain mashing;
- Boiling;
- Fermentation;
- Conditioning and maturation;
- Clarifying, kegging / bottling; and,
- Waste water and solid waste management.

Whilst the beer brewing process is relatively standardised, there are some variations between brewing processes in the composition of the grain bill, mashing and boiling temperature and duration, and the time and composition of the hops and adjuncts, depending upon the brewing style and the type of product intended.

Typically, the most significant potential source of odour from brewery operations is the evaporation of volatile organic compounds derived from wort boiling. Wort boiling occurs in brew kettles, during which the boil vapour may be discharged to atmosphere or recompressed and reused before being condensed, cooled and disposed of as a liquid effluent.

The fermentation and maturation stage of the process produces volatile organic compounds including ethanol and ethyl acetate.

Waste water diverted to trade waste has the potential for odour emissions where brewery effluent and spills are transported off-site via an on-site drainage network.

Odour emissions from all other processes are fugitive (uncontrolled) and not significant in nature and would be confined to the area of the building in which the relevant activity is being performed.

It is noted that the weekly brewing volume of the Modular Brewery is relatively small. Approval is sought for a capacity of 1,000 L per week with an initial anticipated production limit of 400 L per week.



3. LEGISLATION, REGULATION AND GUIDANCE

Often a pollutant may have a health-based criterion and an amenity-based criterion and typically these will be represented by different concentration values over different averaging periods to account for the mechanisms through which an air pollutant may affect health and amenity. The standards protecting amenity (odour) will usually be specified over short-duration averaging periods as the time required to register an odour that affects amenity, and which may give rise to a nuisance complaint, is typically very short.

The concentration values vary according to the threshold at which it may be typically detected as a human olfactometric response (i.e. the threshold of nasal detectability). This concentration is called the odour detection threshold (ODT) and defines 1 odour unit (1 OU) for that odorant. The actual mass/volume airborne concentration ($\mu\text{g}\cdot\text{m}^{-3}$) that equates to the ODT for each air pollutant will be different, even though they all have an equivalence to 1 OU.

Based on the literature available, in an outdoor environment, the odour concentration at which an odour is perceived to potentially be a nuisance typically ranges from around 2 OU to around 10 OU depending on the interaction of various factors including the composition of the odorants exposed, the sensitivity of the receiving environment, how offensive the odour is, the frequency, intensity and duration at which it is experienced etc.

Impacts from odorous air contaminants are often nuisance-related rather than health-related. Odour performance goals guide decisions on odour management, but are generally not intended to achieve "no odour".

An odour goal of less than 1 OU would theoretically result in no odour impact being detectable in laboratory conditions. In practice, the character of a particular odour can only be judged by the receiver's reaction to it, and preferably only compared to another odour under similar social and regional conditions.

3.1. Legislation

The defining legislation applicable in WA is provided under the *Environmental Protection Act* (1986). In relation to the potential emission of odour from premises that causes an off-site impact, the *Act* states the following:

Part V — Environmental regulation

Division 1 — Pollution and environmental harm offences

49. Causing pollution and unreasonable emissions

(1) In this section —

unreasonable emission means an emission or transmission of noise, odour or electromagnetic radiation which unreasonably interferes with the health, welfare, convenience, comfort or amenity of any person.



- (2) *A person who intentionally or with criminal negligence —*
 (a) *causes pollution; or*
 (b) *allows pollution to be caused,*
commits an offence.
- (3) *A person who causes pollution or allows pollution to be caused commits an offence.*
- (4) *A person who intentionally or with criminal negligence —*
 (a) *emits an unreasonable emission from any premises; or*
 (b) *causes an unreasonable emission to be emitted from any premises,*
commits an offence.
- (5) *A person who —*
 (a) *emits an unreasonable emission from any premises; or*
 (b) *causes an unreasonable emission to be emitted from any premises,*
commits an offence.

51. Occupiers of premises, duties as to emissions

- The occupier of any premises who does not —*
 (a) *comply with any prescribed standard for an emission; and*
 (b) *take all reasonable and practicable measures to prevent or minimise emissions,*
from those premises commits an offence.

[Section 51 amended by No. 54 of 2003 s. 38.]

Correspondingly, under the Act, there is an obligation of an occupier of a premises, whether that is a prescribed premises or not, not to cause unreasonable emissions of odour that *unreasonably interferes with the health, welfare, convenience, comfort or amenity of any person*. There is also an obligation to take reasonable and practicable measures to *prevent or minimise emissions*.

3.2. Guidance

As previously discussed, the level at which an odour is perceived to be a nuisance can range from 2 OU to 10 OU (2 × to 10 × the odour detection threshold) to depending on a combination of the following factors:

- **Odour quality:** whether an odour results from a pure compound or from a mixture of compounds. Pure compounds tend to have a higher threshold (lower offensiveness) than a mixture of compounds.
- **Population sensitivity:** any given population contains individuals with a range of sensitivities to odour. The larger a population, the greater the number of sensitive individuals it contains.
- **Background level:** whether a given odour source, because of its location, is likely to contribute to a cumulative odour impact. In areas with more closely-located sources it may be necessary to apply a lower threshold to prevent offensive odour.



- **Public expectation:** whether a given community is tolerant of a particular type of odour and does not find it offensive, even at relatively high concentrations. For example, background agricultural odours may not be considered offensive until a higher threshold is reached than for odours from a landfill facility.
- **Source characteristics:** whether the odour is emitted from a stack (point source) or from an area (diffuse source). Generally, the components of point source emissions can be identified and treated more easily using control equipment than diffuse sources. Point sources tend to be located in urban areas, while diffuse sources are more prevalent in rural locations.
- **Health Effects:** whether a particular odour is likely to be associated with adverse health effects. In general, odours from agricultural activities are less likely to present a health risk than emissions from industrial facilities.

The WA Department of Environment Regulation (DER) has previously developed odour performance criteria for new and existing facilities which were published in the guidance document "No. 47: Assessment of Odour Impacts from New Proposals" dated 2002. However, at the time of writing this guidance has been withdrawn and WA DER has yet to publish a replacement guidance document.

In the absence of any current State specific guidance, a summary of the relevant regulations across all Australian jurisdictions is presented in **Table 1** with variation across each jurisdictions observed.

Table 1 Odour Concentration Limits in Ambient Air (Australia) - 2013

State	Odour Concentration Limits in Ambient Air	Averaging Period and Frequency of Perception
QLD	0.5 OU for tall stacks 2.5 OU for ground level sources and down-washed plumes from short stacks	1-hour average, 99.5 th percentile
NSW	Varying from 2 OU (rural residence) to 7 OU (urban area)	Peak concentrations (1-second average), 99 th percentile
SA	2 OU (2000 people or more), 4 OU (350-1999 people), 6 OU (60-349 people), 8 OU (12-59 people), 10 OU (less than 12 people)	3-minute average, 99.9 th percentile
VIC	Offensive odours must not be discharged beyond the boundaries of the premises (1 OU)	3-minute average, 99.9 th percentile
WA (withdrawn)	2 OU 4 OU	3-minute average, 99.5 th percentile 3-minute average, 99.9 th percentile

Source: Adapted from Lisboa, H.M., Sivert, E and Stuetz, R.M. (Odour Regulations – Experiences from Australia)²

² Lisboa, H.M., Sivert, E and Stuetz, R.M., *Odour Regulations – Experiences from Australia*, Chemical Engineering Transactions, Vol 40, 2014



It is noted that the odour assessment criteria in **Table 1** are a **design** tool rather than a **regulatory** tool. The benchmark for operational facilities is generally not the odour assessment criteria outlined above but whether the emission of odour is unreasonable, or being prevented or minimised using best management practices.

3.3. Odour Separation Distances

The WA EPA draft "*Environmental Assessment Guideline for Separation distances between industrial and sensitive land uses*" (September 2015)³ includes a separation distance of between 200 m and 500 m for industries where alcoholic beverages are manufactured (brewery, distillery or winery) for the environmental risks of gas, noise dust and odour. Although the draft guideline does state that the separation distances are recommended for all industries, not just those above a specific production or design capacity, it is clear that emissions of odour would be related to the production capacity of the Project.

The function of the odour assessment is therefore to identify potential odour emissions from the brewing process, evaluate the potential to give rise to unreasonable odour impacts (including amenity) and to identify practical and reasonable steps to prevent or minimise those emissions.

³ <https://consultation.epa.wa.gov.au/policy-and-guideline-development-and-review/draft-separation-distances-eag/> (accessed 12/04/2017)



4. METHODOLOGY

As the proposed methodology is aimed at identifying practical odour management, it relies upon an element of judgement based upon the experience of the author.

To provide some clarity / transparency on how the conclusions have been derived, a risk assessment procedure has been adopted, based upon the definitions provided under ISO 31000.

The risk assessment is performed in three stages:

- **Step 1: Pre-mitigated risk:** This is used to identify any significant risks and identify the need to control;
- **Step 2: Control and mitigation:** An examination of what constitutes best available technology (BAT) for odour control for that process; and,
- **Step 3: Post-mitigation risk:** This is used to identify the residual risks, based upon the application of control technologies and appropriate management practices.

The risk assessment procedure adopted in this instance uses the determinations of:

- **sensitivity of receptors;** and
- **impact magnitude;** to derive
- **risk.**

These terms are defined and discussed in the following subsections.

4.1. Sensitivity of Receptors

Sensitivity terminology may vary depending upon the environmental effect, but generally this may be described in accordance with a scale from 'very high' to 'low', as defined in **Table 2**.

Table 2 Methodology - Sensitivity of Receptors

Sensitivity	Description	Examples
Very High	Receptors are highly sensitive to changes in the odour environment	Receptors of very high sensitivity to odour such as: hospitals and clinics, retirement homes and food processing.
High	Receptors have a high sensitivity to changes in the odour environment	Receptors of high sensitivity to odour, such as: schools, residential areas, food retailers, high-end office space (banking etc).
Medium	Receptors have a medium sensitivity to changes in the odour environment	Receptors of medium sensitivity to odour, such as: outdoor storage, light and heavy industry.
Low	Receptors have a low sensitivity to changes in the odour environment	All other air quality sensitive receptors not identified above.



4.2. Impact Magnitude

Impact magnitude is a descriptor for the predicted scale of change to the odour environment that may be attributed to the operation of the Project, and is evaluated on a scale from 'substantial' to 'negligible' as defined in **Table 3**.

Table 3 Methodology - Impact Magnitude

Magnitude	Description	Examples
Substantial	Impact is predicted to cause significant consequences on the receiving environment	Substantial risk that the impacts would generate nuisance complaints, resulting in regulatory action.
Moderate	Impact is predicted to possibly cause statutory objectives / standards to be exceeded	Moderate risk that the impacts would generate nuisance complaints, resulting in regulatory action.
Slight	Predicted impact may be tolerated.	Slight risk that the impacts would generate nuisance complaints, resulting in regulatory action.
Negligible	Impact is predicted to cause no significant consequences.	Negligible risk that the impacts would generate nuisance complaints, resulting in regulatory action.

4.3. Risk

The risk matrix provided in **Table 4** illustrates how the definition of the impact magnitude and sensitivity of receptors interact to produce impact risk (composite risk index). For example, an odour impact of *slight* magnitude at a *medium* sensitive receptor location would be determined to be of *minor* risk (significance).

Table 4 Methodology - Odour Risk Matrix

Magnitude Sensitivity		[Defined by Table 3]			
		Substantial Magnitude	Moderate Magnitude	Slight Magnitude	Negligible Magnitude
[Defined by Table 2]	Very High Sensitivity	Major Significance	Major/ Intermediate Significance	Intermediate Significance	Neutral Significance
	High Sensitivity	Major/ Intermediate Significance	Intermediate Significance	Intermediate/Minor Significance	Neutral Significance
	Medium Sensitivity	Intermediate Significance	Intermediate/Minor Significance	Minor Significance	Neutral Significance
	Low Sensitivity	Intermediate/Minor Significance	Minor Significance	Minor/Neutral Significance	Neutral Significance



The 'risk' derived through this methodology is presented on a scale of *major* to *neutral* significance. The relative risk is provided as a dimensionless product of the defined values attributed to receptor sensitivity and impact magnitude.

The determined risk (significance) may be used to highlight the relative environmental risk and to highlight the general requirement for the application of controls and mitigation. It is noted that the above approach is designed to provide an overall impact risk, and is not intended to represent the defining determination for the requirement for mitigation and control. The determined risk methodology is not designed to exclude impacts with a lower determined significance from receiving mitigation and control treatments, in accordance with the principle of reducing environmental impacts to maximum extent practicable.

The approach may also underestimate the impact significance in environments which are assessed as having low sensitivity to impacts of a substantial or moderate magnitude, and therefore a pragmatic approach to the assessment significance should be applied.



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5. RISK ASSESSMENT

The risk assessment presented below follows the methodology outlined in **Section 4**. The risk assessment is presented in a number of stages:

- **Step 1: Pre-mitigated risk:** This is used to identify any significant risks and identify the need to control;
- **Step 2: Control and mitigation:** An examination of what constitutes best available technology (BAT) for odour control for that process; and,
- **Step 3: Post-mitigation risk:** This is used to identify the residual risks, based upon the application of control technologies and appropriate management practices.

5.1. Step 1: Pre-Mitigated Risk Assessment

The following represents the risk assessment that is used to identify the risks associated with operation without any supplementary mitigation, and identify the type and nature of controls that are required to be applied to avoid unreasonable emissions of odour.

5.1.1. Pre-Mitigated Sensitivity of Receptors

The proposed site of the micro-brewery is 3/622 Newcastle Road, Leederville. The proposed site is currently located amongst mixed land uses. With reference to Section 2.1 ("*Existing Land Uses*") of the Department for Planning and Infrastructure (2008) *Leederville Masterplan (Carr Place Residential Precinct Study)*⁴ the land at 622 Newcastle Street is currently zoned for commercial use, as illustrated by the red colouration in the map on the left in **Figure 1**.

Figure 1 Current (left) and Preferred (right) Land Uses (DPI, 2008)



⁴ https://www.planning.wa.gov.au/dop_pub_pdf/planning_leederville_carr.pdf



Section 2.1 of DPI, 2008 also provides the following descriptors of that zoning:

- *Commercial developments are predominantly on the southern side of Carr Place.*
- *Business types include showrooms, real estate agents, furniture manufacturing and vehicle repair workshops.*
- *A recent 3 storey (plus loft) mixed use development is on the corner of Carr Place and Newcastle Street.*
- *The majority of commercial buildings are single storey and semi-industrial in appearance with some modern developments.*

Section 3.1 ("Preferred Land Uses") shows the land at 622 Newcastle Street as preferentially zoned for 'mixed use', as illustrated in the yellow coloration in the map on the right in **Figure 1**.

It is noted that the preferential land use map also shows an increase in the spread of 'high density residential use' south of Carr Street, which is located to the north of the proposed Project site.

Both the current and preferential land use maps show residential land uses to the east of the proposed development site along Loftus Street.

A desktop mapping exercise has been undertaken to identify proximate locations that might be considered to be sensitive to potential odour impacts. The following is not intended to represent a fully inclusive list of all locations, but provides a reasonable overview of the surrounding land uses. Corresponding with each land-use the sensitivity is provided on a scale of 'very high' to 'negligible', as defined in **Table 2**.

Table 5 Sensitivity of Receptors (Unmitigated)

Property	Address	Land use	Distance	Sensitivity
Sime Darby Australia Ltd	628 Newcastle Street	Serviced accommodation	20 m	High
Trinity Theological College	632 Newcastle Street	Education facility	50 m	High
Airspace	626 Newcastle Street	Education facility	<10 m	High
Central Kimberly Diamonds Ltd	1/620 Newcastle Street	Commercial premises	15 m	Medium
O'Connors Café	629 Newcastle Street	Food retail	50 m	High
Water Corporation	629 Newcastle Street	Offices	140 m	High
Residential property	11 Bold Close	Residential	35 m	High
Principal Academy of Dance and Theatre Arts	187 Carr Place	Education facility	45 m	High



5.1.2. Pre-Mitigated Impact Magnitude

In the context of the risk assessment methodology, the impact magnitude relates to the definitions presented in **Table 3**, and is described on a scale from *substantial* to *negligible*. The key considerations in the assessment of potential impact magnitude are:

- Assessing the potential odour emissions from the process to give rise to off-site impacts;
- Assessing the scale, frequency and duration of those process emissions.

The typical brewing process is briefly described in **Section 2.2**, and more detail may be derived from The Brewers of Europe (CBMC) (2002) - *Guidance Note for establishing BAT in the brewing industry*⁵. CBMC, 2002 addresses various environmental impacts from the brewing process, including odour:

“The largest source of odour emission from a brewery is the evaporation from the wort boiling.

The main potential odour sources are:

- *Vapours from wort boiling*
- *Wastewater treatment*
- *Storage and handling of co- and by- products.*
- *Oil storage.*
- *Ventilation of beer cellars and packaging lines.*
- *Stack emissions from the boiler house.*

The main reasons for odour nuisance are:

- *Location toward neighbouring areas.*
- *No vapour condensing from wort boiling.*
- *Mal-operation of heat recovery system for the wort boiling.*
- *Storage of by-product during summer periods.*
- *Content of sulphate in wastewater, which will cause malodours if the wastewater becomes anaerobic.*

The above appraisal is consistent with our own observations of odour emission potential from breweries in Australia, including odour management and assessment work on behalf of Schwartz Brewery at World Square, Sydney, Newcastle and the Hunter Valley. In all assessment works, the most significant source of odour generation was assessed as being from wort boiling.

The odour from wort boiling is typically not considered to be noxious, and is generally described as exhibiting a bread-like odour. In terms of the perception of the hedonic tone of odour from the wort brewing process (the relative pleasantness-unpleasantness quality), Dravnieks, A., Masurat, T., & Lamm, R. (1984) *Hedonics of Odors and Odor Descriptors*, *Journal of the Air Pollution Control Association*, 34:7, 752-755, DOI: 10.1080/00022470.1984.10465810⁶ describes a scale from +4 (pleasant) through 0 (neutral) to -4 (unpleasant).

⁵ <http://www.cerveceros.org/pdf/cbmcguidance-note.pdf>

⁶ <http://dx.doi.org/10.1080/00022470.1984.10465810>



The hedonic tone value (also called Dravnieks) associated with wort brewing is similar to that of a bakery, with a value of +3.53 and correspondingly, the odour from wort brewing is generally considered to be pleasant in hedonic tone, relative to a range of other odours. However, it is noted that odour nuisance may be generated by the other factors described in **Section 3**, such as its frequency, duration and intensity.

Based upon the above, and our experience in assessing and managing odour from breweries, the following is considered to represent the potential for odour to be generated from the process. Given the proximity of current (and potential future sensitive land uses) the assessment has been performed on the assumption that odour must be controlled to not give rise to unreasonable odour at or beyond the site boundary:

Table 6 Impact Magnitude (Unmitigated)

Process	Comments and Application	Unmitigated Magnitude
Vapours from wort boiling	Unmitigated	Moderate
Wastewater treatment	Unmitigated	Slight
Storage and handling of co- and by- products.	Unmitigated	Slight
Oil storage.	Not applicable – no oil storage	Negligible
Ventilation of beer cellars and packaging lines.	Not applicable	Negligible
Stack emissions from the boiler house	Not applicable – no boiler house	Negligible

5.1.3. Pre-Mitigated Risk

Based upon the above, the pre-mitigated risk may be determined as:

Table 7 Risk (Unmitigated)

Sensitivity of Receptors		Impact Magnitude		Risk
Location	Assessment	Process	Assessment	
Various locations at and beyond site boundary	High	Vapours from wort boiling	Moderate	Intermediate
		Wastewater treatment	Slight	Intermediate / Minor
		Storage and handling of co- and by-products	Slight	Intermediate / Minor
		Oil storage	Negligible	Neutral
		Ventilation of beer cellars and packaging lines	Negligible	Neutral
		Stack emissions from the boiler house	Negligible	Neutral



Based upon the above, the most significant odour risk is determined to be from wort boiling vapours with an **intermediate** risk. As there is potential for residential land use encroachment towards the boundary of the site, the assessment has been determined at any location at or beyond the site boundary, and hence is assessed as being a *high* sensitivity location representing residential land uses.

Other less significant odour risks (assessed as being **intermediate/minor**) are associated with:

- Wastewater treatment; and
- Storage and handling of co- and by- products.

5.2. Step 2: Odour Control and Management

5.2.1. Vapours from Wort Boiling

Reference is made to The Brewers of Europe (CBMC) (2002) - *Guidance Note for establishing BAT in the brewing industry*⁷. CBMC, 2002 makes the following recommendations for odour control:

“5.6 Odour

5.6.1 Selection of Priorities

The following subjects have been identified as being of priority in order to minimise the environmental impact of odour from the brewery:

- *Registration and follow up of odour complaints.*
- *Assessment of activities that might cause odours e.g. by-product storage during the summer period.*
- *Regular inspection and maintenance of containment measures in area that can cause odours e.g. oil tanks and wastewater installations*

5.6.2 Potential BAT's

5.6.2.1 Heat Recovery from Wort Boiling

By the condensation of vapours from the wort boiling the most significant odour source from the brewing process will be eliminated.”

If implemented and operated appropriately, the impact magnitude would be reduced from *moderate* to *negligible*. This is consistent with the recommendations for BAT as outlined above to eliminate the potential for odour, that is, control the potential emissions to derive a *negligible* magnitude generating a **neutral** risk irrespective of the sensitivity of the receiving environment. This is consistent with odour controls intended to derive no unreasonable odour beyond the site boundary.

⁷ <http://www.cerveceros.org/pdf/cbmcguidance-note.pdf>



5.2.2. Wastewater Treatment

The brewing process often requires a significant volume of water as an ingredient in the brewing process. There is also a requirement for wash-down water which will require disposal. There will be no wastewater treatment on-site, but there will be a requirement for discharge to sewer. The connection and operation of discharge to sewer will be performed in accordance with the relevant City of Vincent policy(s).

From an odour control perspective, the discharge point will be controlled and direct, eliminating any potential for surface water pooling or run-off. Where the potential for spillages is significant, the transfer area will be appropriately bunded with adequate and appropriate drainage provided to eliminate surface pooling.

The drains will be maintained appropriately and in accordance with the requirements of the City of Vincent policy(s). If implemented and operated appropriately, the impact magnitude would be reduced from *slight* to *negligible*.

5.2.3. Storage and Handling of Co- and By- Products

The brewing process will generate a variety of co-products and by-products. A range of co-products will be generated that will include brewers grain and surplus yeast, packaging materials and general solid wastes, which may include:

- Malt and adjuncts
- Grains
- Carbon dioxide
- Yeast
- Glass cullets
- Waste products including
 - Kieselguhr sludge
 - Plastic containers
 - Paper

All raw materials will be stored in appropriate and suitable storage drums / containers, and spilled materials will be contained and cleaned up immediately.

In terms of waste materials, recyclable materials (including plastics, glass, paper etc.) will be separated from the waste stream for recycling. Some co-products and by-products may be re-used directly, including waste malt, malt dust, brewers grain and surplus yeast which may be used as animal fodder.

The handling and storage of raw materials, co-products and by-products will be performed in accordance with the relevant City of Vincent policy(s) and waste materials will be appropriately managed by an appropriate commercial waste contractor. If implemented and operated appropriately, the impact magnitude would be reduced from *slight* to *negligible*.



5.2.4. Odour Management

Modular Brewing will operate an odour complaints procedures which will, as a minimum, record the number and details of complaints received regarding the environmental impacts and any action taken in response to the complaint.

The odour complaint procedure and associated complaint forms will be maintained in a proper fashion by Modular Brewing, and will be made available for inspection by Council upon request.

An example odour complaint record form is provided in **Appendix B**.

5.3. Step 3: Post-Mitigated Risk Assessment

The post-mitigated risk assessment represents the assessment of the operation of the microbrewery with the implemented odour controls and management procedures outlined above in **Section 5.2**. Based upon the above, the post-mitigated risk (sometimes termed the 'residual risk') may be determined as follows:

Table 8 Risk (Mitigated)

Sensitivity of Receptors		Impact Magnitude		Risk
Location	Assessment	Process	Assessment	
Various locations at and beyond site boundary	High	Vapours from wort boiling	Negligible	Neutral
		Wastewater treatment	Negligible	Neutral
		Storage and handling of co- and by-products	Negligible	Neutral
		Oil storage	Negligible	Neutral
		Ventilation of beer cellars and packaging lines	Negligible	Neutral
		Stack emissions from the boiler house	Negligible	Neutral

On the assumption that the odour control measures and odour management practices outlined above in **Section 5.2** are implemented, the pre-mitigated risks are reduced by controls associated with the impact magnitude. For all operations, the impact magnitude may be reduced to negligible with appropriate controls, and the resultant risks are determined as *neutral*.

Of note, the above assessment has been considered on a small-scale micro-brewery with a capacity of 1,000 L per week. As discussed, the initial capacity will be limited to 400 L per week, and it is considered this would offer Council further confidence that effective odour controls may be demonstrated to be achieved at a lower capacity.



5.4. Cumulative Impacts

An important consideration for odour assessment is the consideration of cumulative impacts, that is, how the emissions may combine with other off-site emissions to create a combined effect. In terms of odour management, odour can only be considered to have a cumulative effect when the odour emissions are sufficiently similar to be undifferentiable as an off-site observation.

It is noted that the Project site is located proximate to the Strange Grains Gluten Free Bakery. The location of the Project site and that of the bakery is illustrated in **Figure 2**.

Figure 2 Proximity of the Bakery



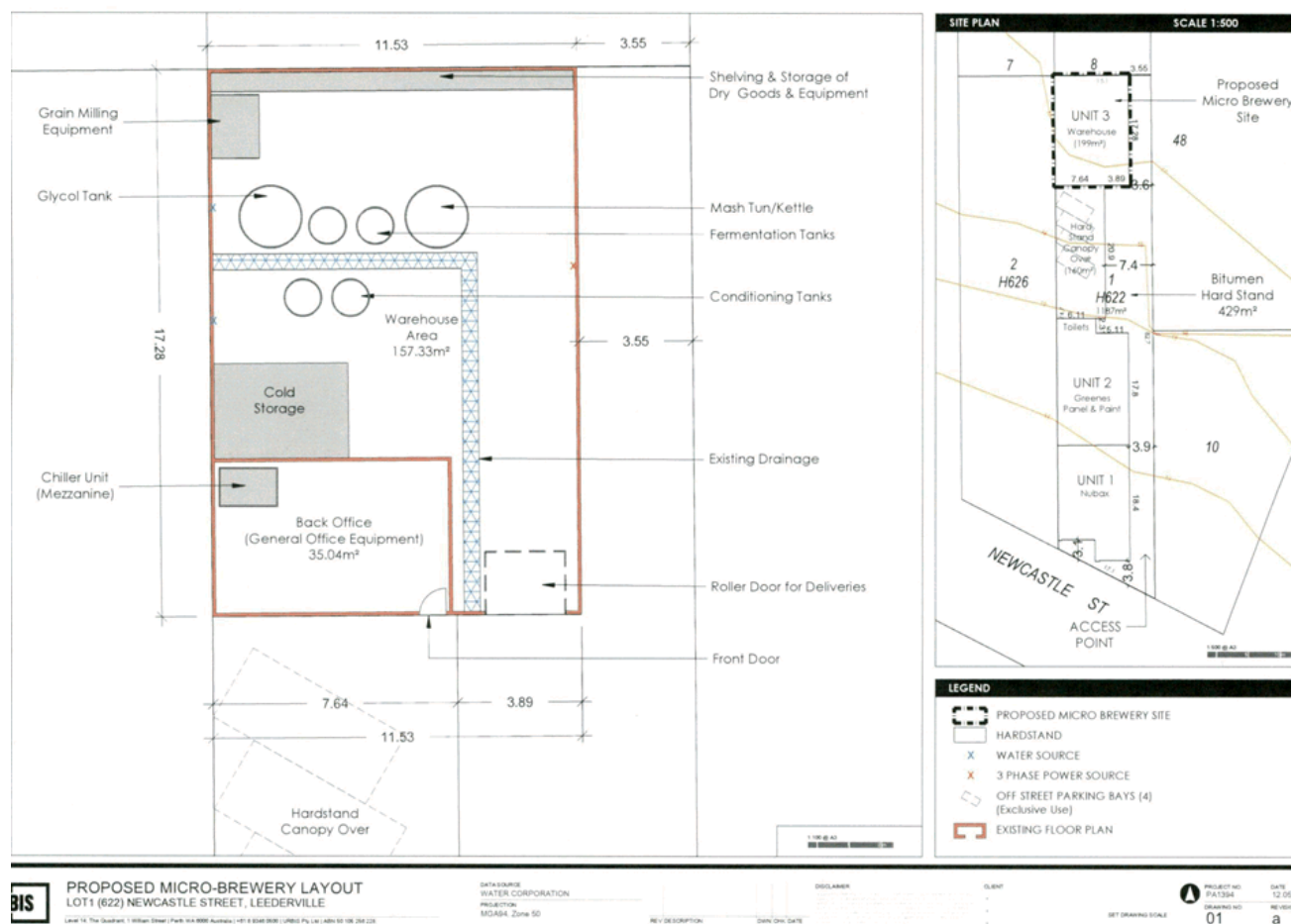
As discussed previously (see **Section 5.1.2**), odour from the brewing process is often described as exhibiting similar qualities to a bakery and as such it is reasonable to conclude that the two commercial properties may give rise to cumulative odour impacts.

The risk assessment conducted has sought to offer effective odour management at the site boundary. This has been performed as there is potential for future changes in land use to bring residential properties closer to the Project site, and as such unreasonable emissions of odour must be contained on site through design and operational control.

Based upon the implementation of the above odour controls, it is therefore considered that the cumulative odour impacts with the bakery are minimal. Notwithstanding the above, due to the similarity of emissions between the brewery and the bakery, it is imperative that the micro-brewery housekeeping standards are adequately implemented and the odour complaint procedure is implemented effectively.



APPENDIX A – PROPOSED MICROBREWERY LAYOUT





APPENDIX B – ODOUR COMPLAINT FORM

Odour Complaint Form



Contact details			
Date and time complaint received:			
Name & address of complainant:			
Telephone number of complainant:			
Complaint details			
Odour start date & time:	/ /	:	am pm
Odour stop date & time:	/ /	:	am pm
Location of the odour:			
Description of the odour:			
Persistence: <i>see note 1</i>	<input type="checkbox"/> Constant <input type="checkbox"/> Intermittent		
Intensity: <i>see note 2</i>	<input type="checkbox"/> 6 Extremely strong <input type="checkbox"/> 5 Very strong	<input type="checkbox"/> 4 Strong <input type="checkbox"/> 3 Distinct	<input type="checkbox"/> Weak <input type="checkbox"/> Very weak
<input type="checkbox"/> generally <input type="checkbox"/> at its worst			
Prevailing weather conditions at the time of the complaint			
Description: (dry, rain, windy, still etc)			
Temperature:			
Wind direction: <i>see note 3</i>			
Wind strength: <i>see note 4</i>			
Operational details, actions and resolution			
Operations during odour complaint:	<input type="checkbox"/> Operating <input type="checkbox"/> Not operating		
Identified causes:			
Actions taken:			
Cause resolved:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Follow up required:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Complainant informed of outcome:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Signed:			
Date:	/ /		

northstar air quality Pty Ltd

level 40 | 100 miller street | north sydney | nsw 2060

phone: +61 (02) 9931 7870 | fax: +61 (02) 9931 6888

abn: 52 609 741 728

www.northstarairquality.com

Odour Complaint Form (notes)



1. **Persistence** Please record the descriptor value that best describes the extent of the observation

A. Constantly between the specified times

B. Intermittently between the specified times

2. **Odour Intensity** Using the provided scale, estimate how intense the odour was generally or at its worst:

6	Extremely strong	3	Distinct – this is the recognition threshold
5	Very strong	2	Weak
4	Strong	1	Very weak

3. **Wind Direction** Please record the predominant wind direction ('blowing to') during the specified times.



4. **Wind Strength** Please note the numerical value (Beaufort Scale) representing wind strength, or record the wind speed if known.

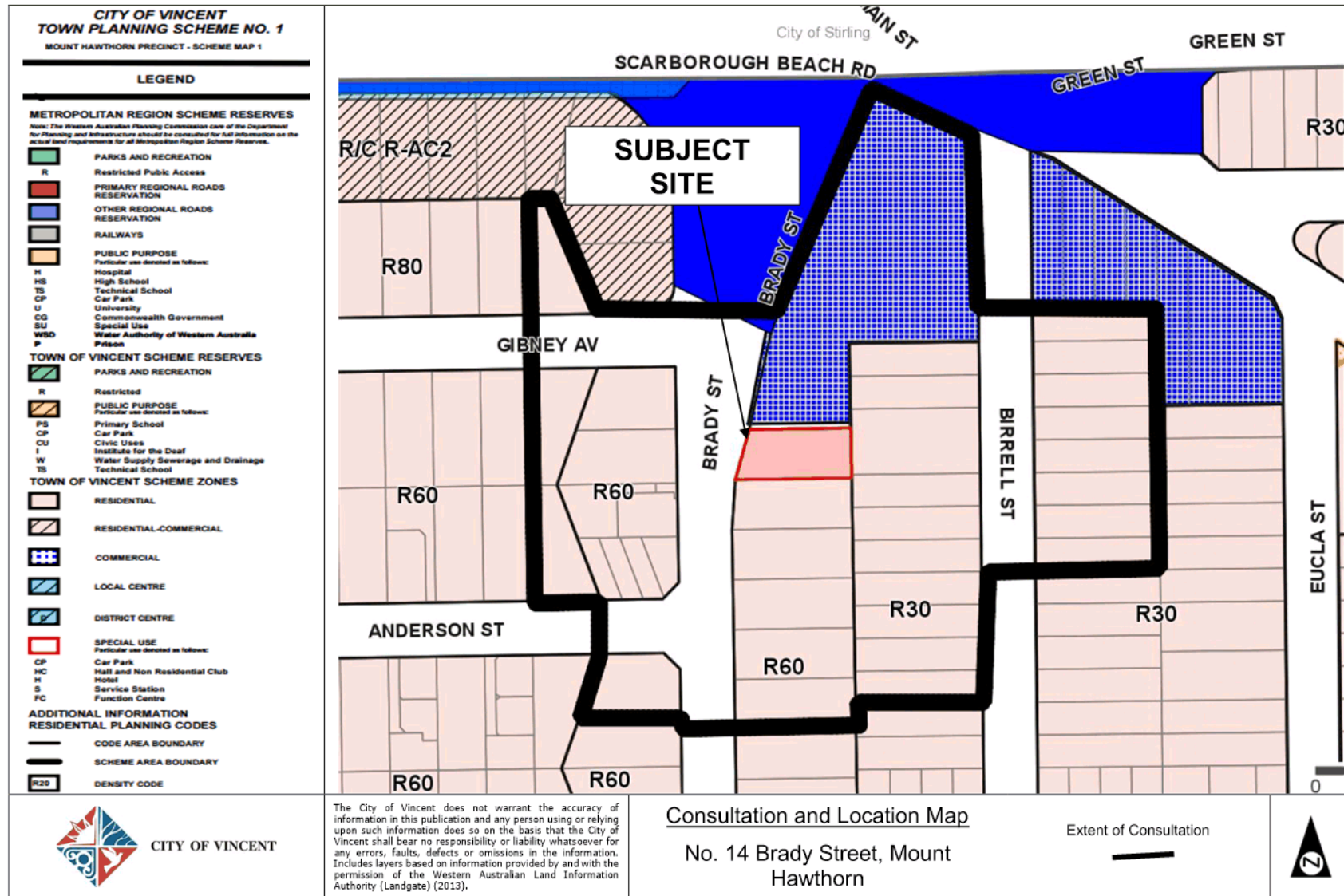
Description	Observation	kph	m·s ⁻¹
0	Calm	<1	0.45
1	Light air	1-5	0.45-1.34
2	Light breeze	6-11	1.79-3.13
3	Gentle breeze	12-19	3.58-5.36
4	Moderate breeze	20-28	5.91-8.05
5	Fresh breeze	29-38	8.49-10.73
6	Strong breeze	39-49	11.18-13.86
7	Near gale	50-61	14.30-16.99

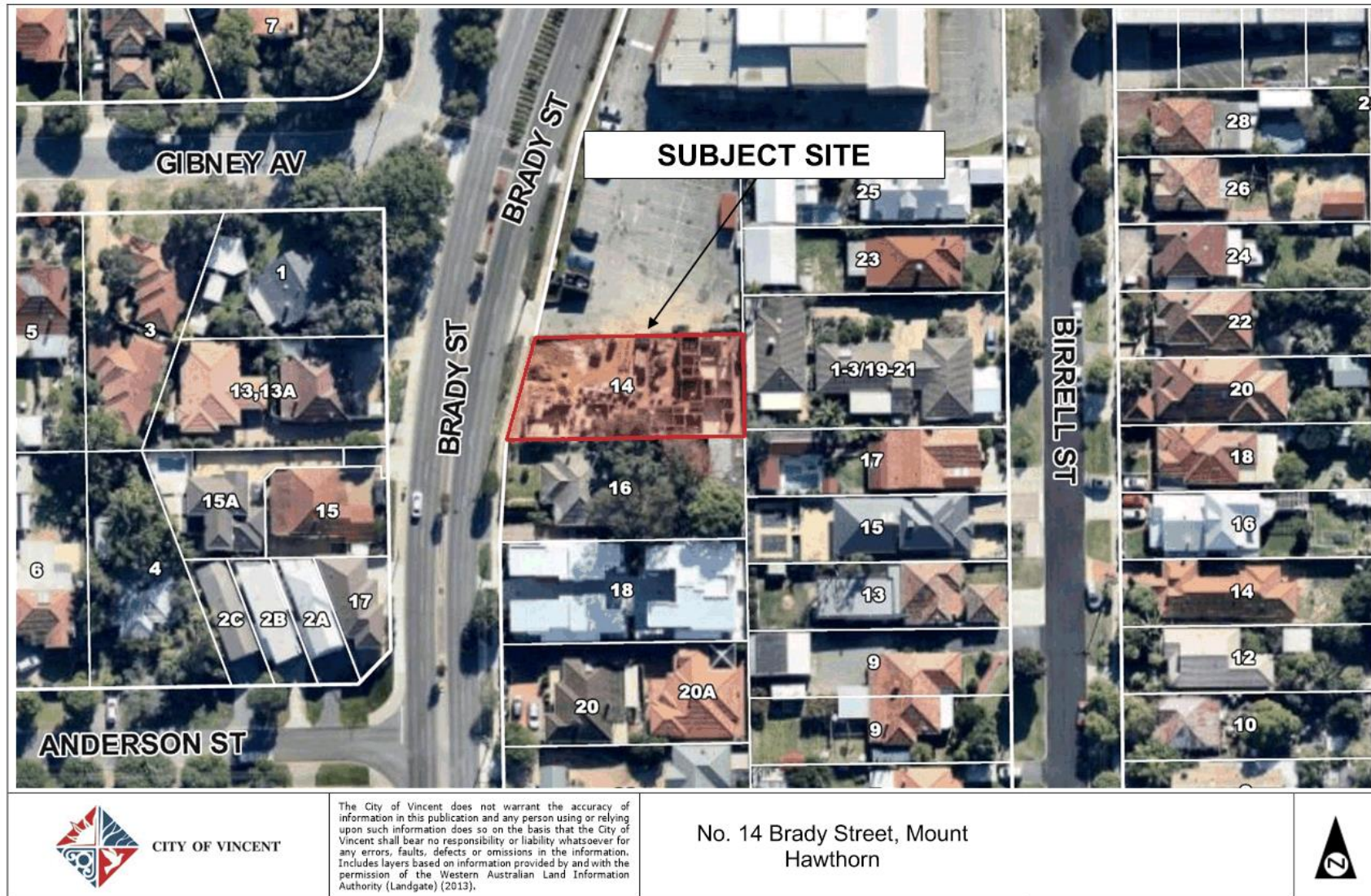
northstar air quality pty ltd | level 40 | 100 miller street | north sydney | nsw 2060
phone: +61 (02) 9931 7870 | fax: +61 (02) 9931 6888

abn: 52 609 741 728
www.northstarairquality.com

Determination Advice Notes:

1. A Building Permit is required for any proposed signage or advertising. If any proposed signage does not comply with the City's Policy No. 7.5.2 a separate Planning Approval will be required to be obtained from the City prior to the submission of a Building Permit for the signage;
2. With reference to Condition 4 bicycle bays must be provided at a location convenient to the entrance, publicly accessible and within the development. The bicycle facilities shall be designed in accordance with AS2890.3;
3. Any on site car parking shall comply with the specifications and dimensions specified in Australian Standard AS2890 off street parking; and
4. Standard 'Visual Truncations', in accordance with the City's Policy No. 2.2.6 and/or to the satisfaction of the City are to be provided at the intersection of the road reserve boundary, and all internal vehicle access points to ensure that the safety of pedestrians and other road users is not compromised.





- 2 -

Planning and Development Act 2005

City of Vincent

Notice of determination on application for development approval

Location: No. 14 Brady Street, MOUNT HAWTHORN

Lot, Plan/Diagram: Lot: 70 D/P: 6049

Vol. No: 1149

Folio No: 998

Application date: 28 April 2016

Received on: 28 April 2016

Serial No: 5.2016.153.1

Description of proposed development: Construction of Six (6) Multiple Dwellings

Plans dated: 13 June 2016

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

1. Boundary Wall

The owners of the subject land shall finish and maintain the surface of the boundary (parapet) walls facing No. 16 Brady Street and No. 267 Scarborough Beach Road in a good and clean condition. The finish of the walls are to be fully rendered or face brickwork to the satisfaction of the City;

2. Car Parking and Access

- 2.1 A minimum of six resident and two visitor bays shall be provided onsite;
- 2.2 The car park shall be used only by residents and visitors directly associated with the development;
- 2.3 The visitor bay is to be marked accordingly;
- 2.4 The car parking and access areas are to comply with the requirements of AS2890.1;
- 2.5 Vehicle and pedestrian access points are required to match into existing footpath levels;
- 2.6 All new crossovers shall be constructed in accordance with the City's Standard Crossover Specifications;

3. External Fixtures

All external fixtures shall not be visually obtrusive from Brady Street and neighbouring properties. External fixtures are such things as television antennas (of a non-standard type), radio and other antennas, satellite dishes, external hot water heaters, air conditioners, and the like;

- 3 -

4. Verge Trees

No verge trees shall be removed. The verge trees shall be retained and protected from any damage including unauthorised pruning;

5. Car Parking Permits

The applicant is to agree in writing that a notice is placed on the Sales Contract to advise prospective purchasers that the City of Vincent will not issue a residential or visitor car parking permit to any owner or occupier of the residential dwellings under Policy No. 3.9.3 – Parking Permits;

6. The following is to form part of the application for a Building Permit and shall be approved by the City prior to commencement of the development:

6.1 Acoustic Report

An Acoustic Report in accordance with the City's Policy No. 7.5.21 – Sound Attenuation. The recommended measures of the report shall be implemented;

6.2 Landscape and Reticulation Plan

A detailed landscape and reticulation plan for the development site and adjoining road verge. The plan shall be drawn to a scale of 1:100 and show the following:

- 6.2.1 The location and type of existing and proposed trees and plants;
- 6.2.2 A minimum of five mature canopy trees (minimum 500 litres);
- 6.2.3 Areas to be irrigated or reticulated; and
- 6.2.4 The removal of any redundant portions of crossover;

6.3 Schedule of External Finishes

A detailed schedule of external finishes (including materials and colour schemes and details);

6.4 Construction Management Plan

A Construction Management Plan that details how the construction of the development will be managed to minimise the impact on the surrounding area in accordance with the requirements of the City's Policy No. 7.5.23 – Construction Management Plans. Construction on and management of the site shall thereafter comply with the approved Construction Management Plan;

6.5 Waste Management

- 6.5.1 A Waste Management Plan prepared to the satisfaction of the City detailing a bin store to accommodate the City's specified bin requirement; and
- 6.5.2 Waste management for the development shall thereafter comply with the approved Waste Management Plan; and

7. Prior to occupancy or use of the development, the following shall be completed to the satisfaction of the City:

- 4 -

7.1 Clothes Drying Facility

Each multiple dwelling shall be provided with a clothes drying facility or communal area in accordance with the Residential Design Codes;

7.2 Car Parking

The car parking areas on the subject land shall be sealed, drained, paved and line marked in accordance with the approved plans and maintained thereafter by the owner(s)/occupier(s) to the satisfaction of the City;

7.3 Stormwater

All storm water collected on the subject land shall be retained onsite, by suitable means to the satisfaction of the City;

7.4 Acoustic Report Certification

With reference to Condition 6.1, certification from an acoustic consultant that the recommended measures have been undertaken shall be provided to the City;

7.5 Landscape Plan and Verge Upgrade Plan

With reference to Condition 6.2, all works shown in the plans approved with the Building Permit shall be undertaken in accordance with the approved plans and maintained thereafter to the satisfaction of the City at the expense of the owners/occupiers; and

7.6 Bicycle Bays

A minimum of two resident bays and one visitor bay is to be provided onsite. Bicycle bays must be provided at a location convenient to the entrance, publically accessible and within the development. The bicycle facilities shall be designed in accordance with AS2890.3; and

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

ADVICE NOTES:

1. With reference to Condition 1, the owners of the subject land shall obtain the consent of the owners of relevant adjoining properties before entering those properties in order to make good the boundary walls;
2. With reference to Condition 2.5, the portion of the existing footpath traversing the proposed crossover must be retained. The proposed crossover levels shall match into the existing footpath levels. Should the footpath not be deemed to be in satisfactory condition, it must be replaced with in-situ concrete panels in accordance with the City's specification for reinstatement of concrete paths;
3. With reference to Condition 2.6, all new crossovers to the development site are subject to a separate application to be approved by the City;

- 5 -

4. A Road and Verge security bond for the sum of \$2,500 shall be lodged with the City by the applicant, prior to the issue of a building permit, and will be held until all building/development works have been completed and any disturbance of, or damage to the City's infrastructure, including verge trees, has been repaired/reinstated to the satisfaction of the City. An application for the refund of the security bond shall be made in writing. The bond is non-transferable;
5. With reference to Condition 6.2, the City encourages landscaping methods and species selection which do not rely on reticulation;
6. The movement of all path users, with or without disabilities, within the road reserve, shall not be impeded in any way during the course of the building works. This area shall be maintained in a safe and trafficable condition and a continuous path of travel (minimum width 1.5 metres) shall be maintained for all users at all times during construction works. If the safety of the path is compromised resulting from either construction damage or as a result of a temporary obstruction appropriate warning signs (in accordance with AS1742.3) shall be erected. Should a continuous path not be able to be maintained, an 'approved' temporary pedestrian facility suitable for all path users shall be put in place. If there is a request to erect scaffolding, site fencing etc. or if building materials are required to be stored within the road reserve, once a formal request has been received, the matter will be assessed by the City and if considered appropriate a permit shall be issued by the City. No permit will be issued if the proposed encroachment into the road reserve is deemed to be inappropriate;
7. With reference to Condition 7.3, no further consideration shall be given to the disposal of stormwater 'offsite' without the submission of a geotechnical report from a qualified consultant. Should approval to dispose of stormwater 'offsite' be subsequently provided, detailed design drainage plans and associated calculations for the proposed stormwater disposal shall be lodged together with the building permit application working drawings;
8. Any additional property numbering to the abovementioned address which results from this application will be allocated by the City of Vincent. The applicant is requested to liaise with the City in this regard during the building permit process; and
9. Any new street/front wall, fence and gate within the Brady Street setback areas, including along the side boundaries within these street setback areas, shall comply with the City's Policy provisions relating to Street Walls and Fences.

NOTES:


Any additional property numbering to the abovementioned address, which is resultant from this application, is to be allocated by the City of Vincent and no other parties. It is recommended that you liaise with the City's Planning Department on the above matter, during the Building Permit issue stage.

Date of determination: 26 July 2016

- Note 1: If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.
- Note 2: Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.

- 6 -

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

Signed:  Dated: 11.8.16

Paola Di Perna
MANAGER APPROVAL SERVICES

for and on behalf of the City of Vincent

SC DRAFTING

ABN: 48 365 708 393

FEATURE SURVEYDRAWN: S.C. SURVEYOR: L.W.
EMAIL: scdraftingdesign@gmail.com**JOB DETAILS**

JOB # 0410S
CLIENT ALPHA PROJECTS
LOT 70
STREET (#14) BRADY STREET
SUBURB MT HAWTHORN
LOCAL AUTHORITY OF VINCENT
PLAN 6049
VOL./FOLIO 1149/998
LOCATION SWAN
MAP REF 247-N/14
DATE 16/06/15
MISCLOSE 0.002m
AREA 753m²
COASTAL NO
SERVICES
ELEC. O/HEAD
WATER YES (NOT LOC.)
SEWER CHECK WATER CORP.
GAS YES (CHECK ALINTA)
PHONE YES (NOT LOC.)
F'PATH CONCRETE
ROAD BITUMEN
KERB NON MT.
DRAINAGE GOOD
SOIL SAND

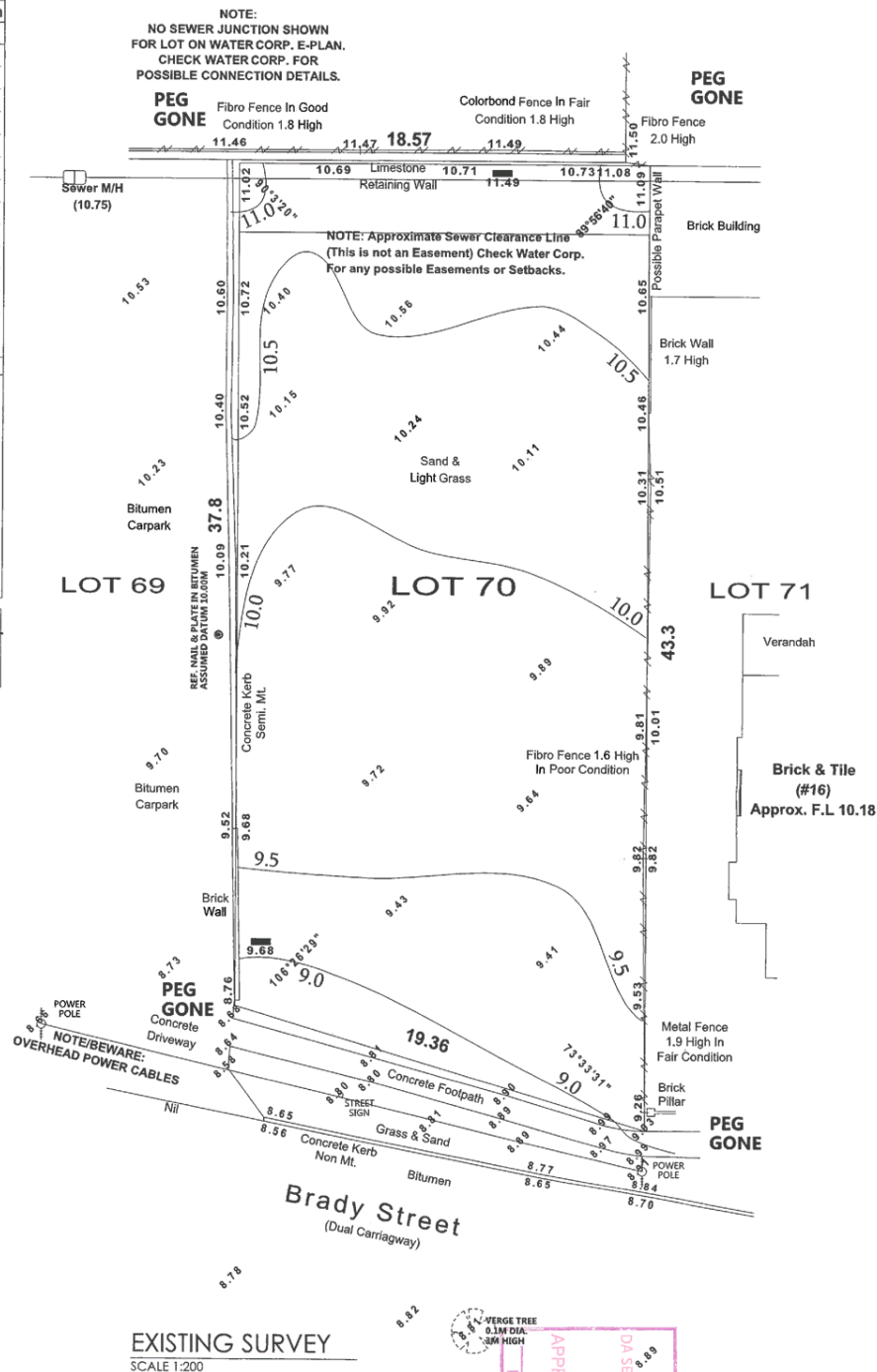
NOTE:
NO PHONE PIT LOCATED ADJACENT
TO LOT AT TIME OF SURVEY.
CHECK TELSTRA FOR AVAILABILITY.

Charles (Bush) Parker
Licensed Surveyor

A.B.N 81906881373

P.O. BOX 22 NORTH BEACH W.A. 6020

bushparker.wa@gmail.com



JAM
BUILDING DESIGNS

Suite 1/165 Seventh Ave Inglewood, 6052
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W: www.jambd.com.au

Rev	Date	Notes
01	27.04.16	ISSUED FOR D.A
02	16.05.16	ISSUED FOR D.A
03	20.05.16	ISSUED FOR D.A
04	13.06.16	ISSUED FOR D.A
05	21.06.16	ISSUED FOR D.A
06	22.06.16	ISSUED FOR D.A

This plan is a reference only and does not constitute a contract. It is subject to the terms and conditions of the Building Design Agreement and must not be used for any other purpose without the permission of Jam Building Designs.

This is one of the drawings
referred to in the building contract.

Client : _____

Date : _____

Client : _____

Date : _____

Builder : _____

Date : _____

Client Name:
Alpha Projects

Site Address:
Lot 70 (#14)
Brady Street,
Mount Hawthorn

Job number:
15-0437

Scale:
1:200

Drawn By:
K.Breach

Date Drawn:
22.06.16

Revision No:
01

Sheet No:
01 OF 05

Drawing Name:
SURVEY PLAN



Plot Ratio Calculation

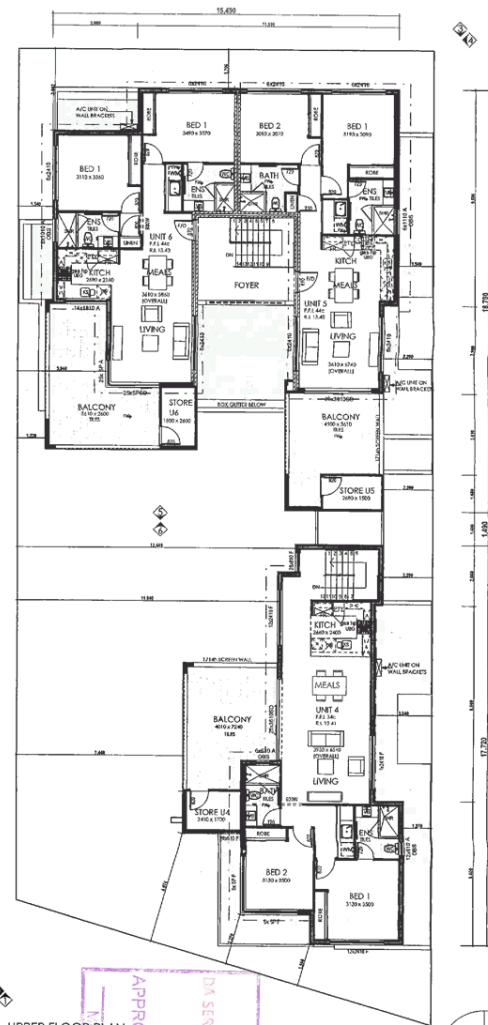
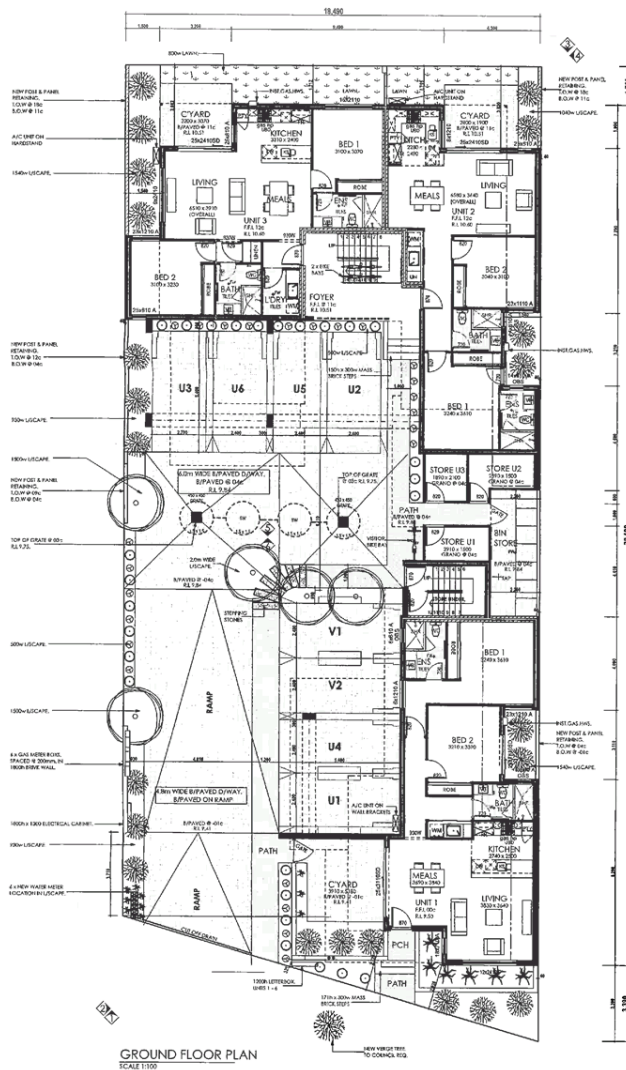
Unit 1:	81.38 m ²	Lot Area = 753 m ² Allowable Plot Ratio @ 0.7 = 527.10 m ² Actual Plot Ratio = 504.96 / 753 = 0.67
Unit 2:	81.49 m ²	
Unit 3:	82.16 m ²	
Unit 4:	85.29 m ²	
Unit 5:	74.78 m ²	
Unit 6:	79.86 m ²	
Total:	504.96 m²	

Open Space Calculation

Building 1:	146.27 m ²	Lot Area : 753 m ² Allowable Site Coverage 55%: Actual Site Coverage:	753 m ²
Building 2:	285.77 m ²		414.15 m ² 434.04 m ² (57.6%)

AREAS:

U1 FLOOR AREA	81.38 m ²
U1 STORE AREA	4.88 m ²
U1 PORCH AREA	2.94 m ²
U1 ALFRESCO AREA	20.25 m ²
TOTAL AREA	119.45 m²
U2 FLOOR AREA	81.49 m ²
U2 STORE AREA	5.57 m ²
U2 ALFRESCO AREA	6.27 m ²
TOTAL AREA	93.33 m²
U3 FLOOR AREA	82.16 m ²
U3 STORE AREA	4.53 m ²
U3 ALFRESCO AREA	6.08 m ²
TOTAL AREA	92.77 m²
U4 FLOOR AREA	95.29 m ²
U4 STORE AREA	4.31 m ²
U4 BALCONY 1 AREA	21.36 m ²
TOTAL AREA	121.16 m²
U5 FLOOR AREA	74.78 m ²
U5 STORE AREA	4.84 m ²
U5 BALCONY 1 AREA	20.05 m ²
TOTAL AREA	99.67 m²
U6 FLOOR AREA	79.86 m ²
U6 STORE AREA	4.62 m ²
U6 BALCONY 1 AREA	24.11 m ²
TOTAL AREA	108.59 m²



JMB
BUILDING DESIGNS

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W: www.jmbd.com.au

Rev	Date	Notes
01	27.04.16	ISSUED FOR D.A.
02	16.05.16	ISSUED FOR D.A.
03	20.05.16	ISSUED FOR D.A.
04	13.06.16	ISSUED FOR D.A.
05	21.06.16	ISSUED FOR D.A.
06	22.06.16	ISSUED FOR D.A.

This plan shall remain the sole property of Jamb Building Designs and must not be given, lent, resold or otherwise disclosed without the permission in writing from Jamb Building Designs.

This is one of the drawings referred to in the building contract.

Client :
Date :
Client :
Date :
Builder :
Date :

Client Name:

Alpha Projects

Site Address:

Lot 70 (#14)
Brady Street,
Mount Hawthorn

Job number:

15-0437

Scale:

1:200

Drawn By:

K.Breach

Date Drawn:

22.06.16

Revision No:

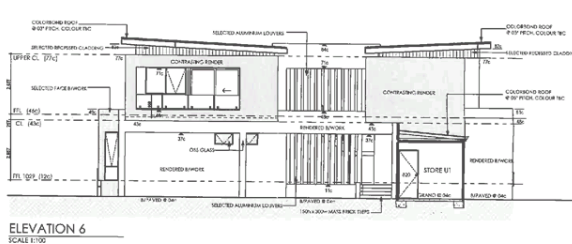
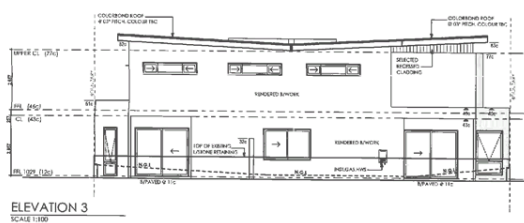
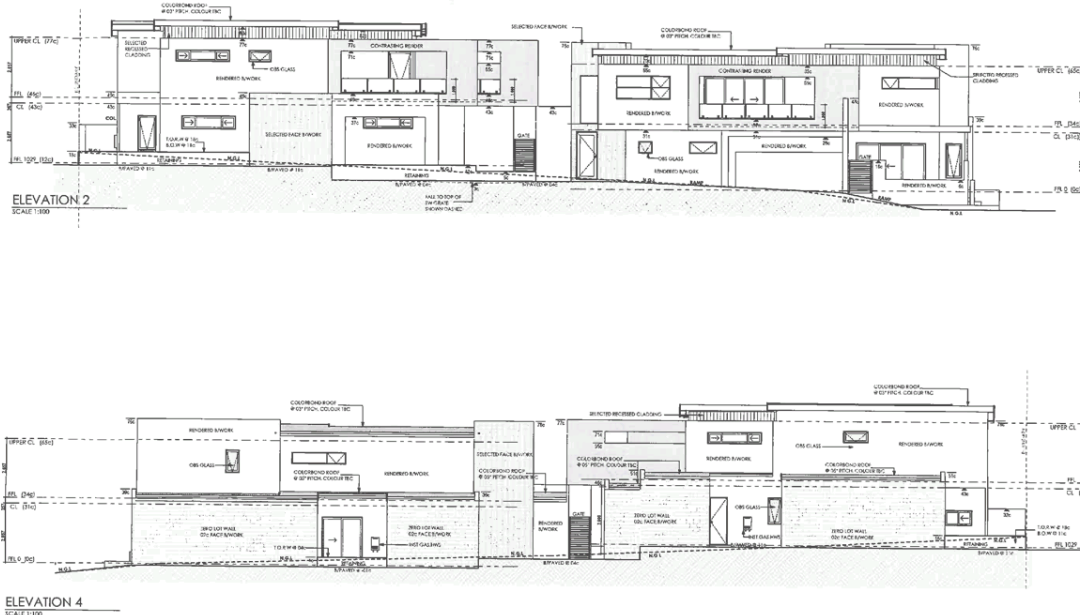
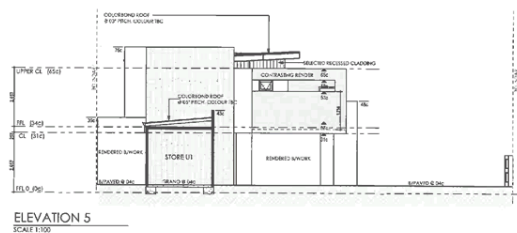
01

Sheet No:

04 OF 05

Drawing Name:

FLOOR PLANS

JMM
BUILDING DESIGNS

Rev	Date	Notes
01	27.04.16	ISSUED FOR D.A
02	16.05.16	ISSUED FOR D.A
03	20.05.16	ISSUED FOR D.A
04	13.06.16	ISSUED FOR D.A
05	21.06.16	ISSUED FOR D.A
06	22.06.16	ISSUED FOR D.A

CONFIDENTIAL

This plan shall remain the sole property of Jam Building Designs and must not be given, lent, resold or otherwise disposed without the permission in writing

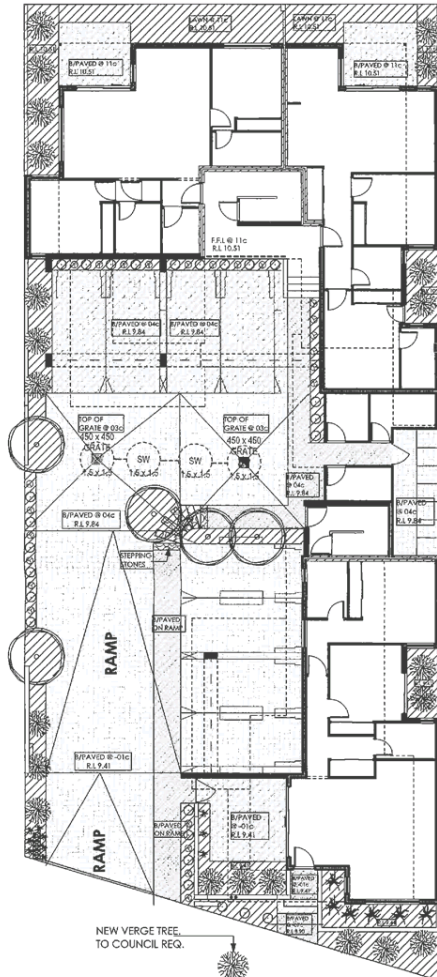
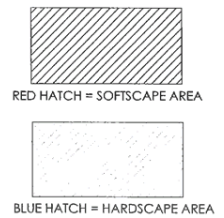
Date :

Site Address:
Lot 70 (#14)
Brady Street,
Mount Hawthorn

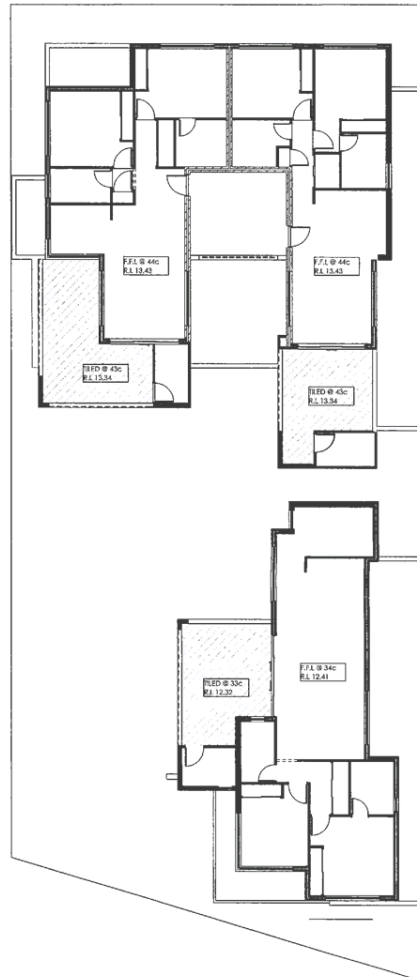
Draw
ELEVATION

Plot Ratio Calculation			
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Total:	504.96 m ²		
Open Space Calculation			
Building 1:	148.27 m ²	Lot Area : 753 m ² Allowable Site Coverage 55%: Actual Site Coverage:	753 m ² 414.15 m ² 434.04 m ² (57.6%)
Building 2:	285.77 m ²		

Landscape Legend		
	Botanical Name	Common Name
	Dianella revoluta	Blueberry Lilly
	Orthostachys laxis	Morning Iris
	Angiozanthos Manglesii	Reg & Green Kangaroo Paw
	Westringia damieri	Native Rosemary
		Willow Tree



LANDSCAPE PLAN - G.F.
SCALE 1:200



LANDSCAPE PLAN - U.F.
SCALE 1:200

LANDSCAPE AREAS

LOT AREA = 753

SOFTSCAPE = 118.54

118.54 / 753 = 0.157 = 15.74%

HARDSCAPE = 244.84

244.84 / 753 = 0.325 = 32.51%

TOTAL SITE COVERAGE = 48.25%

SOFTSCAPE AREAS

LOT AREA = 753

SOFTSCAPE TOTAL AREA = 15.74%

PRIVATE SOFTSCAPE = 61.15

61.15 / 753 = 0.0812 = 8.12%

COMMON SOFTSCAPE = 57.39

57.39 / 753 = 0.0762 = 7.62%

SOAKWELL CALC FRONT BLOCK:

Soak Well Type	No.
SW 1500x1500	1
Total Capacity	2.7 m ³
Roof Area GF	33.2 m ²
Roof Area UF	122.0 m ²
Total Area	155.2 m ²
Capacity Required (Area x 0.0125)	1.9 m ³
Extra Capacity Provided	0.7 m ³

NOTE: ALL DOWNPIPES CONNECTED TO SOAKWELLS WITH PVC STORMWATER PIPE

SOAKWELL CALC REAR BLOCK:

Soak Well Type	No.
SW 1500x1500	2
Total Capacity	5.3 m ³
Roof Area GF	55.7 m ²
Roof Area UF	218.2 m ²
Total Area	273.9 m ²
Capacity Required (Area x 0.0125)	3.4 m ³
Extra Capacity Provided	1.9 m ³

NOTE: ALL DOWNPIPES CONNECTED TO SOAKWELLS WITH PVC STORMWATER PIPE

SOAKWELL CALC PAVING:

Soak Well Type	No.
SW 1500x1500	1
Total Capacity	2.7 m ³
Roof Area GF	0.0 m ²
Paved Area	164.0 m ²
Total Area	164.0 m ²
Capacity Required (Area x 0.0125)	2.1 m ³
Extra Capacity Provided	0.6 m ³

NOTE: ALL DOWNPIPES CONNECTED TO SOAKWELLS WITH PVC STORMWATER PIPE



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Rev	Date	Notes
01	27.04.16	ISSUED FOR D.A
02	16.05.16	ISSUED FOR D.A
03	20.05.16	ISSUED FOR D.A
04	13.06.16	ISSUED FOR D.A
05	21.06.16	ISSUED FOR D.A
06	22.06.16	ISSUED FOR D.A

This plan shall remain the sole property of Jamb Building Designs and must not be given, lent, copied or otherwise disposed without the permission in writing from Jamb Building Designs.

This is one of the drawings referred to in the building contract.

Client : _____
Date : _____

Client : _____
Date : _____

Builder : _____
Date : _____



Client Name:	Alpha Projects	Job number:	15-0437	Scale:	1:200
Site Address:	Lot 70 (#14) Brady Street, Mount Hawthorn	Drawn By:	K. Breach	Date Drawn:	22.06.16
		Revision No:	01	Sheet No:	03 OF 05
		Drawing Name:	LANDSCAPE PLANS		



SC DRAFTING

ADN: 43 288 788 393

FEATURE SURVEY

DRAWN: S.C. SURVEYOR: L.W.

EMAIL: scdraftingdesign@gmail.com

JOB DETAILS

CIB # 84105

CLIENT ALPHA PROJECTS

LOT 70

STREET #114 BRADY STREET

SUBURB MT HAWTHORN

LOCAL AUTHORITY OF VINCENT

PLAN 6049

VALUATION 1149998

LOCATION SWAN

MAP REF 247.4614

DATE 16/08/15

DISCLOSE 0.002m

UREA 753m²

QUARTAL NO

SERVICES

LEC. OVERHEAD

WATER YES (NOT LOC.)

SEWER CHECK WATER CORP.

SAS YES (CHECK ALTERN)

PHONE YES (NOT LOC.)

PATH CONCRETE

ROAD BITUMEN

LEIS NON MET

RAINAGE GOOD

IDE BAND

NOTE

NO PHONE PIT LOCATED ADJACENT

TO LOT AT TIME OF SURVEY

CHECK TELSTRA FOR AVAILABILITY

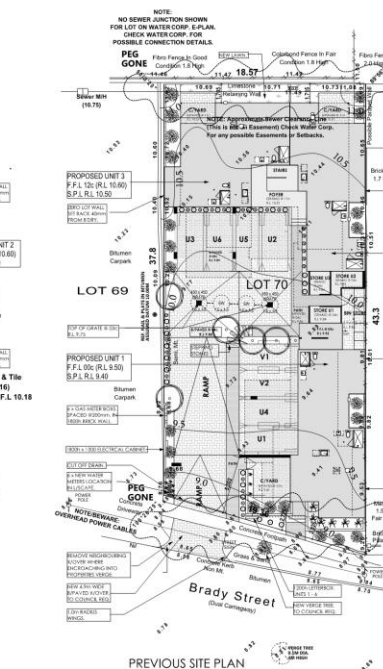
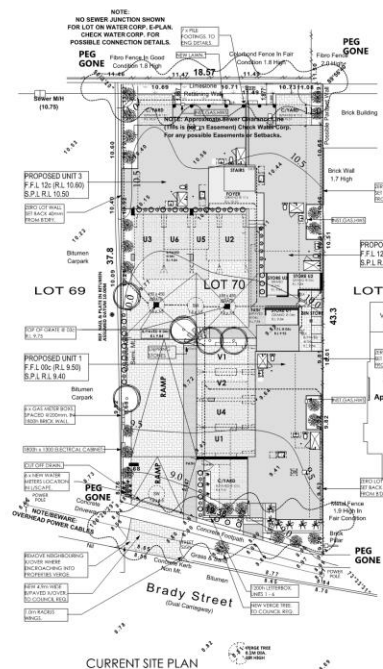
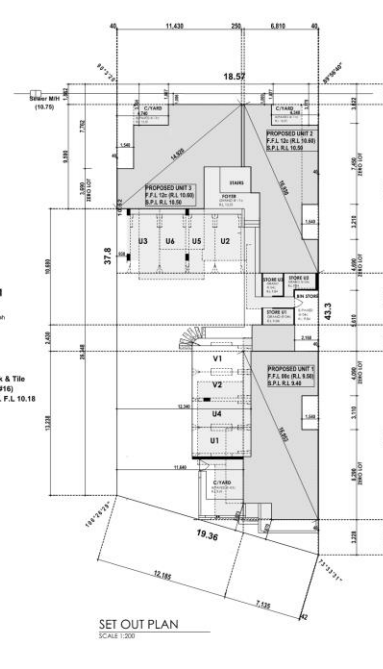
Charles (Bush) Parker

Licensed Surveyor

A.B.N 8100881373

O. BOX 22 NORTH BEACH W.A. 6000

bushparker.wed@gmail.com



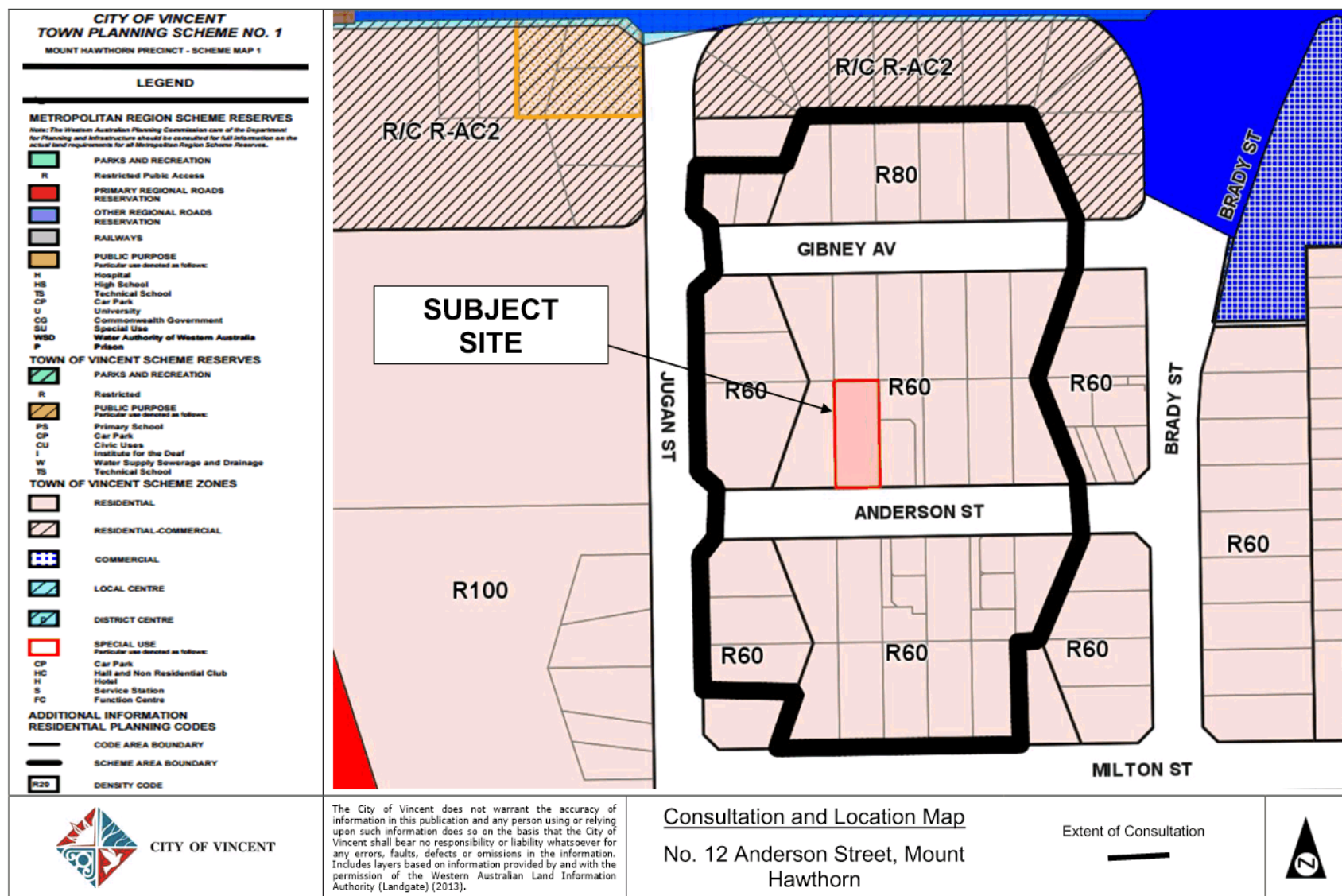
- NOTE: ADVISE TRADES: OVERHEAD POWER LINES
- NOTE: PLEASE CHECK TITLE FOR EASEMENTS AND NOTIFICATIONS
- NOTE: REF TO SURVEY MARKS / PEGS. ALL BUILDING OFFSETS, DIMENSIONS & FEATURES ARE POSITIONED FROM EXISTING PEGS / DIMENSIONS & FEATURES WHICH MAY NOT BE ON THE CORRECT ADJUNCTION AND ARE TO BE VERIFIED WITH A REVG CERTIFICATE.
- NOTE: ALL SEWER DETAILS PLOTTED FROM WATER CORP. INFORMATION
- NOTE: CRAFTING ACCEPTS NO RESPONSIBILITY FOR ANY ON SITE PHYSICAL CHANGES TO THE PARCEL OR PORTION OF THE PARCEL OF LAND SHOWN IN THIS SURVEY INCLUDING ADJOINING NEIGHBOURS LEVELS AND EXISTING TOWN PLANS NOTIFICATION AREA THAT MAY BE IN PLACE

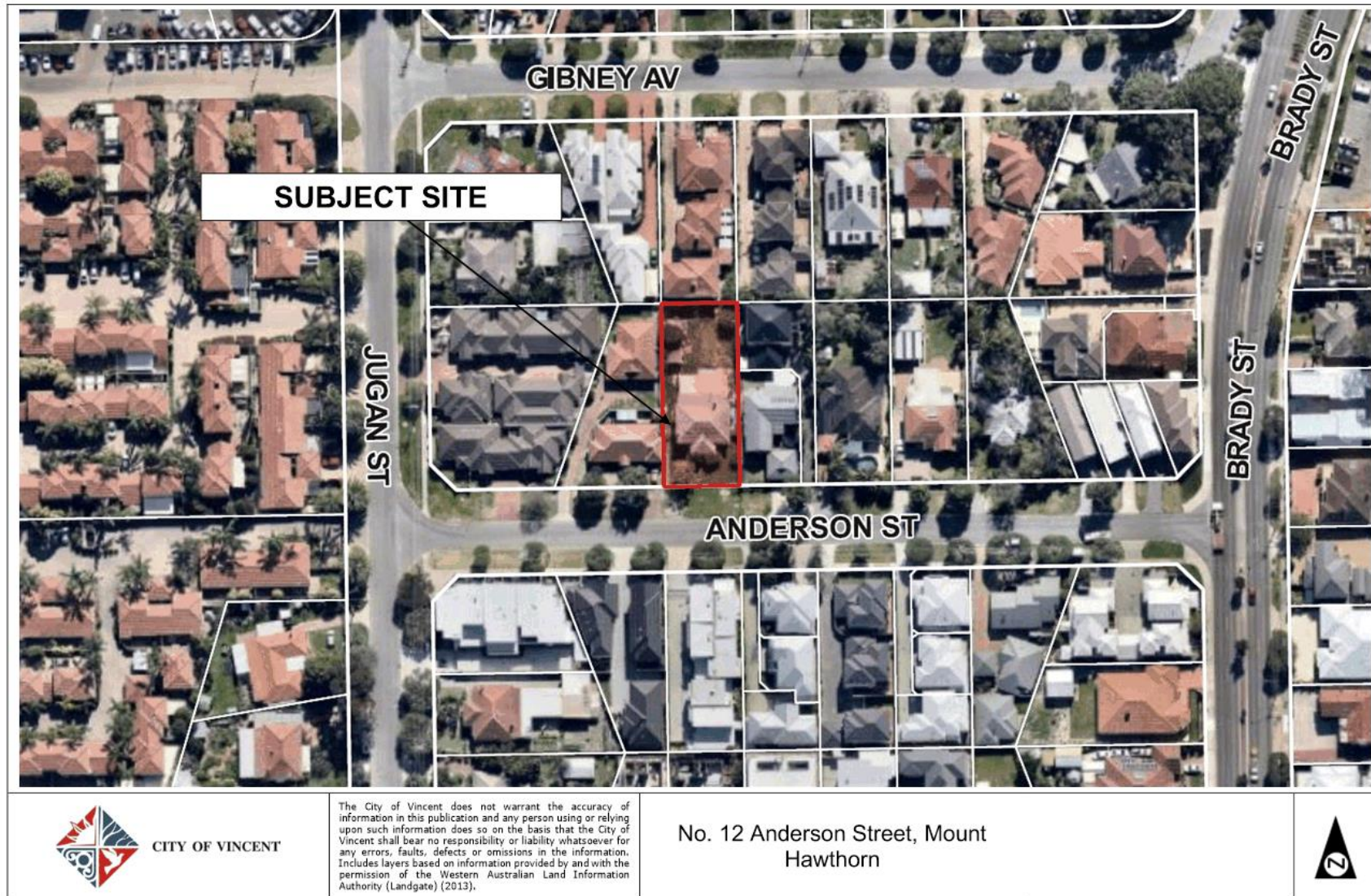
JAM
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P.O. BOX 107, Inglewood, 6052
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E: jessie@jam.com.au

This is one of the drawings in the building contract.

Client: _____
Date: _____
Site Address: _____
Drawing: _____
Builder: _____

Client Name: _____
Job Number: _____
Drawn By: _____
Date: _____
Revision No: _____
Sheet No: _____
Drawing Name: _____

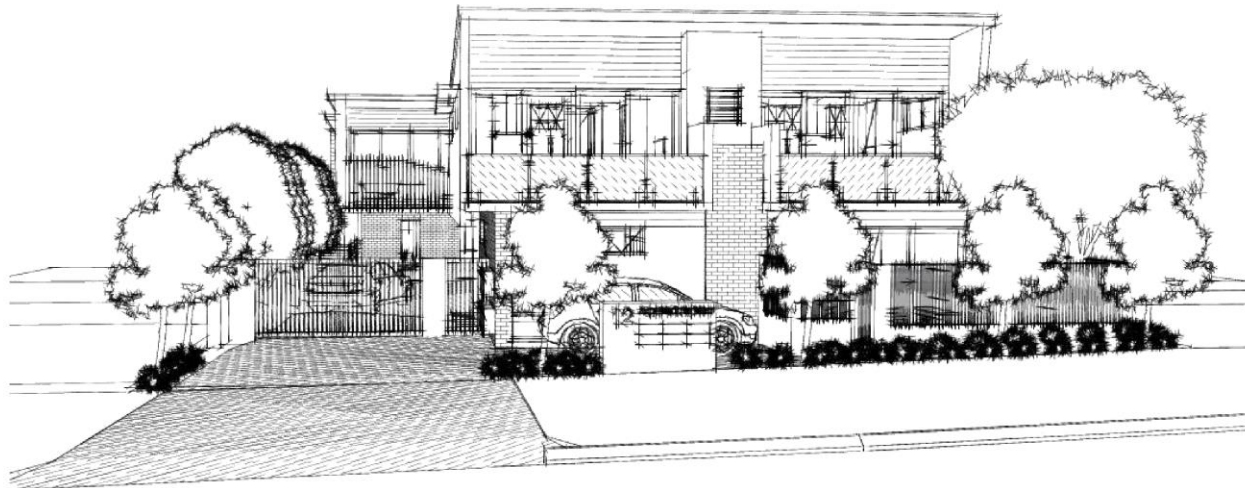




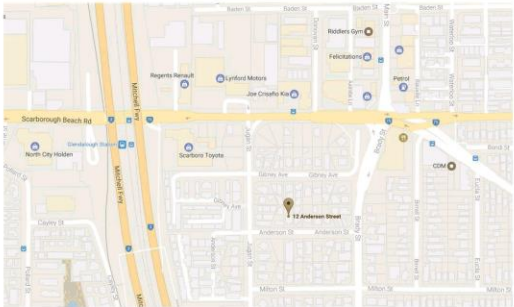
DEVELOPMENT APPLICATION

GULLA DEVELOPMENTS

LOT 42 (#12) ANDERSON STREET,
MOUNT HAWTHORN, WA 6016



danielcassettaidesign
D1336 A.00



PROPOSED DEVELOPMENT LOCATION



DIRECTIONS TO GLENDALOUGH TRAIN STATION



DIRECTION CLOSEST BUS STOP TO GLENDALOUGH STATION



PROPOSED DEVELOPMENT

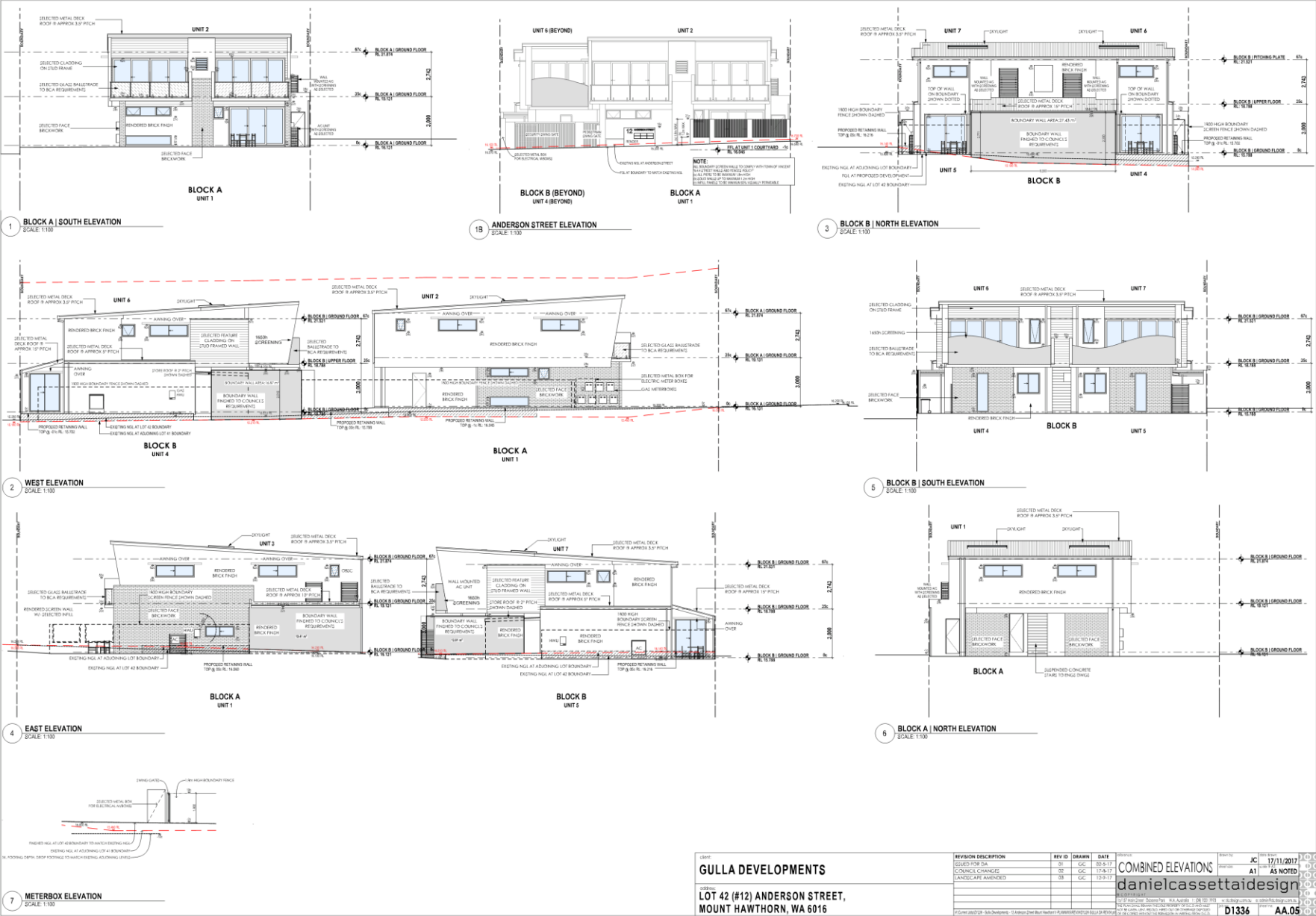
ANDERSON STREETSCAPE

GULLA DEVELOPMENTS				LOCALITY PLAN			
LOT 42 (#12) ANDERSON STREET, MOUNT HAWTHORN, WA 6016				danielcassettadesign			
REVISION DESCRIPTION	REV ID	DRAWN	DATE	REVISION DESCRIPTION	REV ID	DRAWN	DATE
SELECTIVE PA	01	GC	17/11/17	SELECTIVE PA	01	GC	17/11/17
COUNCIL CHANGE	02	GC	17/11/17	COUNCIL CHANGE	02	GC	17/11/17
LANDSCAPE AMEND	03	GC	17/11/17	LANDSCAPE AMEND	03	GC	17/11/17
D1336				AA.01			









Summary of Submissions:

The table below summarises the comments received during the initial advertising period of the proposal from 14 June 2017 to 28 June 2017, together with the City's response to each comment.

Comments Received in Objection:	Officer Technical Comment:
<u>Number of Dwellings</u> Concern that the proposed number of seven dwellings is excessive for the locality.	The proposed density of the development being multiple dwellings is consistent with the R60 density coding which applies to the subject site and surrounding residential properties along Anderson Street. The plot ratio for the proposed development complies with the deemed-to-comply standards of the R-Codes. The proposed development is two storeys.
<u>Car Parking</u> Concern that the proposed seven resident car bays and two visitor bays will not be sufficient for the proposed seven dwellings, given that most 2-bedroom households have two cars. The lack of on-site car parking is likely to have an adverse impact on the surrounding properties, as residents and visitors will be forced to use on-street parking on Anderson Street which is already congested.	The development complies with the deemed-to-comply parking requirements of the State Government's R-Codes of seven resident and two visitor car bays. In order to ensure that the development doesn't contribute to parking congestion in the street, an advice note is included that advises the applicant and owner that the City of Vincent will not issue a residential or visitor car parking permit to any owner or occupier of the residential dwellings.
<u>Lot Boundary Setbacks</u> Concern that the reduced setbacks will impact the visual amenity of, and limit access to natural light to, the adjoining properties.	The development is well articulated with varying materials, colours and setbacks, which reduces the impacts of building bulk on the adjoining properties. As the subject lot is oriented north-to-south, the reduced first floor setbacks to the eastern and western boundaries will not have an overshadowing impact on the adjoining properties.
<u>Building Height</u> Concern that the increased building height will impact the adjoining properties' access to natural light.	The proposed building height is consistent with the other two storey developments on Anderson Street. Given the north-to-south orientation of the lot, the development will not have an overshadowing impact on the adjoining properties in accordance with the R-Codes.
<u>Visual Privacy</u> Concern that the balconies to Units 6 and 7 will allow for overlooking into the adjoining properties.	Following the community consultation period the City received amended plans that demonstrate that the balconies to Units 6 and 7 are screened in accordance with the Residential Design Codes.

Summary of Submissions:

Comments Received in Objection:	Officer Technical Comment:
<u>External Fixtures</u> Concern that the proposed location of external fixtures such as air-conditioning units will have adverse visual and noise impacts on the streetscape and adjoining properties.	The plans demonstrate that the air-conditioning units will be screened from view from the street and neighbouring properties. Noise from the air conditioning units will be required to comply with the State Government's <i>Environmental Protection (Noise) Regulations 1997</i> .
<u>Landscaping</u> Concern that the proposed landscaping canopy over the lot boundaries will impact the adjoining properties.	The City's Built Form Policy requires new developments to provide a minimum of 30% canopy cover at maturity, however the planning framework does not restrict the placement of trees along the perimeter of a site.
<u>Street Walls and Fences</u> Object to the increased wall height.	Following community consultation the City received amended plans that demonstrate that the front fence and letterbox meet the deemed-to-comply maximum wall heights.

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

The table below summarises the comments received during the subsequent advertising period of the proposal from 12 October 2017 to 25 October 2017, together with the City's response to each comment.

Comments Received in Objection:	Officer Technical Comment:
<u>Density and Number of Dwellings</u> Mount Hawthorn is zoned 40. A maximum of three dwellings per site is more suitable for Anderson Street. Concern that the proposed number of seven dwellings is excessive for the locality and is more suited to the neighbouring suburb of Glendalough, which is zoned R80.	The proposed density of the development being multiple dwellings is consistent with the R60 density coding which applies to the subject site and surrounding residential properties along Anderson Street. The plot ratio for the proposed development complies with the deemed-to-comply standards of the R-Codes. The proposed development is two storeys.
<u>Street Setback</u> Concern that the reduced street setback limits growth of trees.	The proposed street setback can accommodate significant landscaping, whilst still providing clear and separate vehicle and pedestrian access. The proposal provides for seven mature trees in the front setback area and proposed planting of two additional verge trees.
<u>Traffic</u> Concern that the proposed seven dwelling will increase traffic in the street, as Anderson Street is already used as a thoroughfare.	The development proposes a total of seven dwellings. Anderson Street has sufficient capacity to accommodate the additional traffic that will be created by these seven dwellings.

Summary of Submissions:

Comments Received in Objection:	Officer Technical Comment:
<p><u>Car Parking</u></p> <p>Concern that the proposal for both visitor bays to be located at the front of the building does not comply with the City's design guideline that discourages car parking from being at the front of development, in order to avoid having cars parked visible from the street.</p> <p>Recent grouped and multiple dwelling developments on other properties on Anderson Street, which have one car bay per dwelling, has resulted in on-street parking being congested and cars regularly being parked on the verges and driveways of other properties. Request that the City line marks and sign posts the street to make it clear where cars can and can't park.</p> <p>Request that residents of the proposed development are not permitted to have parking permits.</p>	<p>On 16 January 2017 the City's Policy No. 7.1.1 - Built Form was published, which rescinded Policy No. 7.4.8 – Design Guidelines for Multiple Dwellings.</p> <p>With regards to location of visitor bays, the Design Guidelines for Multiple Dwellings (rescinded) included a provision that visitor bays should not be located in the front setback area. However, the Built Form Policy does not include any provision regarding the location of visitor bays.</p> <p>The significant landscaping that is provided in the front setback will assist in softening the visual impact of the cars parked at the front of the building.</p> <p>The development complies with the deemed-to-comply parking requirement of seven resident and two visitor car bays. In order to ensure that the development doesn't contribute to parking congestion in the street, an advice note is included that advises the applicant and owner that the City of Vincent will not issue a residential or visitor car parking permit to any owner or occupier of the residential dwellings.</p>
<p><u>Lot Boundary Setbacks</u></p> <p>Concern that the reduced setbacks of up to 50% of the deemed-to-comply requirements will impact the amenity and access to natural light of the outdoor areas of the adjoining properties.</p> <p>Concern that reduced lot boundary setbacks do not provide adequate fire separation to the adjoining properties.</p>	<p>The development is well articulated with varying materials, colours and setbacks, which reduces the impacts of building bulk on the adjoining properties. As the subject lot is oriented north-to-south, the reduced first floor setbacks to the eastern and western boundaries will not have an overshadowing impact on the adjoining properties.</p> <p>The development will be required to comply with Building Codes of Australia fire separation provisions.</p>
<p><u>Boundary Walls</u></p> <p>Concern that proposal to build up to three lot boundaries in lieu of the deemed-to-comply two boundaries is indicative of excessive development of the site and/or the development is poorly designed.</p>	<p>The bulk of the development is broken up by the front and rear buildings being separated by 17.7 metres, where the central open-air car parking is located.</p> <p>The lengths of the western and eastern boundary walls represent a small portion of the lot boundaries and are well under the deemed-to-comply maximum lengths. The western boundary wall has a total length of 6.4 metres, in lieu of the maximum length of 24.5 metres set as a deemed-to-comply standard in the R-Codes. The western boundary wall is to a bin store and store room. The eastern boundary walls have a total length of 12.5 metres, in lieu of the maximum length of 24.5 metres set as a deemed-to-comply standard in the R-Codes.</p>

Summary of Submissions:

Comments Received in Objection:	Officer Technical Comment:
<p>Concern that the development being built up to the lot boundaries will result in there being a noise impact on the adjoining properties when the dwellings are occupied.</p>	<p>The eastern and western boundary walls are to store rooms and bin stores and the northern boundary walls are to bedrooms of units 4 and 5. It is not considered that the development being built up to three lot boundaries will create any greater noise impacts on the adjoining properties compared to a wall setback in accordance with the deemed-to-comply standards of the R-Codes.</p>
<p><u>Building Height</u></p> <p>Concern that the increased height of the development will dominate the streetscape and will impact the adjoining properties' access to natural light.</p>	<p>Due the north-to-south orientation of the lot, the development will not have an overshadowing impact on the adjoining properties in accordance with the R-Codes. The development is setback from the western, northern and eastern lot boundaries, which provides adequate space for natural light and ventilation to the major opening windows of the adjoining properties.</p> <p>The proposed building height is consistent with the other two storey developments on Anderson Street and will be complimentary to the emerging streetscape of newer grouped and multiple dwelling developments. The development incorporates varying colours and materials into the façade, which draws on interpretation of materials found within the local area and reduces the perception of height.</p> <p>and reduces the perception of height.</p>
<p><u>Visual Privacy</u></p> <p>Concern that the development impacts visual privacy of the front and rear open spaces of the adjoining properties. Request that the balconies be screened.</p>	<p>Following the community consultation period the City received amended plans that demonstrate that the balconies to Units 6 and 7 are screened in accordance with the Residential Design Codes.</p> <p>The area of land overlooked from unit 2 is a blank parapet wall, away from active habitable spaces, outdoor living areas and building openings.</p> <p>The area of land impacted on the eastern adjoining property is a blank wall to a portion of building which accommodates an air-conditioning unit, away from outdoor living areas and building openings.</p>
<p><u>Construction Management</u></p> <p>Other developments on Anderson Street have had significant impacts on adjoining properties during construction stages, with many years of excessive and unreasonable radio noise, dirt, abuse, threatening behaviour, foul language, being disturbed before 7:00am on Sundays and public holidays, damage cars and property, and costs incurred to repair damage and for construction-related cleaning.</p>	<p>The applicant will be required to submit and obtain approval for a construction management plan prior the issue of a Building Permit.</p>

Summary of Submissions:

Comments Received in Objection:	Officer Technical Comment:
Request that the City ensures traffic management and parking restrictions are enforced during construction of the proposed development and that the street is monitored to ensure construction workers don't commence work on-site prior to 7:00am.	The applicant will be required to submit and obtain approval for a construction management plan, including traffic management, prior the issue of a Building Permit. In the event that any traffic or parking issues during construction are referred to the City, the relevant compliance processes will be undertaken by the City to ensure compliance is achieved and disruption to neighbours is addressed.
<u>Developer Contributions</u> Similar to the 1% for public art on larger developments, I'd like to see the Council introduce a requirement for developers to provide \$500 compensation to adjacent property residents to offset damage and cleaning costs.	The planning framework does not provide the option for the City to obtain any contributions for compensation to neighbouring properties for damage or cleaning costs. In the event that any damage or cleaning issues during construction are referred to the City, the relevant compliance processes will be undertaken by the City to ensure compliance is achieved and disruption to neighbours is addressed.
<u>External Fixtures</u> With reference to Clause 6.4.5, C5.3 of the Residential Design Codes, the proposed gas and electric meter boxes are not adequately integrated with the building and are clearly visible from the street and adjoining development. It is also unclear from the plans as to whether the proposed electric meter boxes are to be mounted on the dwelling's garage wall in Communities' ownership. The amended development plans do not include details of location of external fixtures such as air-conditioning units, which should be located and screened to mitigate any visual or acoustic impacts on adjoining properties.	Following community consultation the City received amended plans that demonstrate that the meter boxes will be located behind the front setback and will be situated against the 1.8 metre high dividing fence along the western boundary, perpendicular to the street. Following community consultation the City received amended plans that demonstrate that all air-conditioning units are screened from view from the street and adjoining properties. Noise from the air conditioning units will be required to comply with the State Government's <i>Environmental Protection (Noise) Regulations 1997</i> .
<u>Utilities and Facilities</u> With reference to Clause 6.4.6, C6.3, it is common for residents to use upper floor balconies as outdoor clothes-drying areas which will be visible from the primary street if the balustrade is fully glass/permeable. It is recommended that a small section of the balcony balustrade is of a solid or non-permeable in nature to address this common issue.	In order to address the concerns regarding the visual impact of clothes drying areas on the street, it is recommended that a condition be imposed on any approval requiring the provision of a clothes drying area for each of the front units which is screened from view from Anderson Street.

Summary of Submissions:

Comments Received in Objection:	Officer Technical Comment:
<u>Consultation</u> What is the purpose of doing community consultation when the City doesn't listen to the community's concerns and has already decided to approve the development?	All comments received during community consultation are considered in detail as part of the City's assessment of development proposals. Following receipt of submissions during the community consultation period, a summary of the comments raised is provided to the applicant, who is requested to amend their plans to address the comments raised. In the case of this application, the applicant made substantial changes as a result of community consultation. These were so substantial to warrant further community consultation on the revised plans. Following community consultation and the applicant's response and the City undertakes a detailed assessment of the proposal against the legal planning framework, having regard to all of the comments raised during community consultation and the applicant's response. The City then makes a recommendation to Council on whether the development meets the legal planning framework or not, including any conditions which may be required to address areas of non-compliance.

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

Design Advisory Committee (DAC) Comments dated 5 July 2017 and 18 October 2017

4.2 **Address:** No. 12 (Lot 42; D/P: 6049) Anderson Street, Mount Hawthorn

Proposal: Construction of seven multiple dwellings in a 2 storey development

Applicant: Daniel Cassettai Design

Reason for Referral: Multiple Dwellings

Recommendations & Comments by DAC:***5 July 2017 – Mandatory Recommendations***

- More detail required for the colour palette for outside façade. **Addressed**
- More details required for finishes and materials (colours etc). **Addressed**
- Will need a landscape architect to confirm the landscaping including percentage of softscape and deep soil zones as per Built Form Policy requirements. **Addressed**
- Note minimum 1m dimension for area to comply as deep soil. Deep soil zones are intended to support large scale tree canopy. **Addressed**
- Opportunity to plant a tree in the streetscape to add to the landscaping requirements to be met. **Addressed**
- More detailed plans are needed for calculating and assessing required landscaping (canopy cover, deep soil zone etc). **Addressed**
- Consider the depth and width of the landscaping to make sure it can work along the driveway. Wider landscape strip along driver is preferred. Consider the rootable soil zone to maximise adjacent tree planting without lifting pavement. **Addressed**
- Separate access for Unit 1 needs to be more legible from the street frontage. **Addressed**
- In consultation with technical staff, explore reducing width of driveway to single lane for a portion in order to create more space for landscaping and separate pedestrian entry gate (take into consideration manoeuvrability of cars in and out of car bays). **Addressed**
- Demonstrate summer sun control provided to east and west facing windows. **Addressed**
- Consider flipping units 6 & 7 to face north (privacy screening may be needed) for the opportunity of more sunlight and better amenity of noise from the car bays. **Addressed**
- The Living areas will benefit from more direct northern orientation/natural sunlight. **Addressed**
- Consider having the bedrooms back to back between units so as to avoid potential noise issues from balconies across from bedrooms. **Addressed**
- The DAC do not support bathrooms with no access to natural ventilation and light. Consider swapping a stores with an ensuite. Operable skylight could also be considered for internal bathrooms where not possible to relocate to perimeter wall. Consider the possibility of locating stores internally with the door located outside to better comply with the relevant R-Code provision. **Addressed**
- It may be beneficial for cross ventilation in the bedroom to increase the ventilation two sided for the bathroom. **Addressed**
- Consider introduction of split roof/clearstory windows to allow access to northern light into upper level living spaces. **Addressed**
- No sun control on the windows evident (particularly western side). Consider screening. **Addressed**
- Insert furniture into the floor plans to demonstrate functionality is achieved. **Addressed**
- Car bays adjacent Unit 1 bedrooms may create too much noise for residents. **Addressed**
- Bedroom windows adjacent to car parking is not supported. Consider moving more cars to the front setback area which could create an opportunity to maximise the garden. **Addressed**
- Consider turning Unit 1 into a single bed unit, so the 2 bays in front could be put to the rear, and the bedroom at the front would have garden outlook thereby vastly improving amenity. **Addressed**
- Lower floor units needs more natural lighting – consider additional windows where appropriate. **Addressed**
- Ensure AC units locations do not adversely affect neighbours. **Addressed**
- Consider revising entry sequence to be more legible and direct, possibly separating car entry (west) to pedestrian entry (along east boundary and feeding off to rear entrances without back-tracking). **Addressed**
- A clear separation of entry sequence needs to be created for the pedestrians and cars. Safety for residents needs to be considered. Possibility of installing two different gates, one for cars and another gate for pedestrians and use contrasting paving treatments to delineate between car and pedestrian zones. **Addressed**

Design Advisory Committee (DAC) Comments dated 5 July 2017 and 18 October 2017

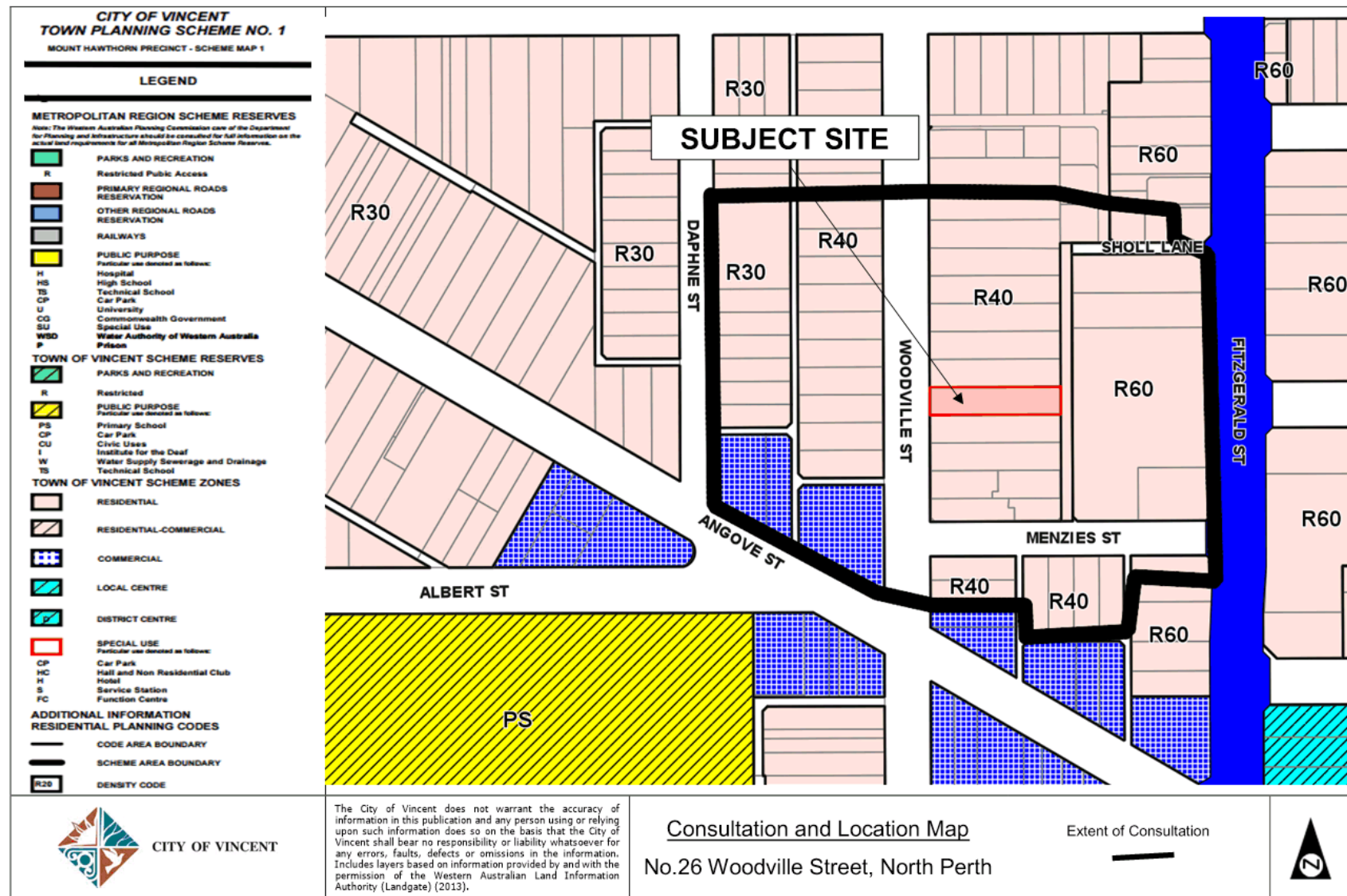
- Screening would be required for the front visitor car parking bays. **Addressed**

17 October 2017 – Mandatory Recommendations

- More detail required for the colour palette for outside façade. **Addressed**
- More details required for finishes and materials (colours etc). **Addressed**
- Will need a landscape architect to confirm the landscaping including percentage of softscape and deep soil zones as per Built Form Policy requirements. Note minimum 1m dimension for area to comply as deep soil. Deep soil zones are intended to support large scale tree canopy. **Addressed**
- Opportunity to plant a tree in the streetscape to add to the landscaping requirements to be met. **Addressed**
- More detailed plans are needed for calculating and assessing required landscaping (canopy cover, deep soil zone etc). **Addressed**
- Consider the depth and width of the landscaping to make sure it can work along the driveway. Wider landscape strip along driver is preferred. Consider the rootable soil zone to maximise adjacent tree planting without lifting pavement. **Addressed**
- Separate access for Unit 1 needs to be more legible from the street frontage. **Addressed**
- In consultation with technical staff, explore reducing width of driveway to single lane for a portion in order to create more space for landscaping and separate pedestrian entry gate. (take into consideration manoeuvrability of cars in and out of car bays). **Addressed**
- Demonstrate summer sun control provided to east and west facing windows. **Not Addressed**
- Consider flipping units 6 & 7 to face north (privacy screening may be needed) for the opportunity of more sunlight and better amenity of noise from the car bays. The Living areas will benefit from more direct northern orientation/natural sunlight. **Addressed**
- Consider having the bedrooms back to back between units so as to avoid potential noise issues from balconies across from bedrooms. **Addressed**
- The DAC do not support bathrooms with no access to natural ventilation and light. Consider swapping a stores with an ensuite. Operable skylight could also be considered for internal bathrooms where not possible to relocate to perimeter wall. Consider the possibility of locating stores internally with the door located outside to better comply with the relevant R-Code provision. **Addressed**
- It may be beneficial for cross ventilation in the bedroom to increase the ventilation two sided for the bathroom. **Addressed**
- Consider introduction of split roof/clearstory windows to allow access to northern light into upper level living spaces. **Addressed**
- No sun control on the windows evident (particularly western side). Consider screening. **Addressed**
- Insert furniture into the floor plans to demonstrate functionality is achieved. **Addressed**
- Car bays adjacent Unit 1 bedrooms may create too much noise for residents. **Addressed**
- Bedroom windows adjacent to car parking is not supported. Consider moving more cars to the front setback area which could create an opportunity to maximise the garden. **Addressed**
- Consider turning Unit 1 into a single bed unit, so the 2 bays in front could be put to the rear, and the bedroom at the front would have garden outlook thereby vastly improving amenity. **Addressed**
- Lower floor units needs—more natural lighting – consider additional windows where appropriate. **Addressed**
- Ensure AC units locations do not adversely affect neighbours. **Addressed**
- Consider revising entry sequence to be more legible and direct, possibly separating car entry (west) to pedestrian entry (along east boundary and feeding off to rear entrances without back-tracking). **Addressed**
- A clear separation of entry sequence needs to be created for the pedestrians and cars. Safety for residents needs to be considered. Possibility of installing two different gates, one for cars and another gate for pedestrians and use contrasting paving treatments to delineate between car and pedestrian zones. **Addressed**
- Screening would be required for the front visitor car parking bays. **Addressed**

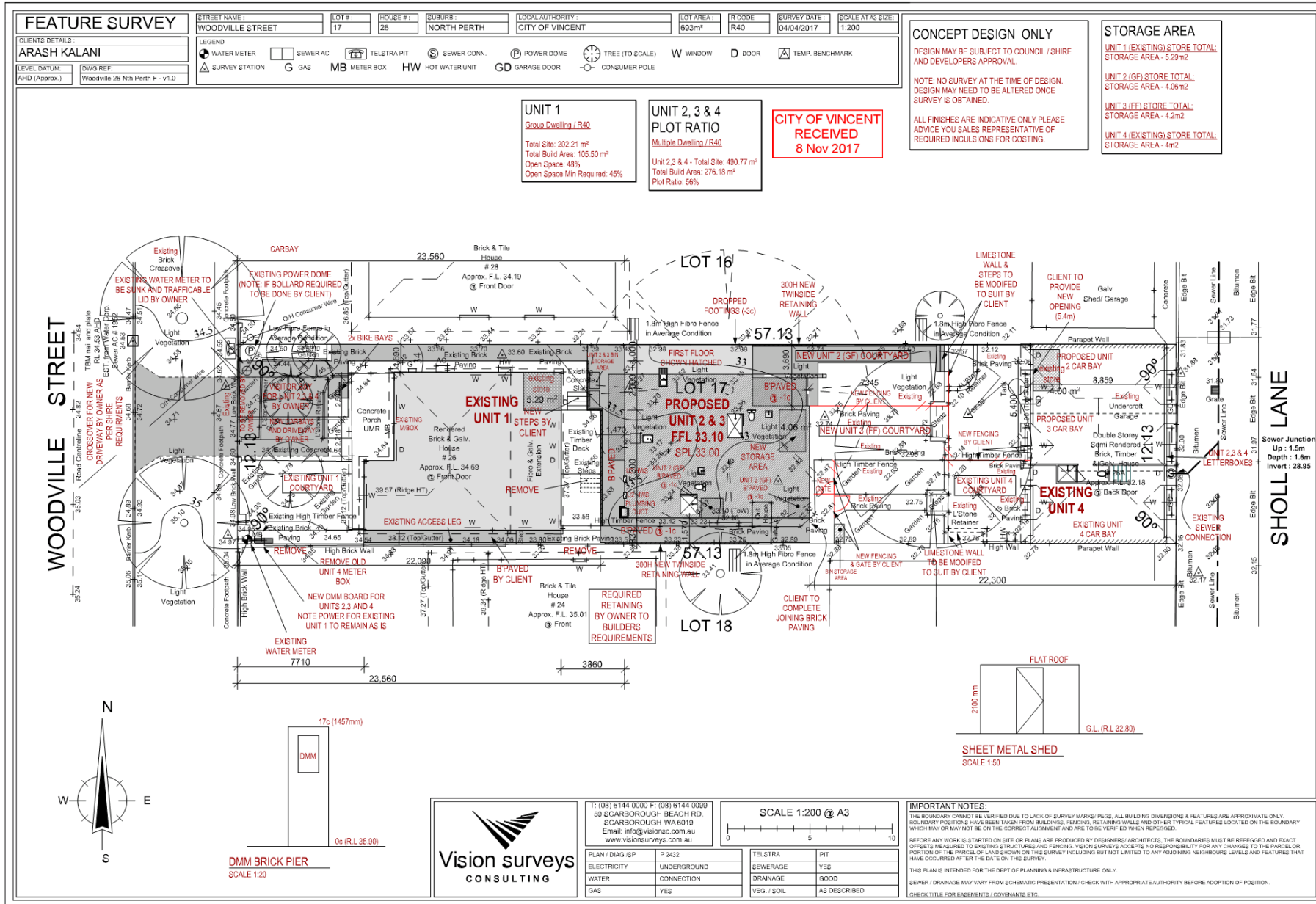
Determination Advice Notes:

1. With reference to Condition 1, the owners of the subject land shall obtain the consent of the owners of relevant adjoining properties before entering those properties in order to make good the boundary walls.
2. The car parking area(s) which form part of this approval shall be sealed, drained, paved and line marked in accordance with the approved plans prior to the first occupation of the development and maintained thereafter by the owner/occupier to the satisfaction of the City.
3. An Infrastructure Protection Bond for the sum of \$3000 together with a non-refundable inspection fee of \$100 shall be lodged with the City by the applicant, prior to commencement of works, and will be held until all building/development works have been completed and any disturbance of, or damage to the City's infrastructure, including verge trees, has been repaired/reinstated to the satisfaction of the City. An application for the refund of the bond shall be made in writing. The bond is non-transferable.
4. All pedestrian access and vehicle driveway/crossover levels shall match into existing verge, footpath and Right of Way levels to the satisfaction of the City.
5. The movement of all path users, with or without disabilities, within the road reserve, shall not be impeded in any way during the course of the building works. This area shall be maintained in a safe and trafficable condition and a continuous path of travel (minimum width 1.5m) shall be maintained for all users at all times during construction works. Permits are required for placement of any material within the road reserve.
6. With reference to Condition 9, no further consideration shall be given to the disposal of storm water 'off site' without the submission of a geotechnical report from a qualified consultant. Should approval to dispose of storm water 'off site' be subsequently provided, detailed design drainage plans and associated calculations for the proposed storm water disposal shall be lodged together with the building permit application working drawings.
7. All new crossovers to lots are subject to a separate application to be approved by the City. All new crossovers shall be constructed in accordance with the City's Standard Crossover Specifications.
8. Prior to the first occupation of the development, redundant or "blind" crossovers shall be removed and the verge and kerb made good to the satisfaction of the City, at the applicant/owner's full expense.
9. The maximum width of the new crossover to the lot is 5 metres, which is subject to a separate crossover application to be approved by the City. The crossover shall be positioned and constructed with approved materials in accordance with the City's Standard Crossover Specifications.
10. Standard 'Visual Truncations', in accordance with the City's Policy 2.2.6 and/or to the satisfaction of the City are to be provided at the intersection of the road reserve or Right of Way boundary, and all internal vehicle access points to ensure that the safety of pedestrians and other road users is not compromised. Details of all required visual truncations shall be included on the building permit application working drawings.
11. With reference to Condition 10, the City encourages landscaping methods and species selection which do not rely on reticulation.
12. A non-refundable fee of \$1,000 shall be paid to the City for the planting and sourcing of two 200lt Jacaranda trees, to be planted in the verge adjacent the development by the City; payment is to be made prior to the issue of the Building Permit. The Applicant is to contact the City's Park Services prior to the first occupation of the development to arrange the planting of the verge tree by the City Park Services Officers.
13. The applicant and owner are advised that sufficient parking can be provided on the subject site and as such the City of Vincent will not issue a residential or visitor car parking permit to any owner or occupier of the residential dwellings under Policy No. 3.9.3 – Parking Permits. This information should be provided to all prospective purchasers and it is recommended that a notice be placed on Sales Contracts to advise purchasers of this restriction.





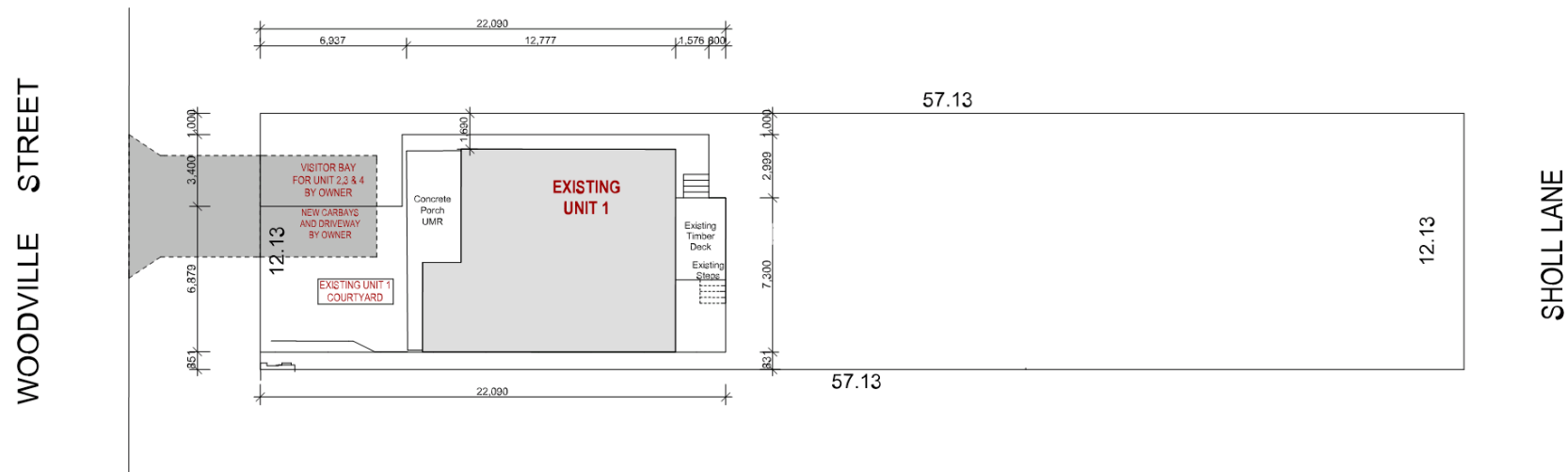




FEATURE SURVEY		STREET NAME: WOODVILLE STREET	LOT #: 17	HOUSE #: 26	SUBURB: NORTH PERTH	LOCAL AUTHORITY: CITY OF VINCENT	LOT AREA: 693m²	R CODE: R40	SURVEY DATE: 04/04/2017	SCALE AT A3 SIZE: 1:200																		
CLIENTS DETAILS ARASH KALANI		LEGEND																										
LEVEL DATUM: AHD (Approx.)		<table border="0"> <tr> <td> WATER METER</td> <td> SEWER AG</td> <td> TELSTRA PIT</td> <td> SEWER CONN.</td> <td> POWER DOME</td> <td> TREE (TO SCALE)</td> <td> W WINDOW</td> <td> D DOOR</td> <td> TEMP. BENCHMARK</td> </tr> <tr> <td> SURVEY STATION</td> <td> G GAS</td> <td> MB METER BOX</td> <td> HW HOT WATER UNIT</td> <td> GD GARAGE DOOR</td> <td> CONSUMER POLE</td> <td></td> <td></td> <td></td> </tr> </table>									WATER METER	SEWER AG	TELSTRA PIT	SEWER CONN.	POWER DOME	TREE (TO SCALE)	W WINDOW	D DOOR	TEMP. BENCHMARK	SURVEY STATION	G GAS	MB METER BOX	HW HOT WATER UNIT	GD GARAGE DOOR	CONSUMER POLE			
WATER METER	SEWER AG	TELSTRA PIT	SEWER CONN.	POWER DOME	TREE (TO SCALE)	W WINDOW	D DOOR	TEMP. BENCHMARK																				
SURVEY STATION	G GAS	MB METER BOX	HW HOT WATER UNIT	GD GARAGE DOOR	CONSUMER POLE																							
DWG REF: Woodville 26 Nth Perth F - v1.0																												

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RECEIVED
8 Nov 2017

UNIT 1
Group Dwelling / R40
Total Site: 202.21 m²
Total Build Area: 105.50 m²
Open Space: 48%
Open Space Min Required: 45%



UNIT 1 SITE BLOCK PLAN

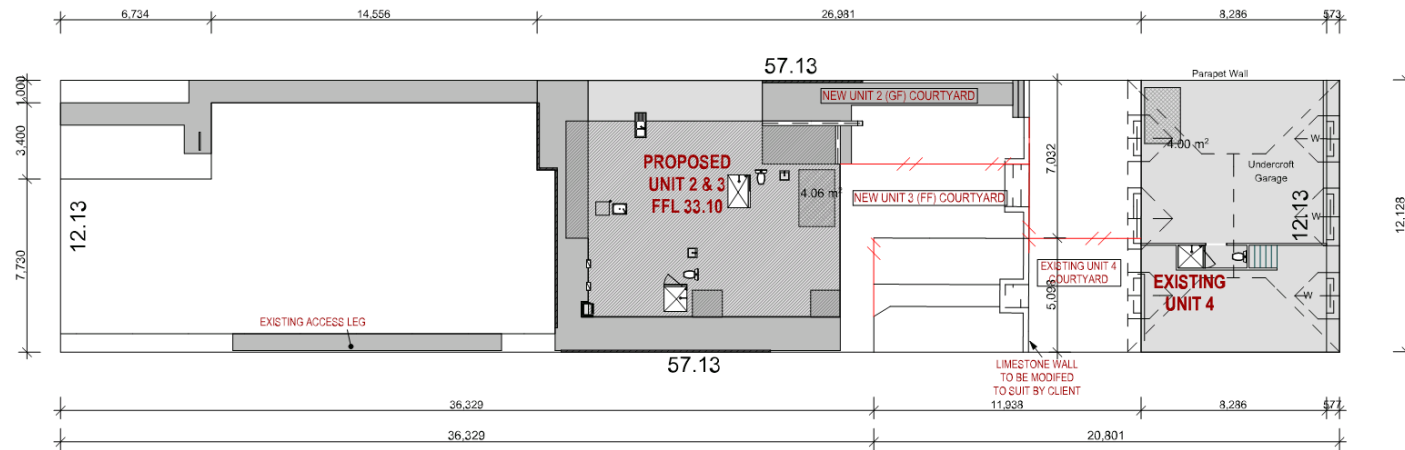
FEATURE SURVEY		STREET NAME: WOODVILLE STREET		LOT #1: 17	HOUSE #1: 26	SUBURB: NORTH PERTH	LOCAL AUTHORITY: CITY OF VINCENT	LOT AREA: 693m²	R CODE: R40	SURVEY DATE: 04/04/2017	SCALE AT A3 SIZE: 1:200	
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LEVEL DATUM: AHD (Approx.)		SURVEY STATION G GAS MB METER BOX HW HOT WATER UNIT GD GARAGE DOOR CONSUMER POLE										
DWG REF: Woodville 26 Nth Perth F - v1.0												

CITY OF VINCENT
RECEIVED
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UNIT 1
Group Dwelling / R40
Total Site: 202.21 m²
Total Build Area: 105.50 m²
Open Space: 49%
Open Space Min Required: 45%

UNIT 2, 3 & 4
PLOT RATIO
Multiple Dwelling / R40
Unit 2,3 & 4 - Total Site: 400.77 m²
Total Build Area: 276.18 m²
Plot Ratio: 56%

WOODVILLE STREET



SHOLL LANE

UNIT 2, 3 & 4 SITE BLOCK PLAN

GENERAL NOTES

ALL INTERNAL WALLS ARE PLASTERED UNLESS NOTED OTHERWISE.

DRAINPIPE POSITION AT PLUMBERS DISCRETION. FINAL POSITIONS MAY VARY TO PLAN.

ALL GLAZING TO BE INSTALLED TO AS 2407.

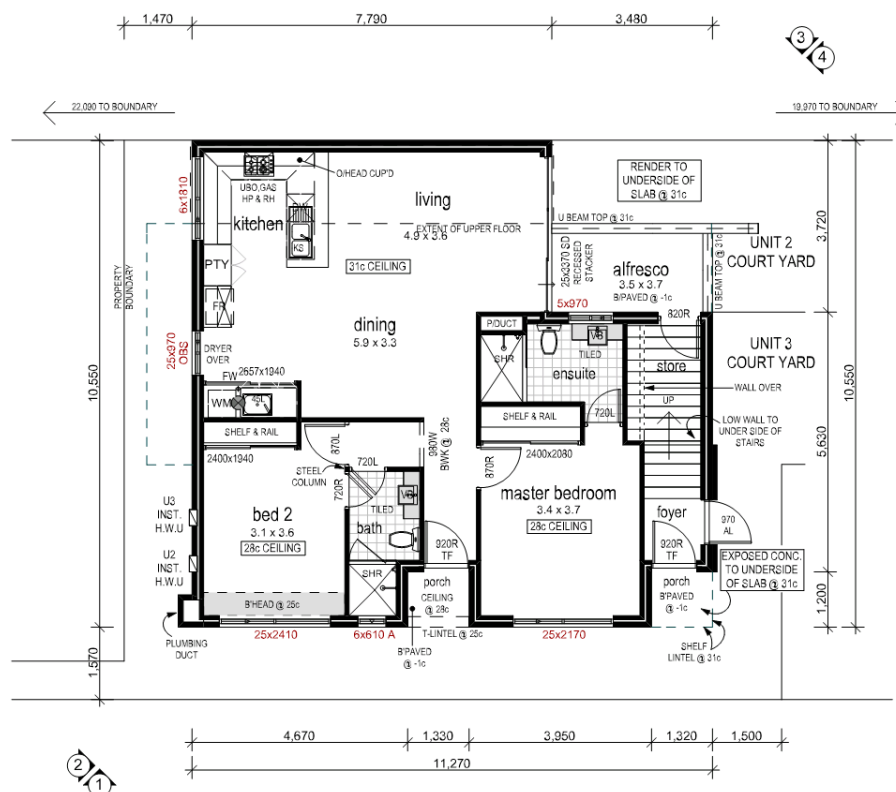
CONCEPT DESIGN ONLY

DESIGN MAY BE SUBJECT TO COUNCIL / SHIRE AND DEVELOPERS APPROVAL.

NOTE: NO SURVEY AT THE TIME OF DESIGN. DESIGN MAY NEED TO BE ALTERED ONCE SURVEY IS OBTAINED.

ALL FINISHES ARE INDICATIVE ONLY PLEASE ADVISE YOUR SALES REPRESENTATIVE OF REQUIRED INCLUSIONS FOR COSTING.

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8 Nov 2017



GROUND FLOOR PLAN

Rev	Date	Notes	This is one of the drawings referred to in the building contract.	Areas	Client Name	Job number:	Scale:
A	14-08-17	PRELIMINARY		Alfresco Unit 2 8.73	Kalani	000000	1:100
B			Client:	Porch Unit 2 1.74			
C			Date:	Porch Unit 3 1.58			
D			Client:	Unit 2 (GF) 93.30			
E			Date:	Balcony (U3) 12.79			
F			Client:	Unit 3 (FF) 85.63			
G			Date:	TOTAL 203.77 m²			
			Builder:	Prem. Unit 2 (GF) 43.40	26 Woodville street	Revision Stage: Preliminary	Sheet No: 9 of 12
			Date:	Drawn Unit 2 (FF) 12.80	North Perth	Drawing Name: Ground Floor Plan	

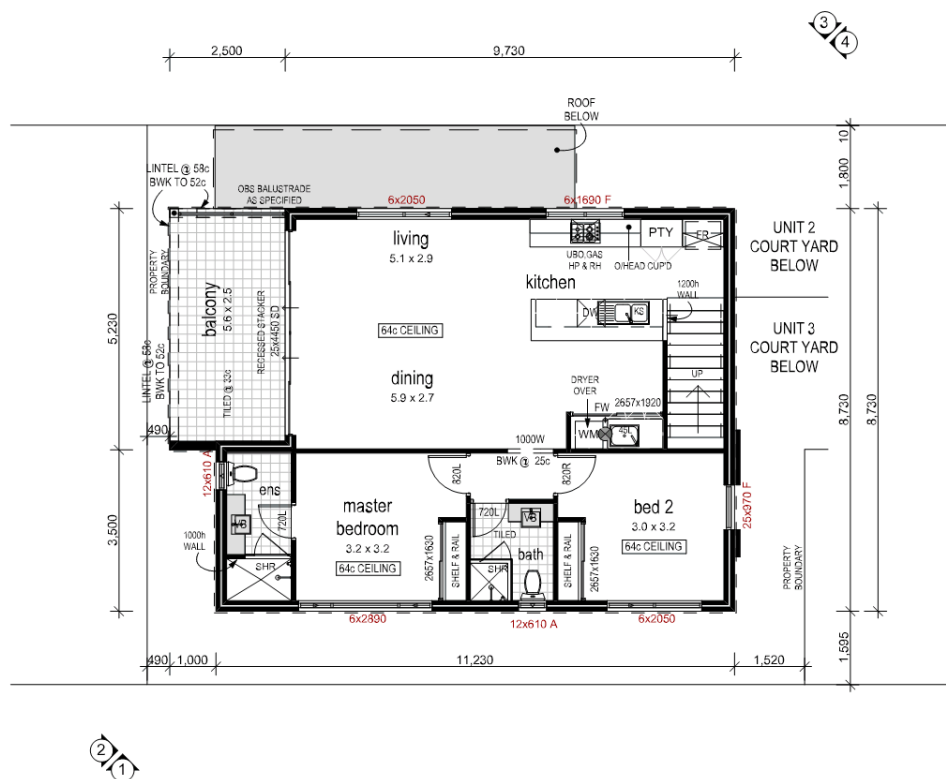
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CITY OF VINCENT
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FIRST FLOOR PLAN

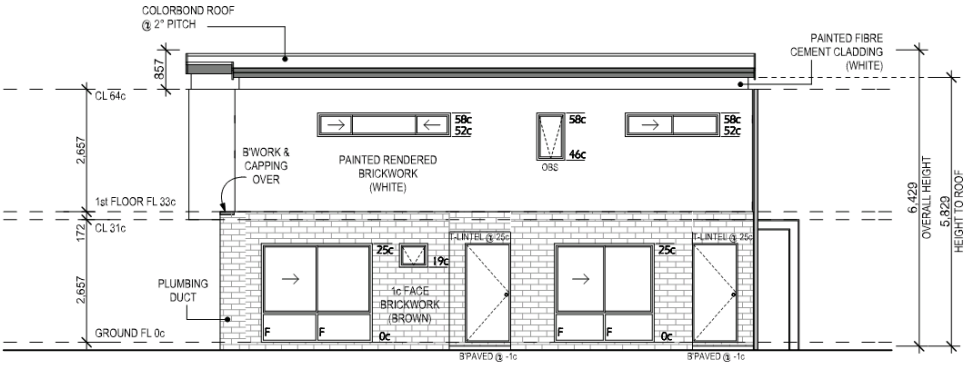
Rev	Date	Notes	This is one of the drawings referred to in the building contract.	Areas	Client Name	Job number :	Scale :
A	14-08-17	PRELIMINARY		Alfresco Unit 2 8.73	Kalani	000000	1:100
B			Client:	Porch Unit 2 1.74		Drawn By: RA/SS	Date Drawn: 07/11/17
C			Date:	Unit 2 (GF) 93.30		Revision Stage: Preliminary	Sheet No: 10 of 12
D			Client:	Balcony (U3) 12.79			
E			Date:	Unit 3 (FF) 85.63			
F			Builder:	TOTAL 203.77 m²	26 Woodville street North Perth		
G			Date:	Prem Unit 2 (GF) 43.40			
				Draw Unit 2 (FF) 17.27			

N MAY BE SUBJECT TO COUNCIL / SHIRE
EVELOPERS APPROVAL.

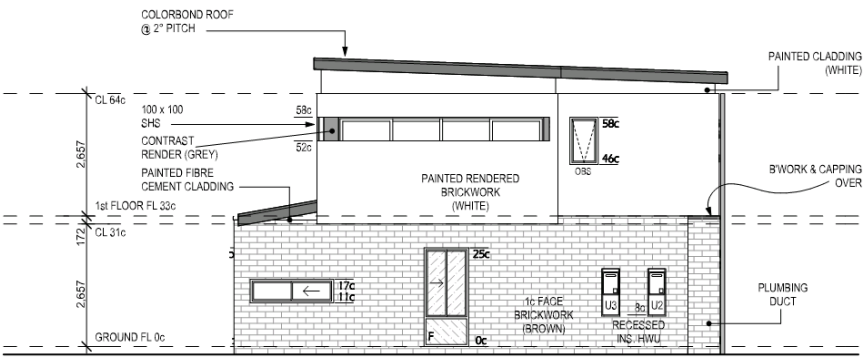
NO SURVEY AT THE TIME OF DESIGN.
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WISHES ARE INDICATIVE ONLY PLEASE
E YOU SALES REPRESENTATIVE OF
RED INCULSIONS FOR COSTING.

CITY OF VINCENT
RECEIVED
8 Nov 2017



Elevation 1
1:100



Elevation 2
1:100

Rev	Date	Notes	This is one of the drawings referred to in the building contract.	Areas	Client Name :	Job number :	Scale :
A	14-06-17	PRELIMINARY		Alfresco Unit 2 8.73	Kalani	000000	1:100
B				Porch Unit 2 1.74			
C				Porch Unit 3 1.58			
D				Unit 2 (GF) 33.30		Drawn By : RA/SS	Date Drawn : 07/11/17
E				Balcony (U3) 12.79		Revision Stage: Preliminary	Sheet No : 11 of 12
F				Unit 3 (FF) 85.63			
				TOTAL 203.77 m²	Site Address : 26 Woodville street North Perth		

WISHES ARE INDICATIVE ONLY PLEASE
E YOU SALES REPRESENTATIVE OF
RED INCULSIONS FOR COSTING.

[illegible]

COLORBOND ROOF
@ 2° PITCH

CL 64c

2.657

1st FLOOR FL 33c

CL 31c

1.72

2.657

GROUND FL 0c

53c

33c

23c

0c

FEATURE CONTRAST RENDER (GREY)

F

AL FRAME

PAINTED RENDERED BRICKWORK (WHITE)

1st FLOOR FACE BRICKWORK

23c

U BEAM @ 23c


23c

0c

PAINTED U BEAM SUPPORT POST

PAINTED FIBRE CEMENT CLADDING (WHITE)

PAVED @ 1c

 DAVENTPORT HOMES PTY LTD 13, # 39 Catalina Circuit ng Vale, WA 6155 c 6142 7499 1256 3381 davenporthomes.com.au s/s Reg No. 13449	Rev	Date	Notes	This is one of the drawings referred to in the building contract.	Areas	Client Name :	Job number :	Scale :
	A	14-06-17	PRELIMINARY			Kalani	000000	1:100
	B			Client :	Alfreco Unit 2 8.73			
	C			Date :	Porch Unit 2 1.74			
	D			Client :	Porch Unit 3 1.58			
	E			Date :	Unit 2 (GF) 93.30			
	F			Client :	Balcony (U3) 12.19			
			Date :	Unit 3 (GF) 85.63		Site Address :	Revision Stage :	Sheet No :
				TOTAL	203.77 m²	26 Woodville street	Preliminary	12 of 12
						Noord-Perth		





CITY LIMITS LANDSCAPES DESIGN & CONSTRUCTION

LANDSCAPE DESIGN & REPORT

Date: 27/10/2017

Att: Ravi Razz
Da'Vanti Homes Pty Ltd
Suite 13/41 Catalano Circuit
CANNINGVALE WA 6155

Re: Lot# 17 House # 26 Woodville Street, North Perth, WA, 6006

1.0 Planting Report

Plants specified as per plan:

1.1 Gleditsia Shademaster (GT)

Gleditsia Triacanthos Shademaster

- Has a fern like pinnately arranged foliage. Grows best in full sun, with moist soils. May need protection from colder temperatures in early stages. Leaves are deep green throughout spring and summer. Flowers are insignificant, followed by small seed pods.

Height: 8 metres

Width: 6 metres

* Dimensions at maturity.

Best suited for:

- Small to medium gardens as a graceful, weeping shade tree.

1.2 Chinese Elm (CE)

Ulmus Parvifolia

- This near-evergreen has a general upright habit with rounded crown, smooth flaking bark and fine branches clothed in leaves. Leaves are 20-50mm long, pointed oval shape with serrated margins.

Height: 12 metres

Width: 8 metres

* Dimensions at maturity.

Best suited for:

- Classified as medium growth, the Chinese Elm is a hardy tree able to withstand most of the conditions associated with the Perth region.

(Note: A selection of deciduous trees creating shade during the summer months but also allowing light during the winter months once the foliage has shed in autumn.)

www.citylimitslandscapes.com.au

(08) 9259 5006

giles@citylimitslandscapes.com.au

P.O. Box 3068 Myaree
WA 6154

ABN 56 680 880 510

1.3 Rosemary (R)***Rosmarinus Officinalis***

- This pine-scented evergreen is cultivated for its aromatic and medicinal properties.
- Rosemary will be planted at the coverage of 1 x plant per square metre to all new deep soil zones.

- **Height:** 1.5 metres

Best suited for:

- Thrives in chalky or sandy soil in full sun and will withstand Perth's dryer weather conditions.



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WA 6154

ABN 56 680 880 510

Summary of Submissions:

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

Comments Received in Neither Support Nor Object:	Officer Technical Comment:
<u>Construction</u> During construction the access to Sholl Lane will be blocked and therefore people along Sholl Lane will not be able to access their garages/dwellings. Noise during construction will impact on the residents in the area.	A condition is recommended requiring the submission of a construction management plan prior to the commended to development which will need to ensure that construction works are managed to minimise the impact on the surrounding area. The hours within which building works are permitted is governed through the <i>Building Act 2012</i> and will be considered as part of the construction management plan.
<u>Traffic</u> The increased in the number of cars for this development will impact on the traffic especially garage opposite the site.	Sholl Lane is a dedicated road (Street) and therefore it is not expected that there will be an impact in terms of traffic.
Comments Received in Objection:	Officer Technical Comment:
<u>Density</u> The increased in density on this site as result of this development is out of character with the area. The development suits a site which is zoned Residential R80 and not this site which is zoned Residential R40.	The proposed density of the development being a mix of grouped and multiple dwellings is consistent with the R40 density coding which applies to the subject site and surrounding residential properties along Woodville Street.
<u>Plot Ratio</u> The plot ratio is inconsistent with the existing dwellings in the area.	The applicant has amended the plans which results in a plot ration 0.58 which complies with the deemed-to-comply standards of the R-Codes. The proposed development is two storeys in height which is consistent with the existing height of more recent developments within the area.
<u>Boundary Wall</u> The proposed boundary wall which includes the balcony along the northern boundary will impact on the adjoining property in terms of bulk and privacy.	The applicant has amended the plans to comply with the permitted height as per the R-Codes. The balcony has been re-oriented to the western side and as such the upper floor is now setback 1.79 metres from the northern boundary.
<u>Traffic</u> The additional cars proposed for the development will impact on the traffic in the area especially along Sholl Lane	Sholl Lane is a dedicated road (street) and is therefore it is not expected that there will be an impact in terms of traffic.

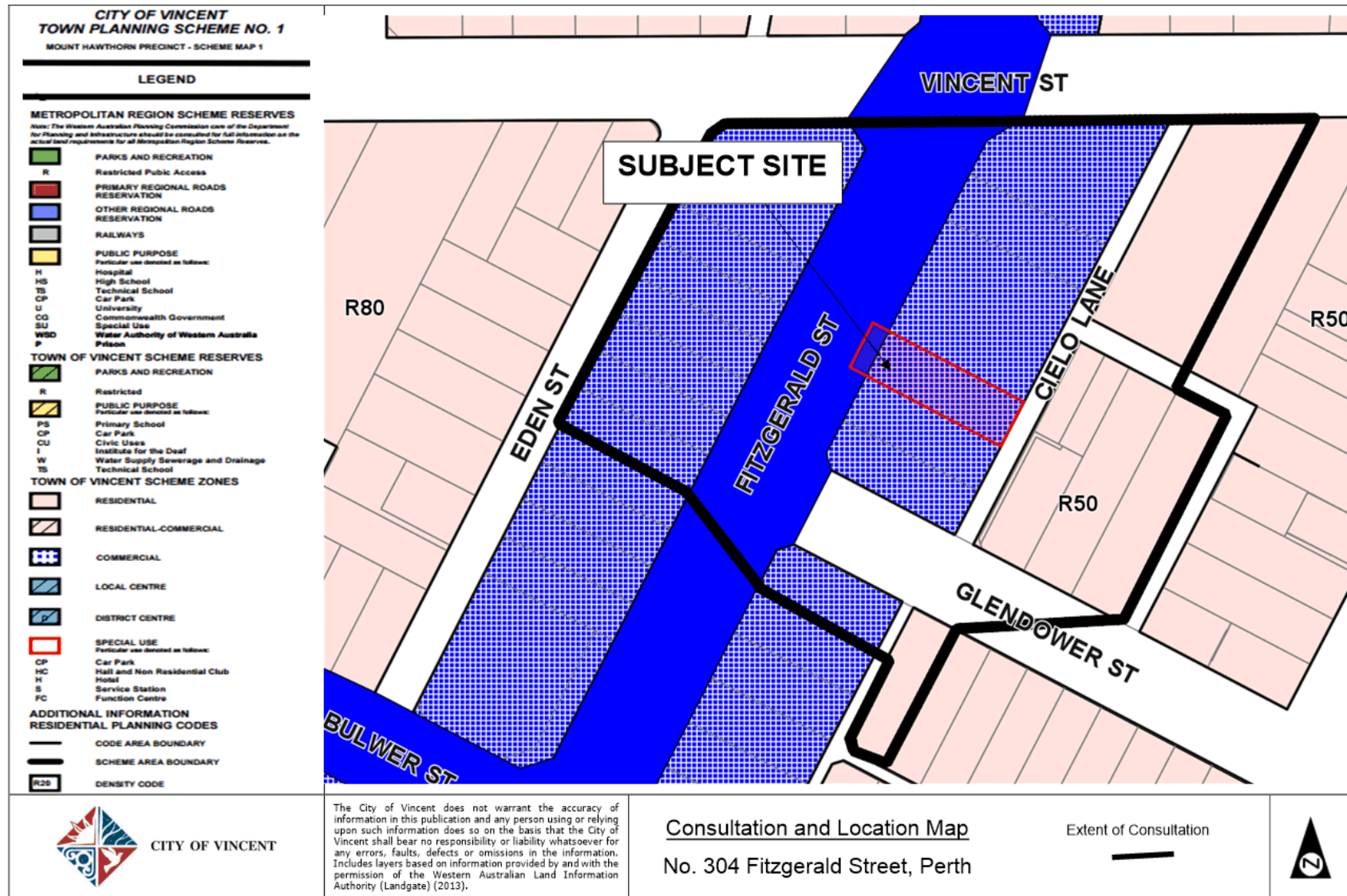
Summary of Submissions:

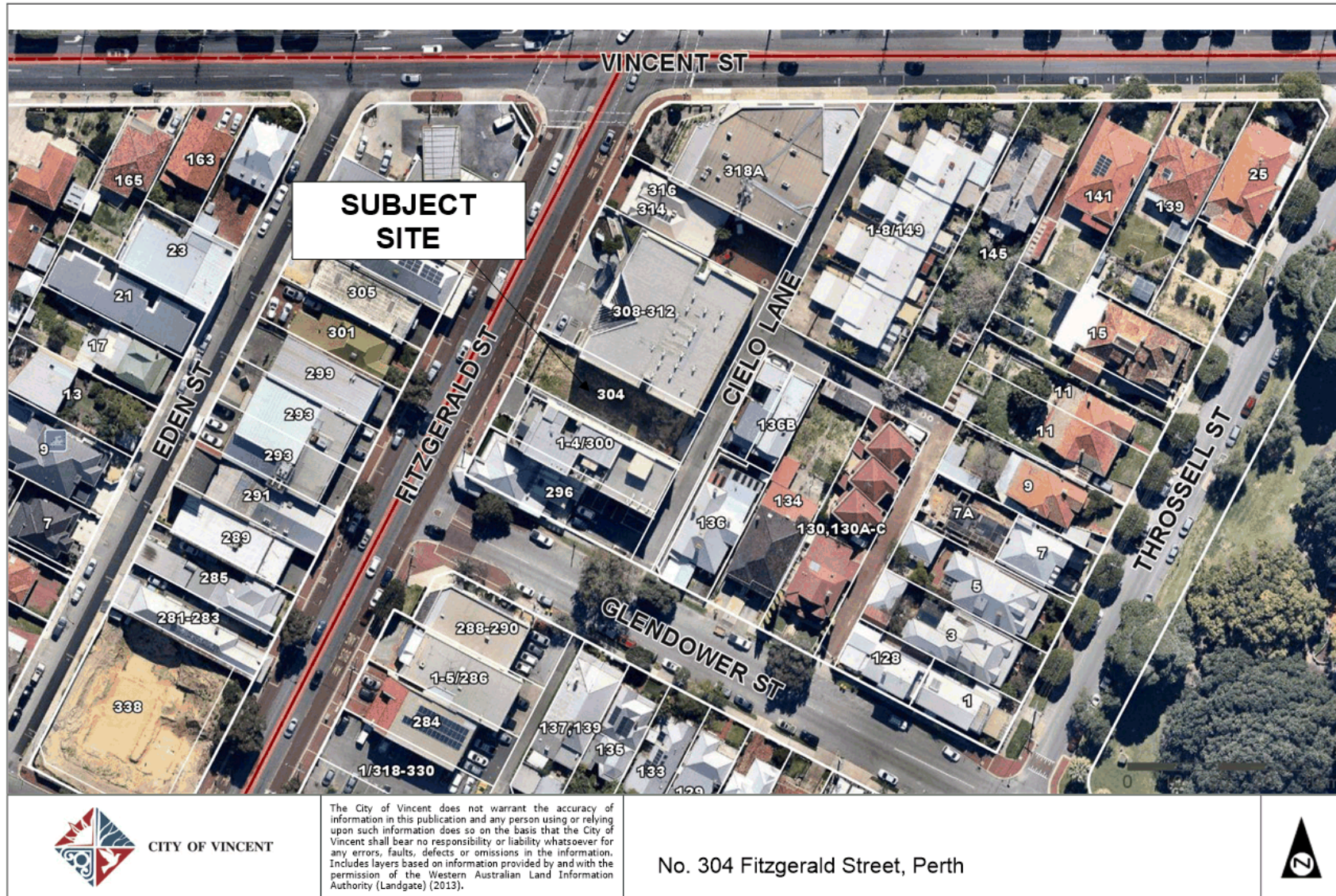
Comments Received in Objection:	Officer Technical Comment:
<u>Car Parking</u> There are already car parking issues in the area and the lack of visitor car parking will exacerbate the situation.	The applicant has amended the plans to provide a visitor car parking.
<u>Retaining walls</u> The proposed retaining walls are not supported.	The applicant has amended the plans to propose retaining walls less than 0.5 metre which complies with the deemed-to-comply standards of the R-Codes
<u>Stores</u> Stores for these units are to be provided	The applicant has amended the plans to comply with the numbers and dimensions of the stores which complies with the deemed-to-comply standards of the R-Codes
<u>Landscaping</u> There is a lack of landscaping to this development	The applicant has amended the plans to comply with the required landscaping as per the City's Built Form Policy No. 7.1.1. With regard to the landscaping within the front setback of Woodville Street it is considered that the proposed landscaping will contribute to the existing streetscape.
<u>Height</u> The variation to the height will have a visual impact on the adjoining properties	The applicant has amended the application to comply with the required height which complies with the deemed-to-comply standards of the R-Codes.
<u>R-Codes and Built Form Policy No.7.1.1</u> The development should comply with the requirements of the R-Codes and the Built Form Policy No. 7.1.1	The R-Codes and the City's Built Form Policy No. 7.1.1 allows for variations subject to the proposal satisfies the Design Principles.

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

Determination Advice Notes:

1. With reference to Condition 1, the owners of the subject land shall obtain the consent of the owners of relevant adjoining properties before entering those properties in order to make good the boundary walls;
2. Any new street/front wall, fence and gate within the Woodville Street and Sholl Lane setback areas, including along the side boundaries within these street setback areas, shall comply with the City's Policy provisions relating to Street Walls and Fences;
3. With reference to Condition 4, the City encourages landscaping methods and species selection which do not rely on reticulation;
4. With reference to Condition 7, no further consideration shall be given to the disposal of stormwater 'offsite' without the submission of a geotechnical report from a qualified consultant. Should approval to dispose of stormwater 'offsite' be subsequently provided detailed design drainage plans and associated calculation for the proposed stormwater disposal shall be lodged together with the building permit application working drawings;
5. All pedestrian access and vehicle driveway/crossover levels shall match into existing verge, footpath and Road levels to the satisfaction of the City;
6. The movement of all path users, with or without disabilities, within the road reserve, shall not be impeded in any way during the course of the building works. This area shall be maintained in a safe and trafficable condition and a continuous path of travel (minimum width 1.5 metres) shall be maintained for all users at all times during construction works;
7. Standard 'Visual Truncations', in accordance with the City's Policy No. 2.2.6 and/or to the satisfaction of the City are to be provided at the intersection of the road reserve boundary or Right of Way, and all internal vehicle access points to ensure that the safety of pedestrians and other road users is not compromised. Details of all required visual truncations shall be included on the building permit application working drawings;
8. An Infrastructure Protection Bond for the sum of \$2,500 together with a non-refundable inspection fee of \$100 shall be lodged with the City by the applicant, prior to commencement of works, and will be held until all building/development works have been completed and any disturbance of, or damage to the City's infrastructure, including verge trees, has been repaired/reinstated to the satisfaction of the City. An application for the refund of the bond shall be made in writing. The bond is non-transferable;
9. All new crossovers to lots are subject to a separate application to be approved by the City. All new crossovers shall be constructed in accordance with the City's Standard Crossover Specifications;
10. The applicant and owner are advised that sufficient parking can be provided on the subject site and as such the City of Vincent will not issue a residential or visitor car parking permit to any owner or occupier of the residential dwellings under Policy No. 3.9.3 – Parking Permits. This information should be provided to all prospective purchasers and it is recommended that a notice be placed on Sales Contracts to advise purchasers of this restriction;
11. If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect;
12. Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained; and
13. If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.





ORDINARY MEETING OF COUNCIL
27 MAY 2014

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CITY OF VINCENT
MINUTES**9.1.10 No. 304 (Lot 6; D/P 2411) Fitzgerald Street, North Perth – Proposed Four Storey Office Building and Associated Car Parking**

Ward:	South	Date:	16 May 2014
Precinct:	Hyde Park, P12	File Ref:	PRO4076; 5.2013.520.1
Attachments:	001 – Property Information Report and Development Application Plans 002 – Applicant Justification 003 – Comment from Department of Planning		
Tabled Items:	Nil		
Reporting Officer:	A Dyson, Acting Senior Planning Officer (Statutory)		
Responsible Officer:	P Mrdja, Acting Director Planning Services		

OFFICER RECOMMENDATION:

That the Council in accordance with the provisions of the City of Vincent Town Planning Scheme No. 1 and the Metropolitan Region Scheme, APPROVES the application submitted by J. Ripp on behalf of the owners, Starclone Pty Ltd, for Proposed Construction of Four Storey Commercial Building and Associated Car Parking at No. 304 (Lot 6; D/P 2411) Fitzgerald Street, North Perth and as shown on amended plans stamp-dated 19 February 2014 and amended plans dated 28 April 2014, subject to the following conditions:

1. Boundary Wall

The owners of the subject land shall finish and maintain the surface of the boundary (parapet) walls facing Nos. 300 & 308-310 Fitzgerald Street, North Perth in a good and clean condition. The finish of the walls is to be fully rendered or face brickwork;

2. Street Interaction

Windows, doors and adjacent areas fronting Fitzgerald Street, North Perth shall maintain an active and interactive relationship with the street;

3. On-Site Parking Provision – Commercial

A minimum of thirteen (13) car bays are to be provided for the commercial component of the development;

4. Car Parking and Accessways

4.1 The car park shall be used only by tenants and visitors directly associated with the development;

4.2 Car parking aisles shall comply with the minimum width in accordance with the requirements of AS2890.1; and

4.3 Visual Truncations to comply with the City's Visual Truncation requirements at the exit of parking area onto the right-of-way; and

5. PRIOR TO THE SUBMISSION OF A BUILDING PERMIT APPLICATION, the following shall be submitted to and approved by the City;**5.1 Landscape and Reticulation Plan**

A detailed landscape and reticulation plan in accordance with the requirements of the Commercial and Mixed Use Policy for the development site and adjoining road verge shall be submitted to the City for assessment and approval;

ORDINARY MEETING OF COUNCIL
27 MAY 2014

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CITY OF VINCENT
MINUTES

For the purpose of this condition, a detailed landscape and irrigation plan shall be drawn to a scale of 1:100 and show the following:

- 5.1.1 The location and type of existing and proposed trees and plants.
- 5.1.2 All vegetation including lawns.
- 5.1.3 Areas to be irrigated or reticulated.
- 5.1.4 Proposed watering system to ensure the establishment of species and their survival during the hot and dry months.
- 5.1.5 Separate soft and hard landscaping plans (indicating details of plant species and materials to be used).

The Council encourages landscaping methods and species selection which do not rely on reticulation; and

All such works shall be undertaken in accordance with the approved plans prior to the first occupation of the development, and maintained thereafter by the owner(s)/occupier(s);

5.2 Acoustic Report

An Acoustic Report in accordance with the City's Policy No. 7.5.21 relating to Sound Attenuation shall be prepared and submitted. The recommended measures of the acoustic report shall be implemented and certification from an acoustic consultant that the measures have been undertaken, prior to the first occupation of the development;

5.3 Construction Management Plan

A Construction Management Plan, detailing how the construction of the development will be managed to minimise the impact on the surrounding area, shall be submitted to and approved by the City, in accordance with the requirements of the City's Policy No. 7.5.23 relating to Construction Management Plans, and Construction Management Plan Guidelines and Construction Management Plan Application for approval Proforma;

5.4 Schedule of External Finishes

A detailed schedule of external finishes (including materials and colour schemes and details);

5.5 Waste Management Plan/Stormwater Management Plan

Waste Management and Storm Management Plans to be submitted and approved by the City's Technical Services; and

5.6 Awnings

Continuous and complementary awnings being provided over the Fitzgerald Street footpath in accordance with the City's Local Laws relating to Verandahs and Awnings over Streets, with the awnings being a minimum height of 2.75 metres from the footpath level to the underside of the awning and a minimum of 500 millimetres and a maximum of 750 millimetres from the kerb line of Fitzgerald Street;

5.7 Car Stackers

Car stackers to be provided in accordance with the requirements of the City's Parking and access Policy No. 7.7.1 to the satisfaction of the Director of Technical Services;

ORDINARY MEETING OF COUNCIL
27 MAY 2014

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CITY OF VINCENT
MINUTES

5.8 Section 70A Notification under the Transfer of Land Act

The owner(s) shall agree in writing to a notification being lodged under section 70A of the Transfer of Land Act notifying proprietors and/or (prospective) purchasers of the property of the following:

5.8.1 The proposed development proposes an aisle width of less than 7.0 metres. It is advised that multiple manoeuvres may be required to enter and exit the car stacker bay; and

6. WITHIN TWENTY-EIGHT (28) DAYS OF THE ISSUE DATE OF THIS 'APPROVAL TO COMMENCE DEVELOPMENT', the owner(s) or the applicant on behalf of the owner(s) shall comply with the following requirements:

6.1 Percent for Public Art

The owner(s), or the applicant on behalf of the owner(s), shall comply with the City of Vincent Percent for Public Art Policy No. 7.5.13 and the Percent for Public Art Guidelines for Developers, including:

6.1.1 Elect to either obtain approval from the City for an Artist to undertake a Public Art Project (Option 1) or pay the Cash in Lieu Percent for Public Art Contribution, of \$25,000 (Option 2), for the equivalent value of one per cent (1%) of the estimated total cost of the development \$2,500,000; and

6.2 in conjunction with the above chosen option;

6.2.1 Option 1

Prior to the submission of a Building Permit for the development, obtain approval for the Public Art Project and associated Artist; and
prior to the submission of an Occupancy Permit, install the approved public art project, and thereafter maintain the art work;
OR

6.2.2 Option 2

Prior to the submission of a Building Permit for the development or prior to the due date specified in the invoice issued by the City for the payment (whichever occurs first), pay the above cash-in-lieu contribution amount; and

6.3 Cash-in-Lieu

Pay a cash-in-lieu contribution of \$6,400 for the equivalent value of 1.28 car parking spaces, based on the cost of \$5,000 per bay as set out in the City's 2013/2014 Budget; OR

lodge an appropriate assurance bond/bank guarantee of a value of \$6,400 to the satisfaction of the City. This assurance bond/bank guarantee will only be released in the following circumstances:

6.3.1 to the City at the date of issue of the Building Permit for the development, or first occupation of the development, whichever occurs first; or

ORDINARY MEETING OF COUNCIL
27 MAY 2014

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CITY OF VINCENT
MINUTES

6.3.2 to the owner(s)/applicant following receipt by the City of a Statutory Declaration of the prescribed form endorsed by the owner(s)/applicant and stating that they will not proceed with the subject 'Approval to Commence Development'; or

6.3.3 to the owner(s)/applicant where the subject 'Approval to Commence Development' did not commence and subsequently expired.

The car parking shortfall and consequent cash-in-lieu contribution can be reduced as a result of a greater number of car bays being provided on-site and to reflect the new changes in the car parking requirements.

7. PRIOR TO THE SUBMISSION OF AN OCCUPANCY PERMIT, the following shall be completed to the satisfaction of the City;

7.1 Car Parking

The car parking area(s) on the subject land shall be sealed, drained, paved and line marked in accordance with the approved plans and maintained thereafter by the owner(s)/occupier(s) to the satisfaction of the City; and

7.2 Commercial Bicycle Bays

A minimum of four (4) Class 1 or 2 bicycle bays, and seven (7) Class 3 bicycle bays be provided on-site. Class 3 Bicycle bays must be provided at a location convenient to the entrance, publically accessible and within the development. The bicycle facilities shall be designed in accordance with AS2890.3;

8. Department of Planning

8.1 The landowner agrees to remove the temporary structure at the time when the reserved land is required for the upgrading of Fitzgerald Street at their own expense; and

8.2 The land owner agrees that any improvements made to or loss of amenity will not be taken into consideration in determining any land acquisition cost or compensation which may be payable by the Council or the WAPC at such time as the land is required; and

9. The development is to comply with all Building, Health and Engineering Services conditions and requirements to the satisfaction of the City.

ADVICE NOTES:

1. All external fixtures, such as television antennas (of a non-standard type), radio and other antennas, satellite dishes, 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 from Fitzgerald Street;
2. No verge trees shall be removed. The verge trees shall be retained and protected from any damage including unauthorised pruning;
3. With regard to condition 1, the owners of the subject land shall obtain the consent of the owners of relevant adjoining properties before entering those properties in order to make good the boundary walls;

MINUTES OF MEETING HELD ON 27 MAY 2014

(TO BE CONFIRMED ON 10 JUNE 2014)

ORDINARY MEETING OF COUNCIL
27 MAY 2014

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CITY OF VINCENT
MINUTES

4. A bin store is required to be provided, of sufficient size to accommodate the City's maximum bin requirement, as assessed by the City's Technical Services Directorate;
5. Structures including walls, fencing, retaining and any proposed landscaping within 1.5 metres of a driveway meeting a property boundary must comply with the requirements for visual truncation, being that anything above 0.65 metres in height is to have a minimum visual permeability of 50 percent, with the exception of a single pier which may not exceed 355mm in width;
6. All signage that does not comply with the City's Policy relating to Signs and Advertising shall be subject to a separate Planning Application and all signage shall be subject to a separate Sign Permit application, being submitted to and approved by the City prior to the erection of the signage;
7. The City is not responsible for the relocation of any services that may be required as a result of the development;
8. It is recommended the applicant conduct a dilapidation report of the adjoining properties;
9. In keeping with the City's Policy No. 2.2.2 relating to Undergrounding of Power, the power lines along the Fitzgerald Street frontages of the development shall be placed underground at the Developer's full cost. The developer is required to liaise with both the City and Western Power to comply with their respective requirements.

The revised plans shall not result in any greater variation to the requirements of the Residential Design Codes and the City's Policies.

COUNCIL DECISION ITEM 9.1.10

Moved Cr Buckels, **Seconded** Cr Topelberg

That the recommendation be adopted.

MOTION PUT AND CARRIED UNANIMOUSLY (8-0)

(Cr Wilcox was on approved leave of absence.)

PROPOSED OFFICE DEVELOPMENT

Starclone ATF The Fitzgerald Trust

Lot 6 (#304) FITZGERALD STREET, PERTH WA 6000

MKD PROJECT NUMBER: 0256

REVISION: SK11

DRAWING LIST

Sheet 1	Development Summary
Sheet 2	Site & Ground Floor Plan
Sheet 3	Enlarged Site Plan
Sheet 4	First & Second Floor Plans
Sheet 5	Third Floor Plan
Sheet 6	Elevations
Sheet 7	Section
Sheet 8	Perspective Views & Streetscape
Sheet 9	Overshadowing Diagram
Sheet 10	Parking Clearances
Sheet 11	Landscaping Plan



DEVELOPMENT SUMMARY

1. SITE AREA		497m ²
2. BUILDING AREAS		
	GFA	NLA
GROUND FLOOR	68.2m ²	N/A
FIRST FLOOR	427.4m ²	348.3m ²
SECOND FLOOR	427.4m ²	340.6m ²
THIRD FLOOR	427.4m ²	340.6m ²
TOTAL	1350.4m ²	1029.5m ²
3. PLOT RATIO		275%
4. CARPARKING		
CARPARKING REQ'D (OFFICE) =	1 BAY / 50m ² NLA	20.59 BAYS (21 BAYS)
ADJUSTMENT FACTORS:		
	WITHIN 400m OF BUS ROUTE	0.80
	WITHIN 400m OF PUBLIC CARPARK > 75 BAYS	0.85
	TOTAL ADJUSTMENT FACTOR	0.68
CAR BAYS (W/ ADJUST. FACTOR) =	20.59 x 0.68	14.00 BAYS
MOTORCYCLE / SCOOTER PARKING =	MINUS 1 CAR BAY, PLUS 2 MOTORCYCLE BAYS	13.00 CAR BAYS, 2 MOTORCYCLE / SCOOTER BAYS
CARPARKING BAYS PROVIDED =		13 BAYS
MOTORCYCLE / SCOOTER BAYS PROVIDED =		2 BAYS
5. BIN STORAGE		
BINS REQUIRED (COMMERCIAL) =	0 - 220m ² NLA FLOOR SPACE (240L BIN)	4.68 BINS
BINS PROVIDED		6 BINS (SPACE TO SUIT 240L OR 360L)
6. BICYCLE STORAGE		
BICYCLE PARKING REQUIRED =	1 SPACE / 100m ² NLA	10.29 SPACES (3.60 CLASS 2, 6.69 CLASS 3)
BICYCLE PARKING PROVIDED =		12 SPACES
CLASS 2 FACILITIES		4 SPACES
CLASS 3 FACILITIES		8 SPACES (INCL. 1x SURPLUS)
7. ENERGY EFFICIENCY		
SOLAR PANELS (FOR 5KW PV SYSTEM) WILL BE INSTALLED ON ROOFTOP WITHIN PARAPET.		

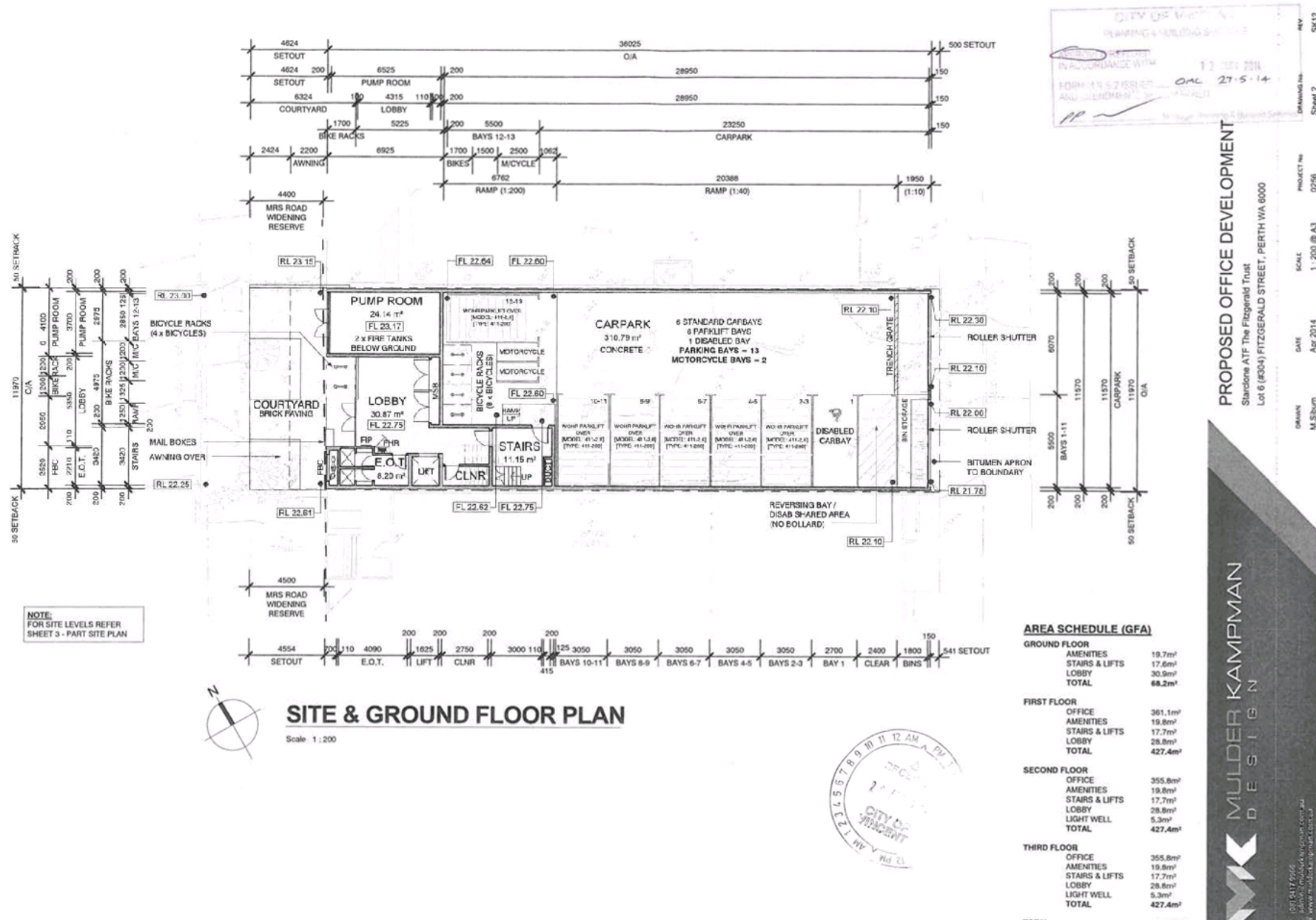
PROPOSED OFFICE DEVELOPMENT

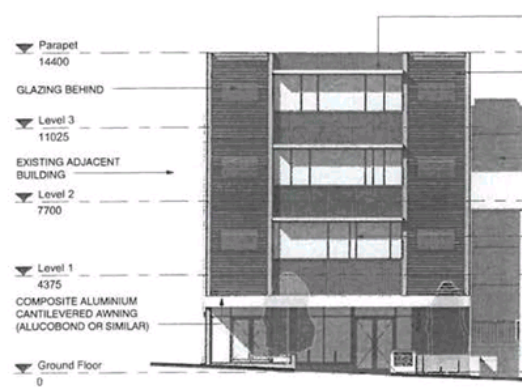
Sardone ATF The Fitzgerald Trust
Lot 6 (#504) FITZGERALD STREET, PERTH WA 6000

DATE: Feb 2014
SCALE: 1:200 @ A3
PROJECT NO: 0256
DRAWING NO: Sheet 1
REV: SK11

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DESIGN

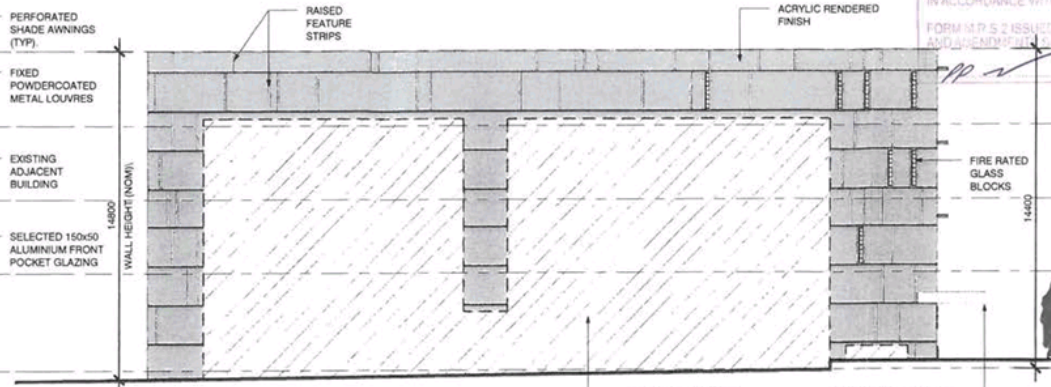
P 08 9437 9933
E mulder.kampman@mkd.com.au
W www.mulderkampmandesign.com.au
200 Mt St, Perth, WA 6000





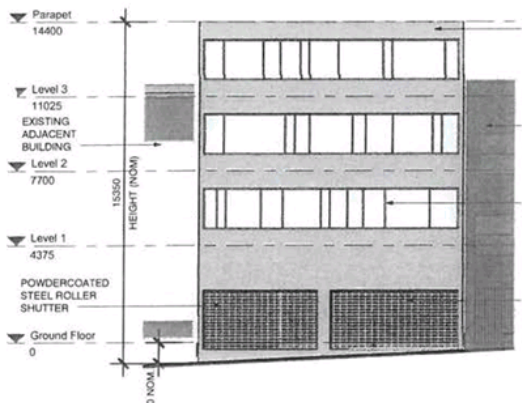
North Western Elevation

Scale 1:200



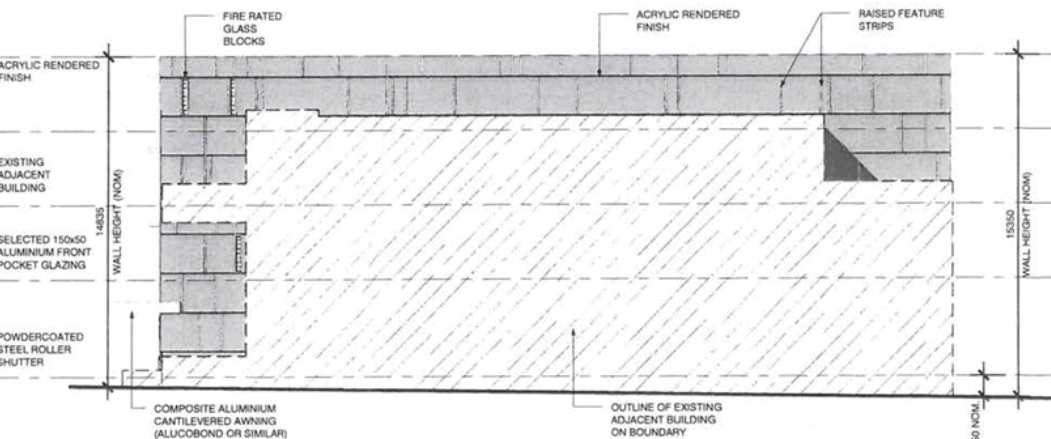
North Eastern Elevation

Scale 1:200



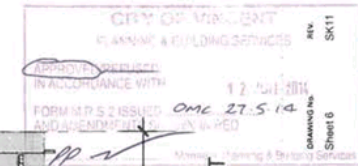
South Eastern Elevation

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South Western Elevation

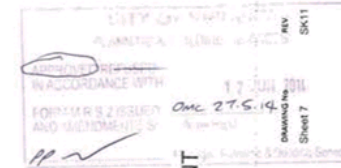
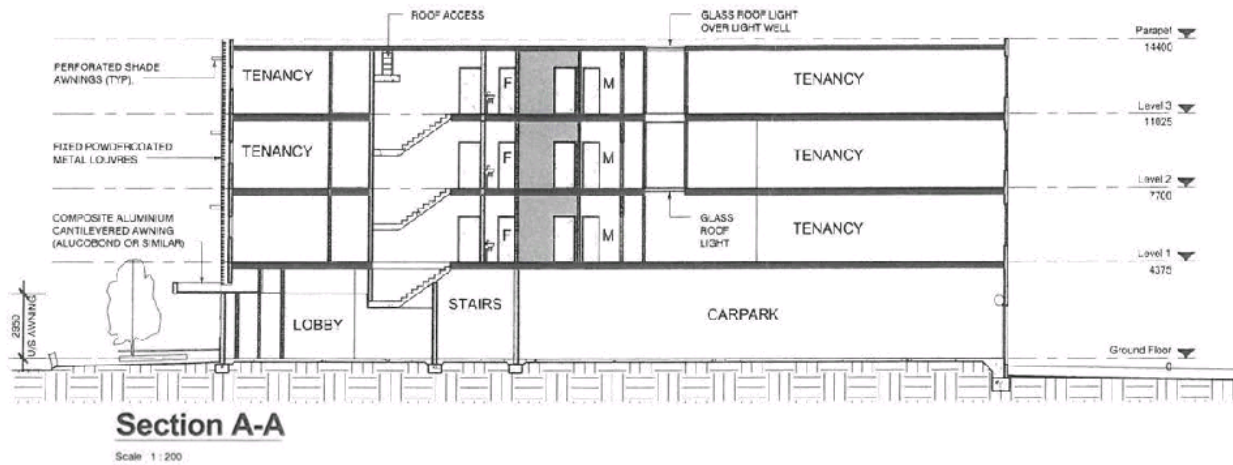
Scale 1:200



PROPOSED OFFICE DEVELOPMENT
Stardone ATF The Fitzgerald Trust
Lot 6 (8304) FITZGERALD STREET, PERTH WA 6000

MULDER KAMPMAN
DESIGN

081512 9755
081512 9756
www.mulderkampman.com.au
C/O 114, 877 Deodar Drive, COCKLEBERRY CENTRAL WA 6114



PROPOSED OFFICE DEVELOPMENT
Stardone ATF The Fitzgerald Trust
Lot 6 (#304) FITZGERALD STREET, PERTH WA 6000

DRAWN: M. Scaum
DATE: Feb 2014
SCALE: 1:200 @ A3
PROJECT No: 0256

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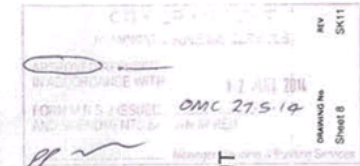
Perspective View 01



Perspective View 02



Streetscape

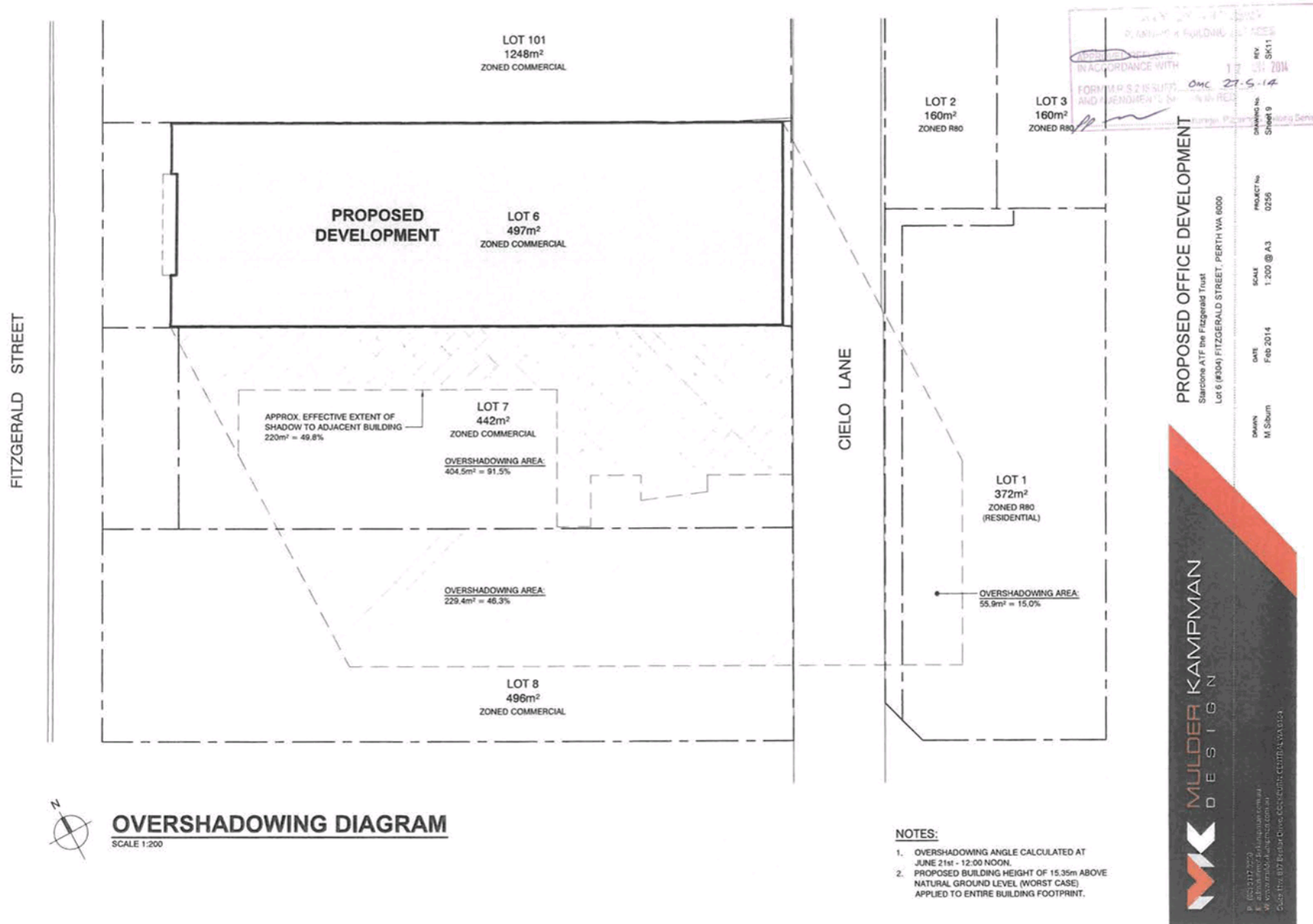


PROPOSED OFFICE DEVELOPMENT
Stardone ATF The Fitzgerald Trust
Lot 6 (8304) FITZGERALD STREET, PERTH WA 6000

DATE: Feb 2014
SCALE: @ A3
PROJECT No: 0250
DRAWN: M. Subram

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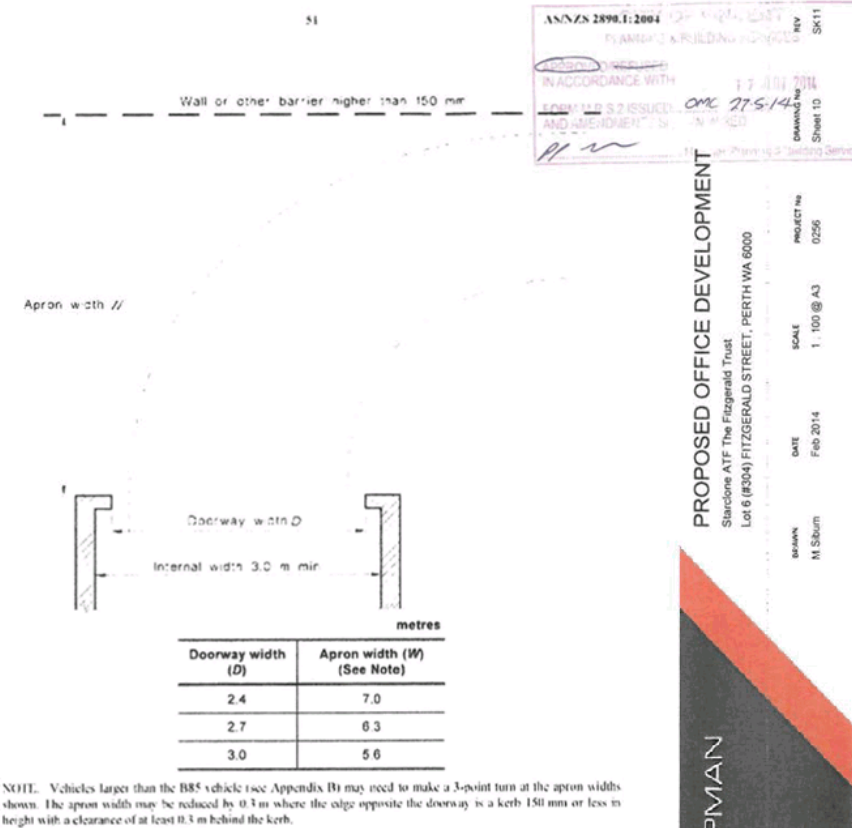
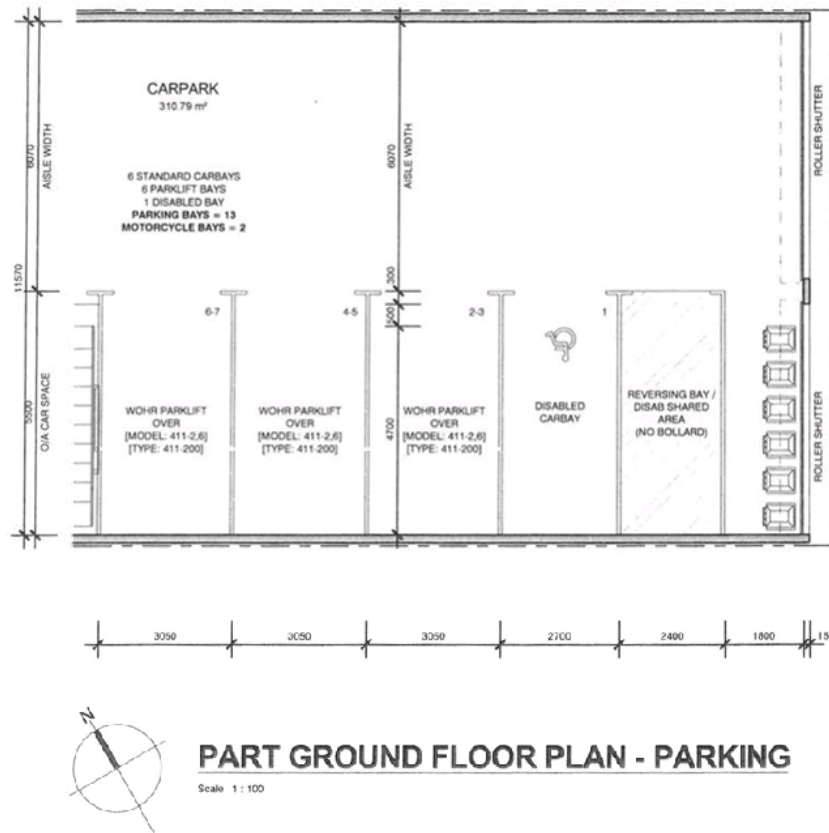
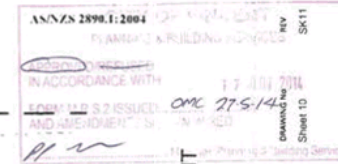


FIGURE 5.4 APRON WIDTHS FOR RIGHT ANGLE ACCESS TO SINGLE VEHICLE GARAGES

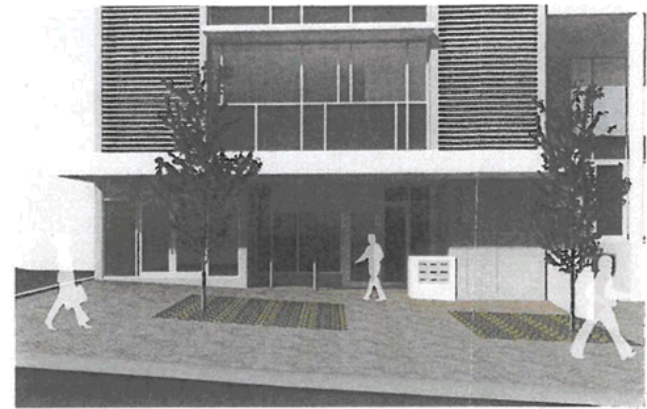
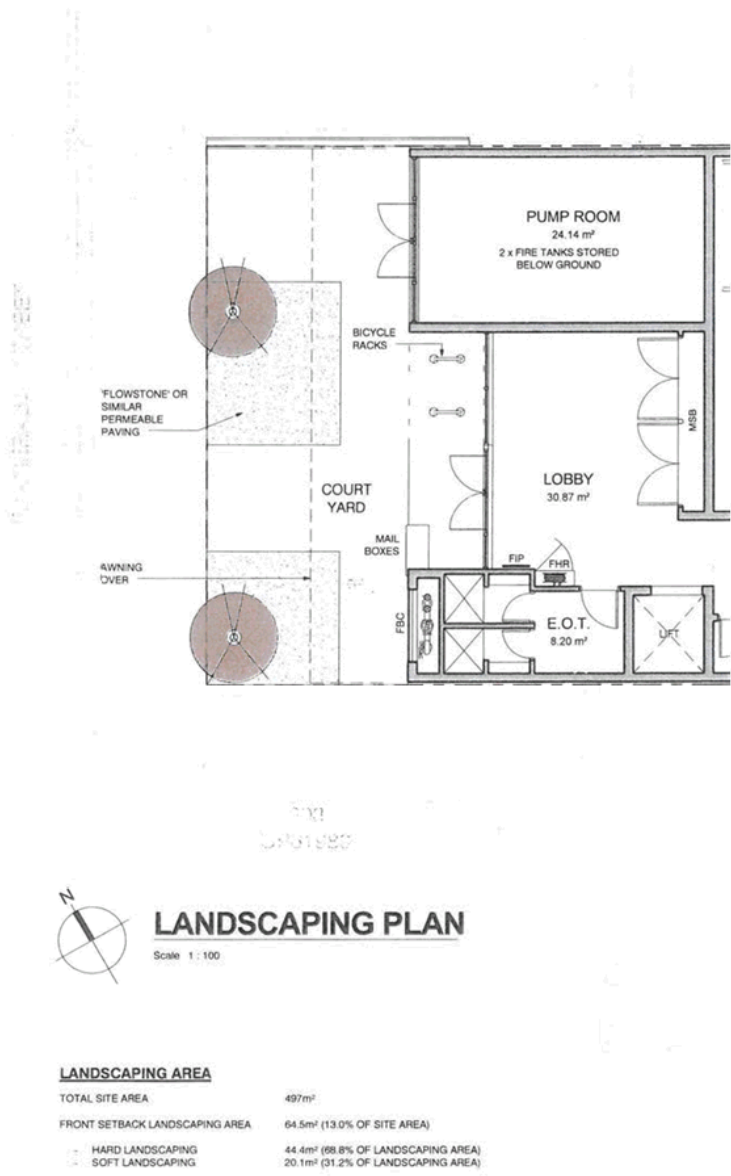


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PROPOSED OFFICE DEVELOPMENT
Stardone ATF The Fitzgerald Trust
Lot 6 (8004) FITZGERALD STREET, PERTH WA 6000

DATE Feb 2014
SCALE 1:100 @ A3
PROJECT NO. 0256
BRAND M. S. B. M.

Page 119 of 124



LANDSCAPING NOTES

LANDSCAPING INSTALLATION REQUIREMENTS:

POT SIZES AS FOLLOWS:
TREES: 25-45L

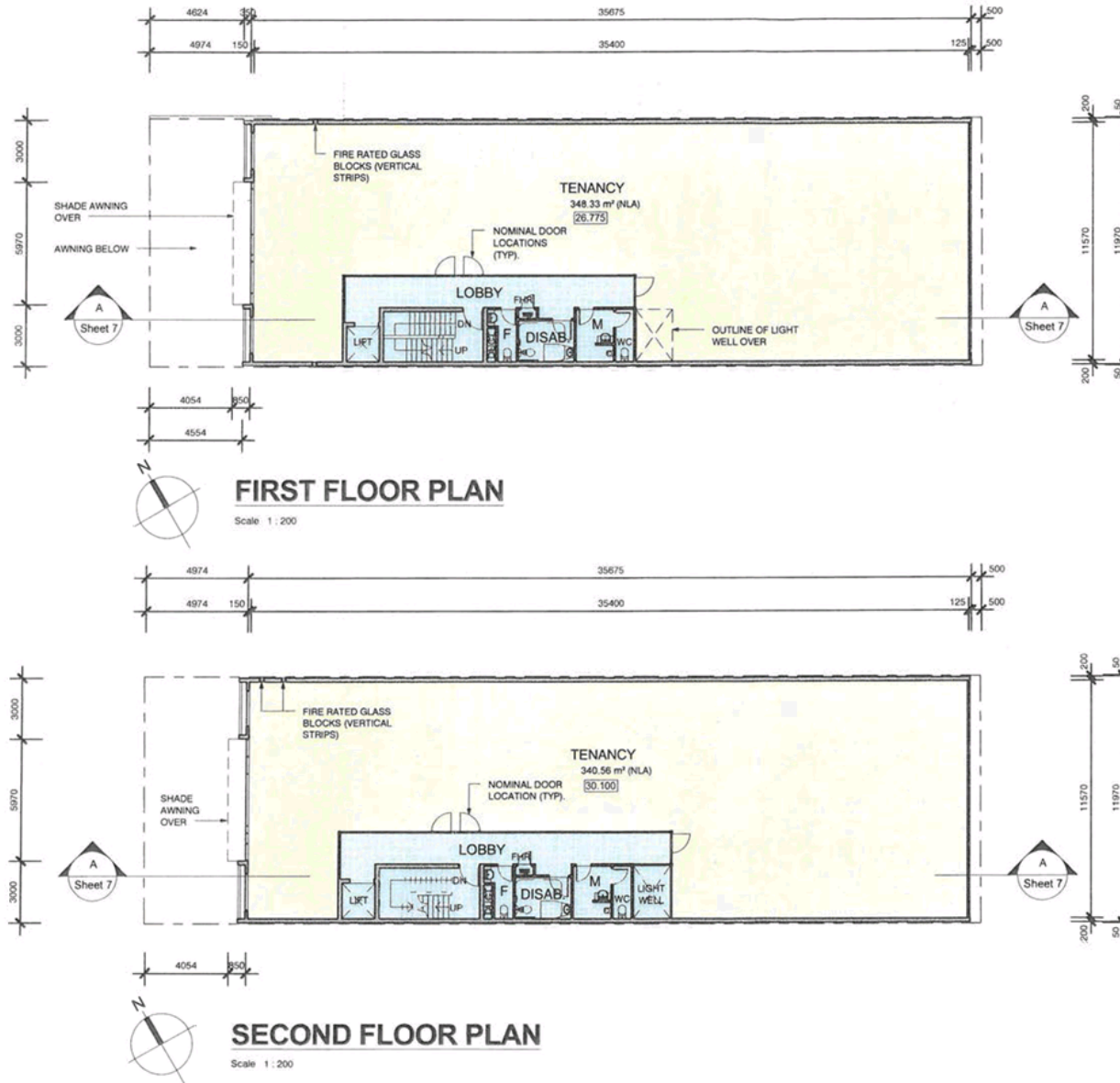
ALL TREES TO BE STAKED AND TIED
WHERE FERTILISER IS REQUIRED - SLOW RELEASE FERTILISER SHOULD BE APPLIED
ALL SHRUBS & TREES TO HAVE AN AUTOMATIC TRICKLE SYSTEM

LANDSCAPING LEGEND			
SYMBOL	TYPE	NAME	IMAGE
	TREE	PRUNUS CERASIFERA (FLOWERING PLUM)	
	PERMEABLE PAVING	FLOWSTONE (AUTUMN)	
	BRICK PAVING		

PROPOSED OFFICE DEVELOPMENT
StarOne A117 The Fitzgerald Trust
Lot 6 (8304) FITZGERALD STREET, PERTH WA 6000

DATE: Feb 2014
SCALE: As indicated @ A3
PROJECT No: 0256
DRAWING No: Sheet 11
REV: SK11

MULDER KAMPMAN DESIGN
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M 08 947 8888
W www.mulderkampman.com.au
C/O 47 The 477 Bldg or Drive COCKLEBURY UPTA WA 6154

**AREA SCHEDULE (GFA)**

GROUND FLOOR	
AMENITIES	19.7m²
STAIRS & LIFTS	17.6m²
LOBBY	30.9m²
TOTAL	68.2m²
FIRST FLOOR	
OFFICE	361.1m²
AMENITIES	19.8m²
STAIRS & LIFTS	17.7m²
LOBBY	28.8m²
TOTAL	427.4m²
SECOND FLOOR	
OFFICE	355.8m²
AMENITIES	19.8m²
STAIRS & LIFTS	17.7m²
LOBBY	28.8m²
LIGHT WELL	5.3m²
TOTAL	427.4m²
THIRD FLOOR	
OFFICE	355.8m²
AMENITIES	19.8m²
STAIRS & LIFTS	17.7m²
LOBBY	28.8m²
LIGHT WELL	5.3m²
TOTAL	427.4m²
TOTAL	1350.4m²



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PSA Ref: 5438

8 November 2017

Chief Executive Officer
City of Vincent
PO Box 82
LEEDERVILLE WA 6902

Attention: Heidi Miragliotta, Planning Officer

Dear Sir/Madam,

**LOT 6 (304) FITZGERALD STREET, PERTH
APPLICANT'S RESPONSE TO REQUEST FOR FURTHER INFORMATION**

Planning Solutions acts on behalf of Starclone Pty Ltd in support of a development application for a four-storey office development at Lot 6 (304) Fitzgerald Street, Perth (**subject site**).

The City of Vincent (**City**) issued conditional development approval for a four-storey office development on 12 June 2014 (refer to **Appendix 1**). The development application was valid for two (2) years and has since lapsed.

The purpose of this current application for development approval is to renew the previous development approval. The proposed development plans are as approved in 2014, with no changes or modifications proposed.

Further to our recent correspondence and the City's email dated 14 September 2017, we provide the following response to the following time-extension considerations:

1. Whether the planning framework has changed substantially since the development approval was granted?

Since the development approval was granted in 2014, the subject site has remained zoned as Commercial pursuant to the City of Vincent Town Planning Scheme No.1. The current planning framework applicable to the subject site is generally consistent with the 2014 planning approval.

Local Planning Policy 7.1.1 Built Form Policy (LPP 7.1.1) came into effect in early 2017. As a result, the City has assessed the proposed development under the current planning framework with the following three (3) departures from deemed-to-comply policy provisions (including LPP 7.1.1) identified:

i. **Setbacks**

The City has identified variations from the LPP 7.1.1 deemed-to-comply setback provisions.

At the time of the 2014 development approval, the minimum setback requirements were in accordance with Local Planning Policy 3.1.12 Hyde Park Precinct (**LPP 3.1.12**). The minimum setback requirements were outlined at LPP 3.1.12, provision 3.2.2 and did not require minimum setbacks for development abutting other non-residential development.

Table 1: Assessment of side and rear building setbacks

Elevation	Previous standard setback	Current setback standard	Proposed
Side (Ground & 1 st floor)	Nil	Nil	Nil
Side (2 nd & 3 rd floor)	Nil	4m	Nil
Rear (Ground – 2 nd floor)	Nil	6.5m	3m* (as per C1.2.6, concession for ROW)
Rear (3 rd floor)	Nil	12.5m	3m* (as per C1.2.6, concession for ROW)

The subject site abuts non-residential development to the north and south and abuts Cielo Lane, a right-of-way to the rear.

The proposed development is consistent with the existing nil side and rear setbacks, and overall built form of the adjoining non-residential buildings at 300 & 308 Fitzgerald Street and the nearby non-residential development at 318 Fitzgerald Street (corner Vincent Street).

As the development seeks a departure from the deemed-to-comply setback standards, the following justification is provided in response to the relevant development principles:

Table 2: Justification against LPP 7.1.1, Part 1.2 Setback - design principles

#	Design principle	Applicant's Response
P1.2.1	<i>Development which incorporates design elements that reduce the impact of building bulk.</i>	<p>The development abuts existing blank boundary walls with nil setback to the subject site's north and south side boundaries. Therefore, these existing non-residential developments will not be adversely impacted by the building bulk of the proposed development.</p> <p>The proposed rear (east) elevation contains a façade with a variety of colours and mixed materials, with shade awnings which reduces the visual impact of building bulk. Notwithstanding this the development is separated from existing residential development by Cielo Lane. Due to the orientation of the lots, the existing residential development will maintain access to natural sunlight and ventilation.</p>

P1.2.2	<i>Development which maximises natural light access, natural ventilation and, internal and external privacy.</i>	The development contains skylights and a lightwell which allows for natural light access to the development. Refer to roof plan and floor plans.
P1.2.3	<i>Setbacks that facilitate the provision of landscaping.</i>	The proposed office development's setbacks and landscaping consistent with surrounding non-residential developments.
P1.2.4	<i>Development which activates and addresses the rights of way.</i>	<p>The proposed rear (east) elevation, which adjoins Cielo Lane, contains window openings and visually permeable security grilles / gates (on the ground floor) which allows for passive surveillance of the rights of way.</p> <p>The rear (east) elevation also proposes a variety of colours and mixed materials, with shade awnings which provides an appropriate façade to the rights of way.</p>
P1.2.5	<i>Street setbacks that facilitate the provision of useable open space, alfresco dining opportunities and landscaping which contributes of canopy coverage.</i>	N/A - the street setback to Fitzgerald St is compliant with LPP 7.1.1.

Having regard to **Table 2** above, the proposed development is consistent with the relevant design principles relating to setbacks of LPP 7.1.1.

ii. Car parking

The City has identified in accordance with Local Planning Policy 7.7.1 Parking and Access Policy (**LPP 7.7.1**) that the deemed-to-comply requirement for car parking is 14.28 car bays. The development plans propose 13 car bays which results in a 1.28 car bay shortfall.

This 1.28 car bay shortfall was also identified in the 2014 conditional planning approval, with Condition 6.3 stating:

Cash-in-Lieu

Pay a cash-in-lieu contribution of \$6,400 for the equivalent value of 1.28 car parking spaces, based on the cost of \$5,000 per bay as set out in the City's 2013/2014 Budget.

As a result of this condition, the landowner paid the cash-in-lieu contribution of \$6,400 on 8 July 2014. Please refer to the payment receipt at **Appendix 2**.

The current LPP 7.7.1 at provision 2.2 also allows for cash-in-lieu of parking to be considered where development has a shortfall of parking according to the total parking requirement.

As the car parking shortfall has been identified as 1.28 car bays in both the 2014 and current car parking requirements, and a cash-in-lieu contribution for 1.28 bays has already been paid, this parking shortfall has already been approved and addressed.

Notwithstanding this, the development plans proposes two motorcycle parking spaces (marked as M/C) on the ground floor, and the subject site is with 400m of public carparking.

iii. Bicycle parking

The City has identified in accordance with Local Planning Policy 7.7.1 Parking and Access Policy (LPP 7.7.1) that the deemed-to-comply requirement for car parking is 4 bicycle bays (Class 1 & 2) and 7 bicycle bays (Class 3). The development plans propose 7 bicycle spaces within the ground floor secured car parking area and 4 bicycle spaces at the front of the building accessible from Fitzgerald Street (i.e. a total of 11 bicycle bays).

The current bicycle bay standard also applied in the 2014 conditional planning approval, with Condition 7.2 stating:

Commercial Bicycle Bays

A minimum of four (4) Class 1 or 2 bicycle bays, and seven (7) Class 3 bicycle bays be provided on-site. Class 3 bicycle bays must be provided at a location convenient to the entrance, publicly accessible and within the development. The bicycle facilities shall be designed in accordance with AS2890.3.

The development plans propose 11 bicycle bays in total, as per the LPP 7.7.1 bicycle parking requirement. The 4 bicycle bays at the front of the building would be classified as Class 3 facilities and the 7 bicycle bays within the secured car parking area are equivalent to a locked compound, as required by a Class 2 facility.

As demonstrated above, the proposed development is generally compliant with the current planning framework, with no substantial changes from the 2014 planning approval identified.

The identified departures in the current planning assessment in relation to car parking and bicycle spaces were also identified and subsequently approved with the 2014 planning approval. The policy provisions between the 2014 and 2017 versions of Local Planning Policy Parking and Access Policy are generally consistent.

2. Would the development likely receive approval now?

Yes, the proposed development is generally compliant with the current planning framework.

From the City's current planning assessment only three departures were identified, of which two departures were also identified and subsequently approved with the 2014 planning approval. The proposed setbacks are consistent with the existing setbacks and overall built form of the adjoining non-residential developments and the proposal meets the relevant design principles of LPP 7.1.1.

3. Has the holder of the development approval actively and relatively conscientiously pursued the implementation of the development approval?

The landowner, Starclone Pty Ltd has advised the following:

The vacant land was originally purchased on 22nd March 2013, based on the financial feasibility of the proposed project at that time. Prior to the purchase, the proposed building was reviewed with the City's Planning Department. DA documents were lodged in May 2013 with the City. The DA was finally approved on the 12 June 2014 and Building Licence documents were lodged on the 18 December 2014 and the Building Licence was issued on the 3 February 2015.

Due to the significant change in the state's economic circumstances over the 23-month period from purchase to issue of the Building Licence, the financial viability of the project at the beginning of 2015 was not sustainable and it was determined that the project would have to be held until the financial viability improved. Periodical reviewed of the project's viability showed improvement in the latter half of 2016 and the owners determined that the project should commence only to learn that due to the DA, issued on the 12 June 2014, being over two years, the Building Licence issued on the 3 February 2015 was no longer valid.

We are now in the position of having to request the DA be revalidated so that the project can now commence.

In addition, since the development approval was issued on 12 June 2014, the landowner has sought to implement the development approval by completing the following actions:

1. Payment of the cash-in-lieu contribution of \$6,400, as required by Condition 6.3, was paid by the landowner on 8 July 2014. Please refer to the payment receipt at **Appendix 2**.
2. An application for building permit received a Certificate of Design Compliance by a private building certifier on 10 November 2014 and building permit issued by the City on 3 February 2015. Please refer to a copy of the building permit at **Appendix 3**.
3. Marketing of the proposed office development for expressions of interest had commenced via methods including advertising signage on-site and online website.

We respectfully request that the processing of this amended development application is prioritised as it is currently beyond the ninety (90) day maximum determination timeframe.

Should you have any queries or require further clarification in regard to the above matter please do not hesitate to contact the undersigned.

Yours faithfully

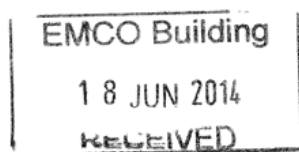


LAURA SABITZER
SENIOR PLANNER

171108 5438 RFI letter to City v2

APPENDIX 1
DEVELOPMENT APPROVAL ISSUED 12.06.14

ENQUIRIES TO: Adam Dyson (08 9273 6568)
Planning Services
YOUR REF:
OUR REF: PRO4676 5.2013.520.1



12 June 2014

J Ripp
PO Box 258
OSBORNE PARK WA 6917



CITY OF VINCENT

Administration & Civic Centre
244 Vincent Street (Cnr Loftus)
Leederville, Western Australia 6007
PO Box 82, Leederville WA 6902

Telephone (08) 9273 6000
Facsimile (08) 9273 6099
Email: mail@vincent.wa.gov.au
Web: www.vincent.wa.gov.au

Dear Sir/Madam

**NO. 304 (LOT 6; D/P 2411) FITZGERALD STREET, NORTH PERTH – PROPOSED
FOUR STOREY OFFICE BUILDING AND ASSOCIATED CAR PARKING**

Thank you for your Planning Application received on 11 November 2013 for the above proposal.

I wish to advise that the Council at its Ordinary Meeting held on 27 May 2014 resolved to **grant conditional approval** subject to the terms and conditions shown on the attached form. The proposal was assessed and found to be in accordance with the provisions of the City of Vincent Town Planning Scheme No.1 and associated policies.

I trust that the information is to your satisfaction, however if you have any enquiries regarding the above matter, please do not hesitate to contact Adam Dyson on 9273 6568.

Yours sincerely

A handwritten signature in black ink, appearing to read "SEAN DOHERTY".

**SEAN DOHERTY
A/MANAGER
PLANNING AND BUILDING SERVICES**

Cc. *Starclone Pty Ltd*
58-60 Edward Street
OSBORNE PARK WA 6017

(Att.)

"Enhancing and celebrating our diverse community"

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THIS IS NOT A BUILDING LICENCE

Fifth Schedule Clause 42
For Office Use Only
Serial No. 5.2013.520.1**CITY OF VINCENT TOWN PLANNING SCHEME
APPROVAL TO COMMENCE DEVELOPMENT**

LOT: 6 D/P: 2411

STRATA LOT: N/A

PROPERTY ADDRESS: No. 304 Fitzgerald Street, PERTH

OWNER: Starclone Pty Ltd
58-60 Edward Street
OSBORNE PARK WA 6017

Approval to commence development in accordance with the application for City Planning Approval dated 5 November 2013 for Construction of Four Storey Office Building and Associated Carparking and the attached plans dated 19 February 2014 and 28 April 2014 was GRANTED in accordance with the provisions of the City of Vincent Town Planning Scheme and the Metropolitan Region Scheme subject to the following conditions:

1. Boundary Wall

The owners of the subject land shall finish and maintain the surface of the boundary (parapet) walls facing Nos. 300 & 308-310 Fitzgerald Street, North Perth in a good and clean condition. The finish of the walls is to be fully rendered or face brickwork;

2. Street Interaction

Windows, doors and adjacent areas fronting Fitzgerald Street, North Perth shall maintain an active and interactive relationship with the street;

3. On-Site Parking Provision – Commercial

A minimum of thirteen (13) car bays are to be provided for the commercial component of the development;

4. Car Parking and Accessways

- 4.1 The car park shall be used only by tenants and visitors directly associated with the development;
- 4.2 Car parking aisles shall comply with the minimum width in accordance with the requirements of AS2890.1; and
- 4.3 Visual Truncations to comply with the City's Visual Truncation requirements at the exit of parking area onto the right-of-way; and

- 3 -

5. PRIOR TO THE SUBMISSION OF A BUILDING PERMIT APPLICATION, the following shall be submitted to and approved by the City;

5.1 Landscape and Reticulation Plan

A detailed landscape and reticulation plan in accordance with the requirements of the Commercial and Mixed Use Policy for the development site and adjoining road verge shall be submitted to the City for assessment and approval;

For the purpose of this condition, a detailed landscape and irrigation plan shall be drawn to a scale of 1:100 and show the following:

- 5.1.1 The location and type of existing and proposed trees and plants.
- 5.1.2 All vegetation including lawns.
- 5.1.3 Areas to be irrigated or reticulated.
- 5.1.4 Proposed watering system to ensure the establishment of species and their survival during the hot and dry months.
- 5.1.5 Separate soft and hard landscaping plans (indicating details of plant species and materials to be used).

The Council encourages landscaping methods and species selection which do not rely on reticulation; and

All such works shall be undertaken in accordance with the approved plans prior to the first occupation of the development, and maintained thereafter by the owner(s)/occupier(s);

5.2 Acoustic Report

An Acoustic Report in accordance with the City's Policy No. 7.5.21 relating to Sound Attenuation shall be prepared and submitted. The recommended measures of the acoustic report shall be implemented and certification from an acoustic consultant that the measures have been undertaken, prior to the first occupation of the development;

5.3 Construction Management Plan

A Construction Management Plan, detailing how the construction of the development will be managed to minimise the impact on the surrounding area, shall be submitted to and approved by the City, in accordance with the requirements of the City's Policy No. 7.5.23 relating to Construction Management Plans, and Construction Management Plan Guidelines and Construction Management Plan Application for approval Proforma;

5.4 Schedule of External Finishes

A detailed schedule of external finishes (including materials and colour schemes and details);

- 4 -

5.5 Waste Management Plan/Stormwater Management Plan

Waste Management and Storm Management Plans to be submitted and approved by the City's Technical Services; and

5.6 Awnings

Continuous and complementary awnings being provided over the Fitzgerald Street footpath in accordance with the City's Local Laws relating to Verandahs and Awnings over Streets, with the awnings being a minimum height of 2.75 metres from the footpath level to the underside of the awning and a minimum of 500 millimetres and a maximum of 750 millimetres from the kerb line of Fitzgerald Street;

5.7 Car Stackers

Car stackers to be provided in accordance with the requirements of the City's Parking and access Policy No. 7.7.1 to the satisfaction of the Director of Technical Services;

5.8 Section 70A Notification under the Transfer of Land Act

The owner(s) shall agree in writing to a notification being lodged under section 70A of the Transfer of Land Act notifying proprietors and/or (prospective) purchasers of the property of the following:

5.8.1 The proposed development proposes an aisle width of less than 7.0 metres. It is advised that multiple manoeuvres may be required to enter and exit the car stacker bay; and

6. WITHIN TWENTY-EIGHT (28) DAYS OF THE ISSUE DATE OF THIS 'APPROVAL TO COMMENCE DEVELOPMENT', the owner(s) or the applicant on behalf of the owner(s) shall comply with the following requirements:

6.1 Percent for Public Art

The owner(s), or the applicant on behalf of the owner(s), shall comply with the City of Vincent Percent for Public Art Policy No. 7.5.13 and the Percent for Public Art Guidelines for Developers, including:

6.1.1 Elect to either obtain approval from the City for an Artist to undertake a Public Art Project (Option 1) or pay the Cash in Lieu Percent for Public Art Contribution, of \$25,000 (Option 2), for the equivalent value of one per cent (1%) of the estimated total cost of the development \$2,500,000; and

6.2 in conjunction with the above chosen option;

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6.2.1 Option 1

Prior to the submission of a Building Permit for the development, obtain approval for the Public Art Project and associated Artist; and
prior to the submission of an Occupancy Permit, install the approved public art project, and thereafter maintain the art work; OR

6.2.2 Option 2

Prior to the submission of a Building Permit for the development or prior to the due date specified in the invoice issued by the City for the payment (whichever occurs first), pay the above cash-in-lieu contribution amount; and

6.3 Cash-in-Lieu

Pay a cash-in-lieu contribution of \$6,400 for the equivalent value of 1.28 car parking spaces, based on the cost of \$5,000 per bay as set out in the City's 2013/2014 Budget; OR

lodge an appropriate assurance bond/bank guarantee of a value of \$6,400 to the satisfaction of the City. This assurance bond/bank guarantee will only be released in the following circumstances:

6.3.1 to the City at the date of issue of the Building Permit for the development, or first occupation of the development, whichever occurs first; or

6.3.2 to the owner(s)/applicant following receipt by the City of a Statutory Declaration of the prescribed form endorsed by the owner(s)/applicant and stating that they will not proceed with the subject 'Approval to Commence Development'; or

6.3.3 to the owner(s)/applicant where the subject 'Approval to Commence Development' did not commence and subsequently expired.

The car parking shortfall and consequent cash-in-lieu contribution can be reduced as a result of a greater number of car bays being provided on-site and to reflect the new changes in the car parking requirements.

7. PRIOR TO THE SUBMISSION OF AN OCCUPANCY PERMIT, the following shall be completed to the satisfaction of the City;

7.1 Car Parking

The car parking area(s) on the subject land shall be sealed, drained, paved and line marked in accordance with the approved plans and maintained thereafter by the owner(s)/occupier(s) to the satisfaction of the City; and

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7.2 Commercial Bicycle Bays

A minimum of four (4) Class 1 or 2 bicycle bays, and seven (7) Class 3 bicycle bays be provided on-site. Class 3 Bicycle bays must be provided at a location convenient to the entrance, publically accessible and within the development. The bicycle facilities shall be designed in accordance with AS2890.3;

8. Department of Planning

8.1 The landowner agrees to remove the temporary structure at the time when the reserved land is required for the upgrading of Fitzgerald Street at their own expense; and

8.2 The land owner agrees that any improvements made to or loss of amenity will not be taken into consideration is determining any land acquisition cost or compensation which may be payable by the Council or the WAPC at such time as the land is required; and

9. The development is to comply with all Building, Health and Engineering Services conditions and requirements to the satisfaction of the City.

ADVICE NOTES:

1. All external fixtures, such as television antennas (of a non-standard type), radio and other antennas, satellite dishes, 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 from Fitzgerald Street;
2. No verge trees shall be removed. The verge trees shall be retained and protected from any damage including unauthorised pruning;
3. With regard to condition 1, the owners of the subject land shall obtain the consent of the owners of relevant adjoining properties before entering those properties in order to make good the boundary walls;
4. A bin store is required to be provided, of sufficient size to accommodate the City's maximum bin requirement, as assessed by the City's Technical Services Directorate;
5. Structures including walls, fencing, retaining and any proposed landscaping within 1.5 metres of a driveway meeting a property boundary must comply with the requirements for visual truncation, being that anything above 0.65 metres in height is to have a minimum visual permeability of 50 percent, with the exception of a single pier which may not exceed 355mm in width;
6. All signage that does not comply with the City's Policy relating to Signs and Advertising shall be subject to a separate Planning Application and all signage shall be subject to a separate Sign Permit application, being submitted to and approved by the City prior to the erection of the signage;
7. The City is not responsible for the relocation of any services that may be required as a result of the development;

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8. It is recommended the applicant conduct a dilapidation report of the adjoining properties;
9. In keeping with the City's Policy No. 2.2.2 relating to Undergrounding of Power, the power lines along the Fitzgerald Street frontages of the development shall be placed underground at the Developer's full cost. The developer is required to liaise with both the City and Western Power to comply with their respective requirements.

The revised plans shall not result in any greater variation to the requirements of the Residential Design Codes and the City's Policies.

NOTES:

THE RELEVANT ENVIRONMENTAL HEALTH, ENGINEERING AND BUILDING REQUIREMENTS APPLICABLE TO THIS DEVELOPMENT IS CONTAINED IN THE ATTACHMENTS.

PLEASE NOTE THAT ANY AMENDMENTS PROPOSED IN THE BUILDING LICENCE APPLICATION PLANS, WHICH DIFFER FROM THE PLANNING APPROVAL PLANS, MAY RESULT IN THE REQUIREMENT FOR A NEW PLANNING APPLICATION TO BE SUBMITTED FOR ASSESSMENT AND DETERMINATION. SHOULD THIS BE THE CASE, THE OWNER/BUILDER/DEVELOPER IS ADVISED TO FACTOR IN AN ADDITIONAL TIME PERIOD INTO THE DEVELOPMENT/BUILDING PROCESS.

PLEASE NOTE THAT ANY ADDITIONAL PROPERTY NUMBERING TO THE ABOVEMENTIONED ADDRESS, WHICH IS RESULTANT FROM THIS APPLICATION, IS TO BE ALLOCATED BY THE CITY OF VINCENT AND NO OTHER PARTIES. IT IS RECOMMENDED THAT YOU LIAISE WITH THE CITY'S PLANNING SECTION ON THE ABOVE MATTER, DURING THE BUILDING LICENCE STAGE.

PERSON(S), OWNER(S), BUILDER(S) AND DEVELOPER(S) UNDERTAKING DEVELOPMENT/CONSTRUCTION OF ANY KIND ARE HEREBY ADVISED OF A RESPONSIBILITY TO COMPLY WITH THE REQUIREMENTS OF THE DISABILITY DISCRIMINATION ACT 1992. FOR FURTHER INFORMATION ON THIS ACT, ENQUIRIES SHOULD BE DIRECTED TO THE DISABILITY SERVICES COMMISSION ON TELEPHONE NUMBER (08) 9426 9200 OR TTY ON (08) 9426 2325.

SHOULD THE APPLICANT BE AGGRIEVED BY THE DECISION A RIGHT OF APPEAL MAY EXIST UNDER THE PROVISIONS OF THE TOWN PLANNING SCHEME OR THE METROPOLITAN REGION SCHEME.

This approval is valid for a period of TWO years only. If the development is not substantially commenced within this period, a fresh approval must be obtained before commencing or continuing the development.

DATE OF DECISION: 27 May 2014
DATE OF ISSUE: 12 June 2014



A/MANAGER
PLANNING AND BUILDING SERVICES

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ENGINEERING SPECIFIC REQUIREMENTS

The following requirements are also applicable to the above development, in addition to the actual planning conditions contained in the attached Approval to Commence Development Serial No. 5.2013.520.1:

- (1) The car parking area(s) which form part of this approval shall be sealed, drained, paved and line marked in accordance with the approved plans prior to the first occupation of the development and maintained thereafter by the owner/occupier to the satisfaction of the City.
- (2) All car parking bays shall be dimensioned on the Building Permit application working drawings and all car parking facilities shall meet or exceed the minimum specifications of AS2890.
- (3) A Traffic Impact Statement is required to be submitted and deemed acceptable by the City's Technical Services Directorate prior to the issue of a Building Permit.
- (4) The applicant is required prior to the Building Permit application to comply with all the City's Parking and Access Policy No. 7.7.1 section 7.6 Mechanical Parking Devices (Car Stackers) requirements and the Building Permit Plans are to show compliancy with Technical Services Directorate specifications.

Note:

Where car stacker proposes an aisle width less than 7metres, a section 70A notification under the Transfer of land Act will be required to advise future owner(s) that multiple manoeuvres maybe required to enter and exit the car stacker bay.

- (5) The Right of Way shall remain open at all times and must not be used to store any building or other material or be obstructed in any way. The Right of Way surface (sealed or unsealed) shall be maintained in a trafficable condition for the duration of the works. If at the completion of the development the Right of Way condition has deteriorated, or become impassable as a consequence of the works the applicant/developer shall make good the surface to the full satisfaction of the City's Technical Services Directorate.
- (6) A Road, ROW and Verge security bond for the sum of \$3000, shall be lodged with the City by the applicant, prior to the issue of a building permit, and will be held until all building/development works have been completed and any disturbance of, or damage to the City's infrastructure, including verge trees, has been repaired/reinstated to the satisfaction of the City's Technical Services Directorate. An application for the refund of the security bond shall be made in writing. The bond is non-transferable.
- (7) All pedestrian access and vehicle driveway/crossover levels shall match into existing verge, footpath and Right of Way levels to the satisfaction of the City's Technical Services Directorate.

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- (8) The movement of all path users, with or without disabilities, within the road reserve, shall not be impeded in any way during the course of the building works. This area shall be maintained in a safe and trafficable condition and a continuous path of travel (minimum width 1.5m) shall be maintained for all users at all times during construction works. If the safety of the path is compromised resulting from either construction damage or as a result of a temporary obstruction appropriate warning signs (in accordance with AS1742.3) shall be erected. Should a continuous path not be able to be maintained, an 'approved' temporary pedestrian facility suitable for all path users shall be put in place. If a request to erect scaffolding, site fencing etc or if building materials is required to be stored within the road reserve once a formal request has been received, the matter will be assessed by the City and if considered appropriate a permit shall be issued by the City's Ranger Services Section. No permit will be issued if the proposed encroachment into the road reserve is deemed to be inappropriate.
- (9) All storm water produced on the subject land shall be retained on site, by suitable means to the full satisfaction of the City's Technical Services Directorate. Drainage plans and associated calculations for the proposed storm water disposal shall be lodged together with the building permit application working drawings.
- (10) The City's Technical Services Directorate shall be notified at least 48 hours prior to any works being carried out in the Fitzgerald Street reservation or the rear ROW.
- (11) The City accepts no liability for the relocation of any public utility and/or any other services that may be required as a consequence of this development. The applicant/owner shall ensure that the location of all services is identified prior to submitting an application for a building permit. The cost of relocating any services shall be borne by the applicant/owner.
- (12) As a condition of development approval, the developer is required to underground the existing overhead power across the frontage of the development at the developer's expense.
- (13) A bin store is required to be provided, of sufficient size to accommodate the City's maximum bin requirement, as assessed by the City's Technical Services Directorate.
- (14) Prior to the first occupation of the development, redundant or "blind" crossovers shall be removed and the verge and kerb made good to the satisfaction of the City's Technical Services Directorate, at the applicant/owner's full expense.
- (15) Standard 'Visual Truncations', in accordance with the City's Policy 2.2.6 and/or to the satisfaction of the City's Technical Services Directorate are to be provided at the intersection of the road reserve or Right of Way boundary, and all internal vehicle access points to ensure that the safety of pedestrians and other road users is not compromised. Details of all required visual truncations shall be included on the building permit application working drawings.
- (16) The Fitzgerald Street widening, paving area and the ROW widening to be graded to match existing levels.

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ENVIRONMENTAL HEALTH SPECIFIC REQUIREMENTS

The following requirements are also applicable to the above development, in addition to the actual planning conditions contained in the attached Approval to Commence Development Serial No. 5.2013.520.1:

Conditions

- (1) The proposed development is satisfactory to the Health Services subject to compliance with the following legislation (as amended)-
 - Health Act 1911 (as amended);
 - Local Government Act 1995;
 - Occupational Safety and Health Act/Regulations (dust control, safe work practices – governed by Worksafe WA);
 - City of Vincent Health Local Law 2004;
 - Metropolitan Water Supply, Sewerage & Drainage Board Local Laws 1981;
 - Food Act 2008;
 - FSANZ Food Standards Code;
 - Liquor Control Act 1988;
 - Tobacco Control Act (provision of break-out areas);
 - Health Act (Carbon Monoxide) Regulations;
 - Environmental Protection Act 1986 (Noise and Unauthorised Discharge Emissions);
 - Sewerage (Lighting, Ventilation and Construction) Regulations 1971;
 - Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974; and
 - Health (Temporary Sanitary Provisions) Regulations 1997.
- (2) *Should an Applicant be dissatisfied with a particular health services condition/s, a written submission detailing reason/s or alternative proposal can be made to the Manager Health Services as soon as practicable but within 14 days of the date of the Building Licence. Such a submission shall not operate as a stay of the condition/s but the submission will be considered and a written decision will be provided within a reasonable period of time - normally within 14 days after receipt.*
- (3) The premises to be provided with a suitable enclosure for the storage and cleaning of Commercial and Council provided refuse receptacles. The enclosure to be provided with;
 - (a) A tap connected to an adequate supply of water;
 - (b) A floor area able to accommodate all containers used on the premises (to the satisfaction of the Health Services;
 - (c) Smooth and impervious walls constructed of approved material not less than 1.5 metres in height;
 - (d) An access way not less than 1 metre in width fitted with a self-closing gate;
 - (e) Smooth impervious floor of not less than 75mm thickness, evenly graded and adequately drained to a 100mm floor waste;
 - (f) Easy access to allow for the removal of containers;

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- (g) Location of bin area to be to the satisfaction of the Manger, Health Services and Manger, Engineering Services;
 - (h) Where applicable, commercial and residential bin enclosures are to be physically separated by provision of a dividing wall, alternate location and to have separate entry points/doorways.
- (4) Temporary toilet facilities to be provided on site for the duration of the project and to be available before any work commences, including the pouring of footings and slab, as required by the Health (Temporary Sanitary Conveniences) Regulations 1997. Temporary toilets must be located a minimum of 2 metres from property boundaries and are not permitted to be located on the street/road reserves. In addition, toilet doors are not to open onto driveways or footpaths.
- (5) Floors in wet areas (W.C's, urinals, bathroom, laundries and cleaners rooms) to be properly surfaced and have an even fall to an approved floor waste outlet.
- (6) In accordance with the City of Vincent Health Local Law 2004 and requirements of the Local Government Act 1995 (s.3.25) all **stormwater** shall discharge clear of the building(s) and disposal must not cause erosion, corrosion, or other defects as a result of the method of disposal. If these are likely to occur, then disposal must be into sealed impervious drains, which shall empty into a soakwell (to be located a minimum of 1.8m from footings and boundary fences), or other suitable stormwater scheme. If discharge of water is to surface, it shall not be allowed to flow to adjoining property (publicly or privately owned).
- (7) Sound levels created shall not exceed the provisions of the *Environmental Protection Act 1986* and the *Environmental Protection (Noise) Regulations 1997*. All construction work must be carried out in accordance with control of noise practices described in Section Six (6) of AS2436-1981 "Guide to Noise Control on Construction, Maintenance and Demolition Sites"
- The equipment used for the construction work must be the quietest reasonably available;
 - Construction work is not to commence before 7.00am, or carry on after 7.00pm on Monday to Saturdays;
 - No construction work is permitted on Sundays or Public Holidays.

Should work need to be undertaken out-of-hours, the builder/developer is to submit a Regulation 13 application to the City's Health Services, seeking approval for an exemption – the application is to be accompanied by a Noise Management Plan – exemptions will only be considered where a demonstrated need and justification exists (safety concerns with Main Roads etc).

- (8) All mechanical devices/installations (i.e. roller doors, air conditioners, exhaust outlets, pool pumps, compressors etc), to be located in a position that will not result in the emission of unreasonable noise, in accordance with the *Environmental Protection Act 1986* and *Environmental Protection (Noise) Regulations 1997*. Should you be uncertain as to whether compliance will be achieved, it is highly recommended that you contract the services of an Acoustic Consultant, as the City's Environmental Health Officers cannot provide technical advice in this regard. Section 80 of the *Environmental*

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Protection Act 1986 places onus on the installer to ensure that noisy equipment is installed so as not to create unreasonable noise. It is important that you inform mechanical equipment installers of this requirement.

- (9) Exhaust air systems which serve different types of enclosures to be kept separate except where otherwise approved. Similar types of enclosures that may be served by common exhaust systems are listed in groups below-

Types of Exhaust Systems-

- Sanitary compartments, e.g. toilets, washrooms; changerooms, laundries, battery rooms.
- Areas where food and beverages are prepared and/or consumed, e.g. kitchen, food preparation, dishwashing, dining rooms, reception areas, hotel bars.
- Plant rooms, e.g. boiler room, refrigerator room, and machinery room.
- Process rooms, e.g. document copying, plan printing, photographic processing, battery rooms.
- Automotive vehicle parking, service, repair, pick-up and delivery areas.
- Garbage rooms, grease trap enclosures, sewerage ejector enclosures.

The premises to be ventilated in accordance with AS 1668 Part 2 1991 "Mechanical ventilation for Acceptable Indoor Air Quality".

W.C Ventilation Sewerage (Lighting, Ventilation and Construction) Regulations 1971

- (10) W.C exhaust fans to be provided and fitted with a bell mouth connection and flumed through the roof or via glazing to the external air. Fans to provide a minimum rate of 25 litres per second per fixture, but in no case less than 10 air changes per hour OR for toilet windows to be fitted with permanent fixed ventilation within 230 mm of the ceiling, having a clear area at any point of not less than 0.015 m² per closet pan provided with an airlock flumed to discharge to the external air. The area of the vent to be not less than 0.015 m² for every 10 m² of floor area. Airlocks to have a minimum of 1.85 m² of floor area.

*** Ensuites Sewerage (Lighting, Ventilation and Construction) Regulations 1971*

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Advisory Notes

- (1) Obtain approval from the Water Corporation (WA) for the discharge of liquid trade wastes into the Minister's sewer.
- (2) Site signage is to be provided with wording of no less than 80mm height that reads as follows:
 - "CONSTRUCTION WORK TIMES FOR THIS SITE ARE 7.00AM - 7.00PM MONDAY TO SATURDAY ONLY". PLEASE CONTACT THE (*responsible person to be inserted eg site supervisor*) ON TELEPHONE NUMBER (*relevant number to be inserted*) SHOULD PROBLEMS IN RELATION TO BUILDING NOISE OCCUR OUTSIDE THE ABOVE PERMITTED HOURS; or
 - In circumstances where approval to work outside of these hours has been granted by the City's CEO, the wording shall remain as above, however with the approved hours to be specified in place of 7.00AM - 7.00PM MONDAY TO SATURDAY.

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BUILDING SPECIFIC REQUIREMENTS

The following requirements are also applicable to the above development, in addition to the planning conditions contained in the attached Approval to Commence Development Serial No. 5.2013.520.1:

A Person must not do building work unless a Building Permit is in effect for the building work or in accordance with the Building Act 2011 Part 2, Division 1, s9.

The Applicant shall ensure that all works necessary or reasonable to, or resulting from those proposed building works, are carried out in accordance with the valid Building Permit and attached conditions of both the Planning Approval and the Building Permit.

Change of Use:

Before making or occupying any change of use to an existing building the person proposing to make the change shall submit plans, specification and an independent compliance report to cover all associated items in accordance with the Building Code of Australia (Volume One) to include;
as defined under Part 4 of the Building Act 2011 and Part 5 of the Building Regulations 2012,

- general provisions;
- structure;
- fire resistance;
- access and egress;
- services and equipment;
- health and amenity;
- ancillary provisions;
- special use of buildings;
- maintenance; and
- energy efficiency.

Occupancy Requirements:

It is an offence under the Building Act to occupy a building (other than Class 1 and 10 Buildings) without an appropriate occupancy permit. This will confirm that the building has been built in accordance with the approved plans and, the Certificate of Compliance, and it complies with the relevant building standards.

The building cannot be occupied until an Occupancy Permit is approved.

The building must comply with the regulations applicable to the new class. For more information regarding a Change of Use please contact the City's Building Services on 9273 6000.

APPENDIX 2
RECEIPT FOR PAYMENT OF CASH-IN-LIEU PARKING
(AS PER CONDITION 6.3)

ENQUIRIES TO: Christine Devenish (9273 6060)
Planning Services

YOUR REF:

OUR REF: PRO4676 5.2013.520.1



CITY OF VINCENT

Administration & Civic Centre
244 Vincent Street (Cnr Loftus)
Leederville, Western Australia 6007
PO Box 82, Leederville WA 6902
Telephone (08) 9273 6000
Facsimile (08) 9273 6099
Email: mail@vincent.wa.gov.au
Web: www.vincent.wa.gov.au

3 July 2014

Starclone Pty Ltd
C/- J Ripp
PO Box 258
OSBORNE PARK WA 6917

Dear Sir/Madam

**NO. 304 (LOT 6; D/P 2411) FITZGERALD STREET, NORTH PERTH – PROPOSED
FOUR STOREY OFFICE BUILDING AND ASSOCIATED CAR PARKING**

I refer to the Approval to Commence Development (Serial No. 5.2013.520.1) issued on 12 June 2014 for the above proposal.

In order to enable you to comply with the Cash in Lieu for Car Parking Spaces condition (condition 6.3) of your Planning Approval issued on 12 June 2014 we have raised an Invoice (Invoice No. 30835 - \$6,400) for payment which is **enclosed**.

Payment can be made via cheque or money order made out to the City of Vincent or in person using EFTPOS, credit card, cheque or cash with the Cashier located at the City's Administration and Civic Centre, 244 Vincent Street (cnr Loftus), Leederville. Please ensure that the remittance slip is provided with your payment.

If you have any enquiries regarding the above matter, please do not hesitate to contact Christine Devenish, Administration Officer, Planning Services on 9273 6060.

We look forward to receiving your payment and thank you in advance for your cooperation.

Yours sincerely,


PETAR MRDJA
MANAGER
PLANNING AND BUILDING SERVICES
for
CHIEF EXECUTIVE OFFICER

“EMBRACING AND CELEBRATING OUR DIVERSE COMMUNITY”



CITY OF VINCENT

ABN: 62191132542

Administration & Civic Centre
 244 Vincent Street (Cnr Loftus)
 Leederville WA 6007
 PO Box 82
 Leederville WA 6902

Telephone: (08) 9273 6000

Facsimile: (08) 9273 6099

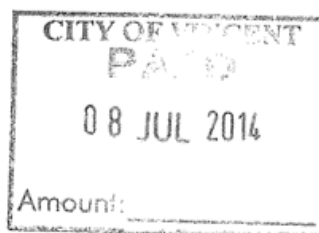
TAX INVOICE

Page 1 of 1

Starclone Pty Ltd
 c/- J Ripp
 PO Box 258
 OSBORNE PARK WA 6917

Debtor Acc. 4273.03
 Invoice Date: 02/07/2014
 Due Date: 30/07/2014

INVOICE No.	DESCRIPTION	AMOUNT
30835	Cash in Lieu for Car Parking Spaces LOT: 6 D/P: 2411 304 Fitzgerald Street PERTH PRO4676 5.2013.520.1 (Condition 6.3) OMC on 27.05.2014	6,400.00
Invoice Total (including GST if applicable)		6,400.00



Total Value non-taxable supply(s)	6,400.00
Total Value taxable supply(s) excluding GST	0.00
Total GST Payable	0.00

TOTAL**6,400.00**

ABN #:62191
City of Vincent
PO Box 82
LEEDERVILLE WA 6902
Ph 9273 6000 Fax 9273 6099
Email:
Website:

Date 08/07/2014 14:40
Receipt 00770288:0001 Terminal 1:1794
Starclone Pty Ltd
c/- J Ripp
PO Box 258
OSBORNE PARK WA 6917

Details	Amount
Accounts Receivable	6400.00

4273.03
Balance: 0.00

Total Value:	6400.00
Tendered	
EFT	6400.00
Ch	0.00

APPENDIX 3
BUILDING PERMIT ISSUED 03.02.15

BUILDER'S COPY

PERMIT

FORM

BA4



Building Permit

6.2014.825.1

CITY OF VINCENT

Western Australian Building Act 2011, section 25

Building Regulations 2012, regulation 4, 21

Building contractor details

Builder name	Emco Building	
Address	58-60 Edward Street OSBORNE PARK WA 6018	
Registration number or owner-builder approval number	10050	If applicable

Details of building work

Property street address (unit no, level, street no, lot no, street name, suburb, postcode)	304 Fitzgerald Street PERTH 6000	
Nature of the building work	Four Storey Office Building and Associated Car Parking	
Stage(s) of work	Details N/A	
BCA class of the building	Main BCA class 5	Secondary BCA class (for multi-purpose buildings)
Use(s) of the building	Office	Each restriction on use (if applicable)
Estimated value of building work (as determined by permit authority)	\$ 2,200,000	
Applicable certificate of design compliance		
Building surveying contractor/public authority's name	CADDs Group Pty	Contact number (08) 9418 7725
Email address	Simon.taylor@cadds.com.au	Date 10 November 2014

PERMIT



CITY OF VINCENT

Building Permit

*Western Australian Building Act 2011, section 25**Building Regulations 2012, regulation 4, 21*

FORM

BA4

6.2014.825.1

Permit Details

All building work permitted by this permit –

1. Must be carried out in accordance with the plans and specifications specified in the applicable certificate of design compliance for this building permit;
2. Must be carried out in accordance with any conditions set out below;

BUILDING CONDITIONS

This licence is approved subject to compliance with the Building Act 2011, Building Code of Australia (BCA), Building Regulations 2012, and Council Local Laws, unless Council agrees in writing to waive or vary those conditions.

- (1) The builder is responsible to give prior notice to all relevant authorities including:
 - (a) The Water Corporation for Technical Service enquiries phone 131395.
 - (b) Fire Services of W.A. phone 93013900.
 - (c) Worksafe W.A. phone 93278777.
 - (d) Western Power Corporation, phone 131353 & 131354.
 - (e) Racing, Gaming & Liquor Licensing Office, phone 94251888.
- (2) Materials shall not be stored on the street reserve unless a permit with fee payable approving such, has been obtained from the City's Ranger and Community Safety Services. The condition of the street verge adjacent to the development site shall be reinstated to the satisfaction of the Manager Engineering Design Services, prior to completion of the development.
- (3) Occupancy Permit – An Occupancy Permit will be required for change of use to comply with the Building Act 2011 Part 4 Division 1 & the Building Regulations 2012 Part 5. Prior to Occupying the Building.

PERMIT

FORM BA4



Building Permit

6.2014.825.1

CITY OF VINCENT

*Western Australian Building Act 2011, section 25**Building Regulations 2012, regulation 4, 21*

ENGINEERING CONDITIONS

- (1) No verge trees shall be **REMOVED**. The verge trees shall be **RETAINED** and **PROTECTED** from any damage including unauthorized pruning.
- (2) The car parking area(s) which form part of this approval shall be sealed, drained, paved and line marked in accordance with the approved plans and AS2890, prior to the first occupation of the development and maintained thereafter by the owner/occupier to the satisfaction of the City.
- (3) This permit is issued subject to the payment of a Road, Verge and ROW security bond for the sum of **\$3,000**, which shall be held until all building/development works have been completed and any disturbance of, or damage to the City's infrastructure, including verge trees, has been repaired/reinstated to the satisfaction of the City's Technical Services Directorate. An application for the refund of the security bond must be made in writing. This bond is non-transferable.
- (4) All pedestrian access and vehicle driveway/crossover levels shall match into existing verge, footpath and ROW levels. A grade of +2% must be maintained from the exiting footpath level, for the extent of the MRS widening area.
- (5) The movement of all path users, with or without disabilities, within the road reserve, shall not be impeded in any way during the course of the building works. This area shall be maintained in a safe and trafficable condition and a continuous path of travel (minimum width 1.5m) shall be maintained for all users **at all times** during construction works. If the safety of the path is compromised resulting from either construction damage or as a result of a temporary obstruction appropriate warning signs (in accordance with AS1742.3) shall be erected. Should a continuous path not be able to be maintained, an 'approved' temporary pedestrian facility suitable for all users path shall be put in place. If a request to erect scaffolding, site fencing etc or if building materials is required to be stored within the road reserve once a formal request has been received, the matter will be assessed by the City and if considered appropriate a permit shall be issued by the City's Ranger Services Section. No permit will be issued if the proposed encroachment into the road reserve is deemed to be inappropriate.
- (6) All storm water produced on the subject land shall be retained on site, by suitable means to the full satisfaction of the City's Technical Service Directorate.
- (7) The City accepts no liability for the relocation of any services that may be required as a consequence of this development. The cost of relocating any services shall be borne by the applicant/owner.
- (8) Prior to the first occupation of the development, redundant or "blind" crossovers shall be removed and the verge and kerb made good to the satisfaction of the City's Technical Services Directorate, at the applicant/owner's full expense.
- (9) Standard Visual truncations, in accordance with the City's Policy 2.2.6 and/or to the satisfaction of the City's Technical Services Directorate are to be provided at the intersection of the road reserve or Right of Way boundary, and all internal vehicle access points to ensure that the safety of pedestrians and other road users is not compromised.

Building Commissioner Approved 12 February 2013

Page 3 of 7

PERMIT

FORM BA4



Building Permit

6.2014.825.1

CITY OF VINCENT

Western Australian Building Act 2011, section 25
Building Regulations 2012, regulation 4, 21

HEALTH CONDITIONS

- (1) The proposed development is satisfactory to the Health Services subject to compliance with the following legislation (as amended)-
 - Health Act 1911 (as amended);
 - Local Government Act 1995;
 - Occupational Safety and Health Act/Regulations (dust control, safe work practices – governed by Worksafe WA);
 - City of Vincent Health Local Law 2004;
 - Metropolitan Water Supply, Sewerage & Drainage Board Local Laws 1981;
 - Food Act 2008;
 - FSANZ Food Standards Code;
 - Liquor Control Act 1988;
 - Tobacco Control Act (provision of break-out areas);
 - Health Act (Carbon Monoxide) Regulations;
 - Environmental Protection Act 1986 (Noise and Unauthorised Discharge Emissions);
 - Sewerage (Lighting, Ventilation and Construction) Regulations 1971;
 - Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974; and
 - Health (Temporary Sanitary Provisions) Regulations 1997.
- (2) *Should an Applicant be dissatisfied with a particular health services condition/s, a written submission detailing reason/s or alternative proposal can be made to the Manager Health Services as soon as practicable but within 14 days of the date of the Building Licence. Such a submission shall not operate as a stay of the condition/s but the submission will be considered and a written decision will be provided within a reasonable period of time - normally within 14 days after receipt.*
- (3) The premises to be provided with a suitable enclosure for the storage and cleaning of Commercial and Council provided refuse receptacles. The enclosure to be provided with;
 - (a) A tap connected to an adequate supply of water;
 - (b) A floor area able to accommodate all containers used on the premises (to the satisfaction of the Health Services);
 - (c) Smooth and impervious walls constructed of approved material not less than 1.5 metres in height;
 - (d) An access way not less than 1 metre in width fitted with a self-closing gate;
 - (e) Smooth impervious floor of not less than 75mm thickness, evenly graded and adequately drained to a 100mm floor waste;
 - (f) Easy access to allow for the removal of containers;
 - (g) Location of bin area to be to the satisfaction of the Manager, Health Services and Manager, Engineering Services;
 - (h) Where applicable, commercial and residential bin enclosures are to be physically separated by provision of a dividing wall, alternate location and to have separate entry points/doorways.

PERMIT

FORM BA4



Building Permit


6.2014.825.1

CITY OF VINCENT

*Western Australian Building Act 2011, section 25**Building Regulations 2012, regulation 4, 21*

- (4) Temporary toilet facilities to be provided on site for the duration of the project and to be available before any work commences, including the pouring of footings and slab, as required by the Health (Temporary Sanitary Conveniences) Regulations 1997. Temporary toilets must be located a minimum of 2 metres from property boundaries and are not permitted to be located on the street/road reserves. In addition, toilet doors are not to open onto driveways or footpaths.
- (5) Floors in wet areas (W.C's, urinals, bathroom, laundries and cleaners rooms) to be properly surfaced and have an even fall to an approved floor waste outlet.
- (6) In accordance with the City of Vincent Health Local Law 2004 and requirements of the Local Government Act 1995 (s.3.25) all **stormwater** shall discharge clear of the building(s) and disposal must not cause erosion, corrosion, or other defects as a result of the method of disposal. If these are likely to occur, then disposal must be into sealed impervious drains, which shall empty into a soakwell (to be located a minimum of 1.8m from footings and boundary fences), or other suitable stormwater scheme. If discharge of water is to surface, it shall not be allowed to flow to adjoining property (publicly or privately owned).
- (7) Sound levels created shall not exceed the provisions of the *Environmental Protection Act 1986* and the *Environmental Protection (Noise) Regulations 1997*. All construction work must be carried out in accordance with control of noise practices described in Section Six (6) of AS2436-1981 "Guide to Noise Control on Construction, Maintenance and Demolition Sites"
 - The equipment used for the construction work must be the quietest reasonably available;
 - Construction work is not to commence before 7.00am, or carry on after 7.00pm on Monday to Saturdays;
 - No construction work is permitted on Sundays or Public Holidays.

Should work need to be undertaken out-of-hours, the builder/developer is to submit a Regulation 13 application to the City's Health Services, seeking approval for an exemption – the application is to be accompanied by a Noise Management Plan – exemptions will only be considered where a demonstrated need and justification exists (safety concerns with Main Roads etc).
- (8) All mechanical devices/installations (i.e. roller doors, air conditioners, exhaust outlets, pool pumps, compressors etc), to be located in a position that will not result in the emission of unreasonable noise, in accordance with the *Environmental Protection Act 1986* and *Environmental Protection (Noise) Regulations 1997*. Should you be uncertain as to whether compliance will be achieved, it is highly recommended that you contract the services of an Acoustic Consultant, as the City's Environmental Health Officers cannot provide technical advice in this regard. Section 80 of the *Environmental Protection Act 1986* places onus on the installer to ensure that noisy equipment is installed so as not to create unreasonable noise. It is important that you inform mechanical equipment installers of this requirement.
- (9) Exhaust air systems which serve different types of enclosures to be kept separate except where otherwise approved. Similar types of enclosures that may be served by common exhaust systems

PERMIT		FORM BA4
	Building Permit	6.2014.825.1
CITY OF VINCENT	Western Australian Building Act 2011, section 25 Building Regulations 2012, regulation 4, 21	

are listed in groups below-

Types of Exhaust Systems-

- Sanitary compartments, e.g. toilets, washrooms; changerooms, laundries, battery rooms.
- Areas where food and beverages are prepared and/or consumed, e.g. kitchen, food preparation, dishwashing, dining rooms, reception areas, hotel bars.
- Plant rooms, e.g. boiler room, refrigerator room, and machinery room.
- Process rooms, e.g. document copying, plan printing, photographic processing, battery rooms.
- Automotive vehicle parking, service, repair, pick-up and delivery areas.
- Garbage rooms, grease trap enclosures, sewerage ejector enclosures.

The premises to be ventilated in accordance with AS 1668 Part 2 1991 "Mechanical ventilation for Acceptable Indoor Air Quality".

W.C Ventilation Sewerage (Lighting, Ventilation and Construction) Regulations 1971

- (10) W.C exhaust fans to be provided and fitted with a bell mouth connection and flumed through the roof or via glazing to the external air. Fans to provide a minimum rate of 25 litres per second per fixture, but in no case less than 10 air changes per hour OR for toilet windows to be fitted with permanent fixed ventilation within 230 mm of the ceiling, having a clear area at any point of not less than 0.015 m² per closet pan provided with an airlock flumed to discharge to the external air. The area of the vent to be not less than 0.015 m² for every 10 m² of floor area. Airlocks to have a minimum of 1.85 m² of floor area.

**** Ensuites Sewerage (Lighting, Ventilation and Construction) Regulations 1971**

- (11) All recommendations detailed in the 'Acoustic Report' by Gabriels Environmental Design dated 29 January 2015 (their reference 15-006) must be implemented with the developer to confirm in writing prior to the issuing of an Occupancy Permit that the building has been constructed in accordance with the requirements of the Report.
- (12) All future alterations, additions, installations or improvements to the building layout, fit-out and design are to be governed/guided by the 'Acoustic Report' by Gabriels Environmental Design dated 29 January 2015 (their reference 15-006)

PERMIT

FORM BA4



Building Permit

6.2014.825.1

CITY OF VINCENT

Western Australian Building Act 2011, section 25

Building Regulations 2012, regulation 4, 21

Advisory Notes

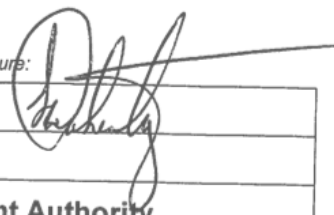
- (1) Obtain approval from the Water Corporation (WA) for the discharge of liquid trade wastes into the Minister's sewer.
- (2) Site signage is to be provided with wording of no less than 80mm height that reads as follows:
 - "CONSTRUCTION WORK TIMES FOR THIS SITE ARE 7.00AM - 7.00PM MONDAY TO SATURDAY ONLY". PLEASE CONTACT THE *(responsible person to be inserted eg site supervisor)* ON TELEPHONE NUMBER *(relevant number to be inserted)* SHOULD PROBLEMS IN RELATION TO BUILDING NOISE OCCUR OUTSIDE THE ABOVE PERMITTED HOURS; or
 - In circumstances where approval to work outside of these hours has been granted by the City's CEO, the wording shall remain as above, however with the approved hours to be specified in place of 7.00AM - 7.00PM MONDAY TO SATURDAY.

3. Must be tested and inspected specified as set out below;

Inspections and tests

A permit granted to do one or more stages of building work does not automatically entitle a person to be granted a further building permit for any other stage of the building work.

This permit is valid for two years from the date of this permit.

Name: (print)	Signature:	Date:
Issuing officer		3/02/2015
Title	Coordinator Building Services	
Permit authority	City of Vincent – Local Government Authority	

Building Commissioner Approved 12 February 2013

Page 7 of 7

PSA Ref: 5438

10 November 2017

Chief Executive Officer
City of Vincent
PO Box 82
LEEDERVILLE WA 6902

Attention: Heidi Miragliotta, Planning Officer

Dear Sir/Madam,

**LOT 6 (304) FITZGERALD STREET, PERTH
APPLICANT'S RESPONSE TO SUBMISSION RECEIVED**

Planning Solutions acts on behalf of Starclone Pty Ltd in support of a development application for a four-storey office development at Lot 6 (304) Fitzgerald Street, Perth (**subject site**).

The City has advised that the application for development approval was advertised for two weeks during which time only one (1) submission was received.

The submission received neither supported or objected to the proposal, however raised the following comments:

1. *Access to the rear car park at 300 Fitzgerald Street shall be maintained at all times unless written approval has been obtained from the relevant title owners of 300 Fitzgerald Street.*
2. *A full structural and conditional dilapidation report be conducted prior to commencing any construction works on the site. The dilapidation report should be submitted to all owners of 300 Fitzgerald Street for comment and agreement prior to the commencement of works on site.*
3. *Construction noise should be monitored to ensure that code requirements are not exceeded.*

We provide the following response in relation abovementioned comments:

1. Any impediment to access along the rear ROW would only be after consultation with adjoining neighbours and in particular the two properties either side of our lot.
2. Prior to commencing construction works the landowner will carry out a Dilapidation Report on the properties either side of the lot for our own information and future use.

3. The concerns regarding construction times and noise can be suitably addressed by adherence with existing legislation in respect to construction times and noise levels. It is understood that in accordance with the *Environmental Protection (Noise) Regulations 1997* that construction work may only be undertaken between 7.00am – 7.00pm Monday to Saturday.

Should you have any queries or require further clarification in regard to the above matter please do not hesitate to contact the undersigned or Gareth Glanville

Yours faithfully,



LAURA SABITZER
SENIOR PLANNER

171110 5438 letter response to submission

Summary of Submissions:

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

Summary of Comments Received:	Officer Technical Comment:
<p><u>Access to Adjoining Lots During Construction</u></p> <p>Access to the No. 300 Fitzgerald Street rear car park shall be maintained to the tenants and visitors of the subject property at all times unless written approval has been obtained from the relevant title owners of No. 300 Fitzgerald Street.</p>	<p>The subject application provides thirteen car parking bays to the rear of the property. It is considered this provision of car parking is adequate to accommodate the users of the premises. In regard to access to No. 300 Fitzgerald Street, the rear right-of-way cannot be blocked without prior approval from the City. Consultation will be undertaken with all affected adjoining landowners prior to any temporary right-of-way closures occurring.</p>
<p><u>Construction of Building</u></p> <p>A full structural and condition dilapidation report be conducted prior to commencing any construction works onsite. The dilapidation report should be submitted to the title owners of 300 Fitzgerald Street for comment and agreement prior to commencement of works on site. Noted. The applicant is not obligated to conduct a dilapidation report, however it is recommended by the Council and in the best interests of all parties that one is carried out. • Construction noise should be monitored to ensure that code requirements are not exceeded.</p>	<p>The applicant is not obligated to conduct a dilapidation report, however it is recommended by the Council and in the best interests of all parties that one is carried out.</p>
<p><u>Construction Noise</u></p> <p>Construction noise should be monitored to ensure that code requirements are not exceeded.</p>	<p>In accordance with the <i>Environmental Protection (Noise) Regulations 1997</i>, construction work may only be undertaken between 7:00am – 7:00pm Monday to Saturday. The equipment used by the builders on-site, must be the quietest reasonably available and all work must be carried out in accordance with the noise control practices described in Section Six (6) of AS2436-1981 "Guide to Noise Control on Construction Maintenance and Demolition Sites".</p>





ORDINARY MEETING OF COUNCIL
8 DECEMBER 2015

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CITY OF VINCENT
MINUTES

COUNCIL DECISION ITEM 9.1.8

That Council, in accordance with the provisions of the City of Vincent Town Planning Scheme No. 1 and the Metropolitan Region Scheme, **APPROVES** the application submitted by N Ligerwood of Strut and Fret Production House Pty Ltd on behalf of the owner S-I Chen, for the proposed periodic Theatre and associated activities on an existing Car Park at Nos. 388 & 396 (Lot: 64 & 65; D/P: 613) William Street, Perth as shown on plans date stamped 28 October 2015, included as Attachment 2, subject to the following conditions:

1. Approval Period

This approval is only valid until 31 July 2017 and does not allow continuation of the use beyond that date. Should the applicant wish to continue the use after this date, it will be necessary to re-apply and obtain approval from Council prior to continuation of the use;

2. Maximum Number of Persons

The maximum number of people permitted in the event space shall not exceed 630 persons.

3. Minimum Site Facilities

The following minimum facilities shall be provided for each event on site to the satisfaction of the City:

- 3.1 Enclosed event space;
- 3.2 Ablution facilities;
- 3.3 Fencing of the perimeter of the site;
- 3.4 Signage;
- 3.5 Lighting;
- 3.6 Office;
- 3.7 Waste Storage; and
- 3.8 32 temporary Class 3 bicycle bays;

4. Days and Hours of Operation

The hours of operation of any event shall be restricted to:

Sunday to Thursday: 12noon - 10pm; and
Friday & Saturday: 12noon – midnight.

5. Notification of Residents/Businesses

The applicant shall notify the all residents and operating businesses within a 100 metre radius of the site via letter drop no later than 7 calendar days prior to the start of an event. The letter shall provide details of the event and a contact telephone number to notify the event organisers of any problems arising;

6. Ticket Pricing

This development is approved with a shortfall of 63 parking bays on the proviso that performances may only be conducted if all tickets are sold in a package which includes free public transport within the Perth Metropolitan Area, given the area is well serviced by convenient public transport;

7. Condition of Site

The event area and all associated facilities shall at all times be maintained in a clean and tidy condition at the operator's cost to a standard that is to the satisfaction of the City;

ORDINARY MEETING OF COUNCIL
8 DECEMBER 2015

54

CITY OF VINCENT
MINUTES

8. External Finishes

All external finishes shall not contain material of an offensive nature, or be a colour, style or form detrimental to the amenity of the immediate surrounds;

9. Prior to the submission of a Building Permit the following shall be submitted to and approved by the City:

9.1 Revised plans:

A bin storage area of adequate size to accommodate the City's bin requirements;

10. 14 days prior to the commencement of each event the following shall be submitted to and approved by the City:

10.1 Event Management Plan

An Event Management Plan in accordance with the City's Policy No. 7.5.7 – Licensed Premises to the satisfaction of the City;

10.2 Waste Management Plan

10.2.1 A Waste management Plan prepared to the satisfaction of the City; and

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

11. At all times during the event periods the following is required:

11.1 Event Management Plan

Compliance with the Event Management Plan approved by the City;

11.2 Responsible Representative

A responsible representative of Strut & Fret Production House shall be present on-site for the full duration of the event to respond to any complaints or concerns;

11.3 Complaints

A complaints "Hot-Line" phone number shall be made available to the public throughout the duration of the events to members of the public to seek information or lodge any complaints; and

11.4 Light

There shall be no light spillage beyond the boundaries of the event site; and

12. With reference to Condition 6 arrangements for free public transport ticketing must be made with the Public Transport Authority (WA).

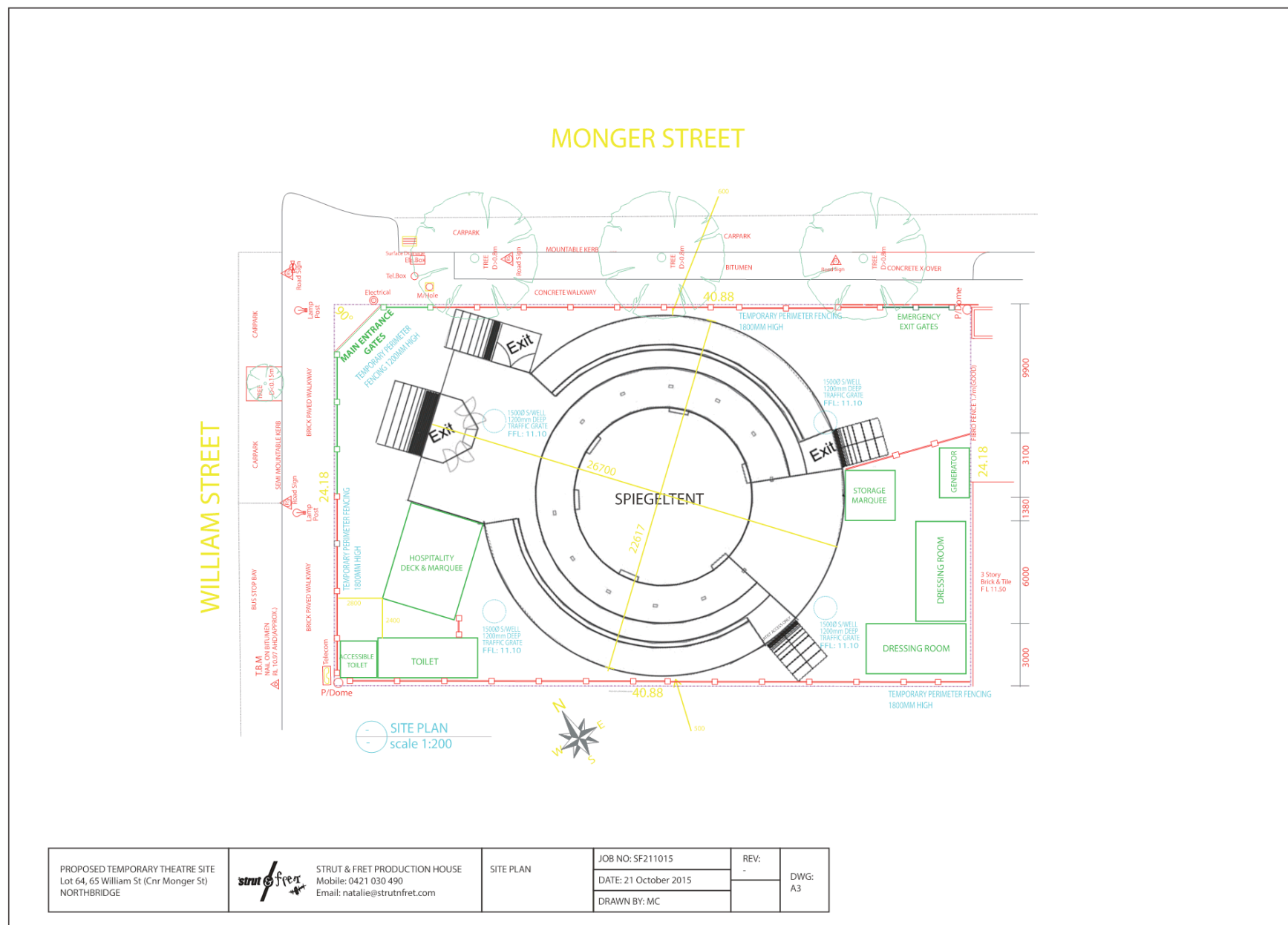
ORDINARY MEETING OF COUNCIL
8 DECEMBER 2015

55

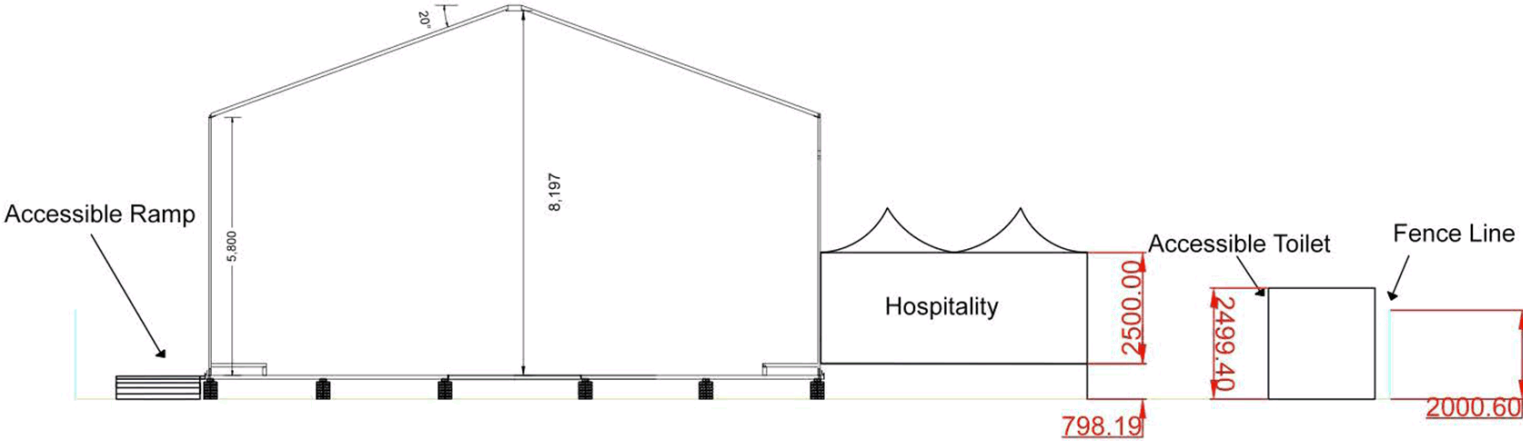
CITY OF VINCENT
MINUTES

ADVICE NOTES:

1. All Noise Management requirements are undertaken in line with the Noise Management Plan, and Sound levels created shall not exceed the provisions of the *Environmental Protection Act 1986* and the *Environmental Protection (Noise) Regulations 1997*;
 2. The venue is required to comply with the *Health (Public Buildings) Regulations 1992*;
 3. All temporary food stalls and vans shall obtain a Special Events Permit from the City. Application forms together with the relevant fee. The Applicant shall ensure that temporary food stall application forms are submitted to the City at least seven days prior to the event; and
 4. With reference to Condition 2, the maximum patronage capacity shall be subject to an assessment in accordance with *the Health (Public Buildings) Regulations 1992*.
-

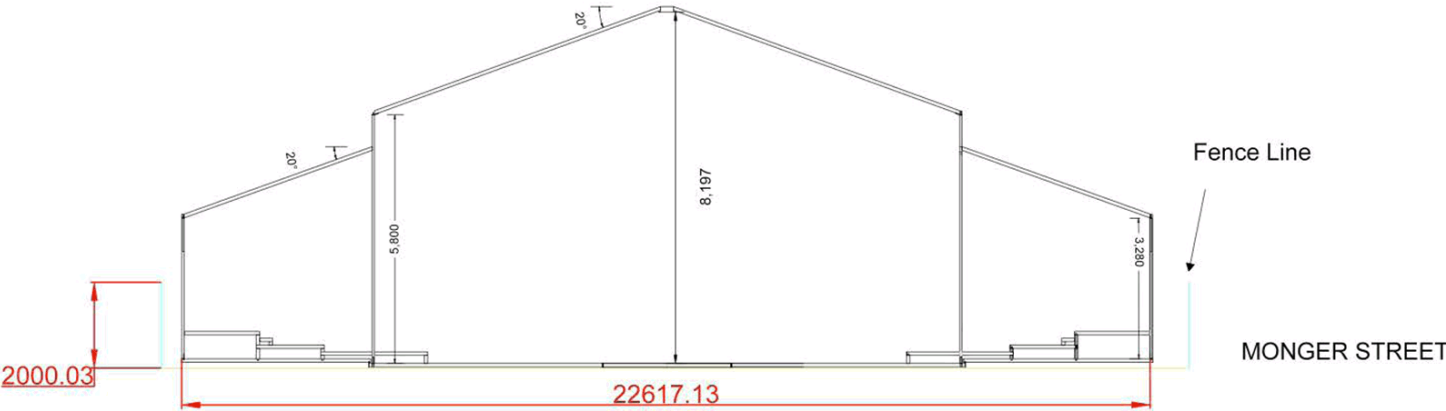


Front of tent Elevation

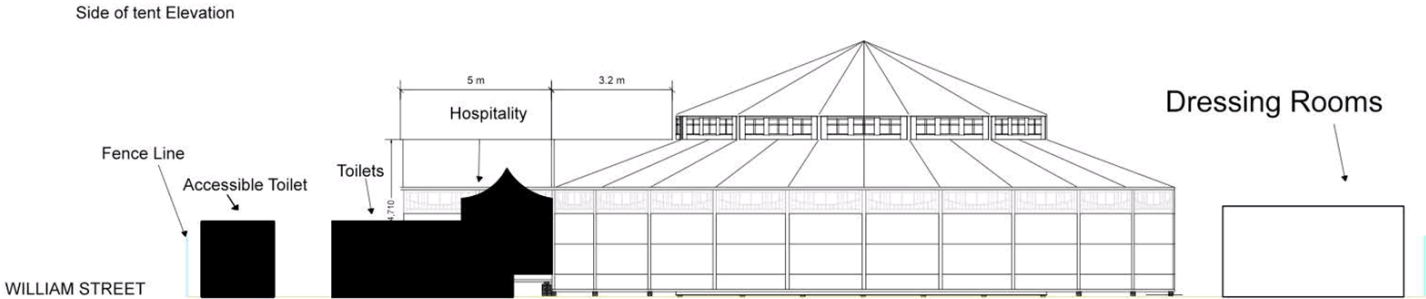


PROPOSED TEMPORARY THEATRE SITE Lot 64, 65 William St (Cnr Monger St) NORTHBRIDGE		STRUT & FRET PRODUCTION HOUSE Mobile: 0421 030 490 Email: natalie@strutnfret.com	SITE PLAN	JOB NO: SF211015	REV: -	DWG: A3
				DATE: 21 October 2015		
				DRAWN BY: MC		

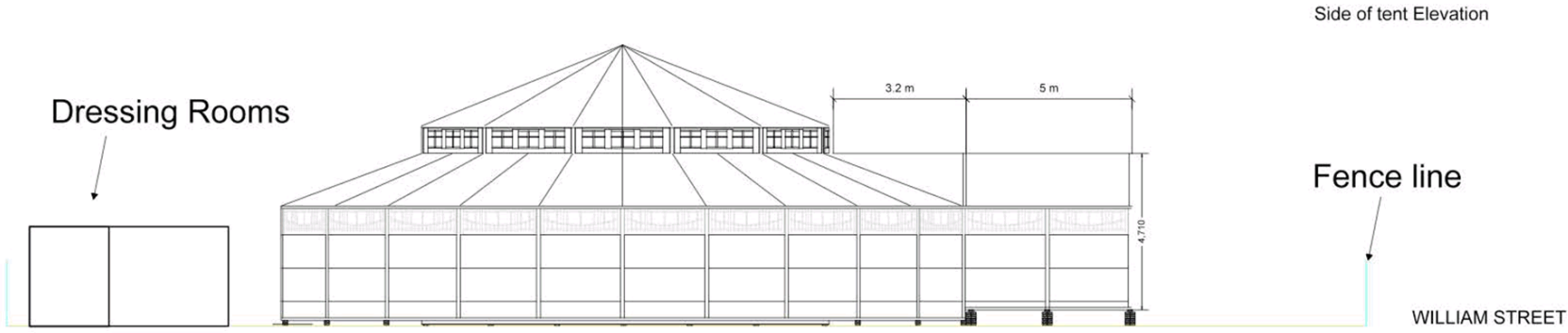
Rear of tent Elevation



PROPOSED TEMPORARY THEATRE SITE Lot 64, 65 William St (Cnr Monger St) NORTHBRIDGE	 STRUT & FRET PRODUCTION HOUSE Mobile: 0421 030 490 Email: natalie@strutnfret.com	SITE PLAN	JOB NO: SF211015	REV: -	DWG: A3
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PROPOSED TEMPORARY THEATRE SITE Lot 64, 65 William St (Cnr Monger St) NORTHBRIDGE		STRUT & FRET PRODUCTION HOUSE Mobile: 0421 030 490 Email: natalie@strutnfret.com	SITE PLAN	JOB NO: SF211015	REV: -	DWG: A3
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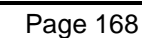


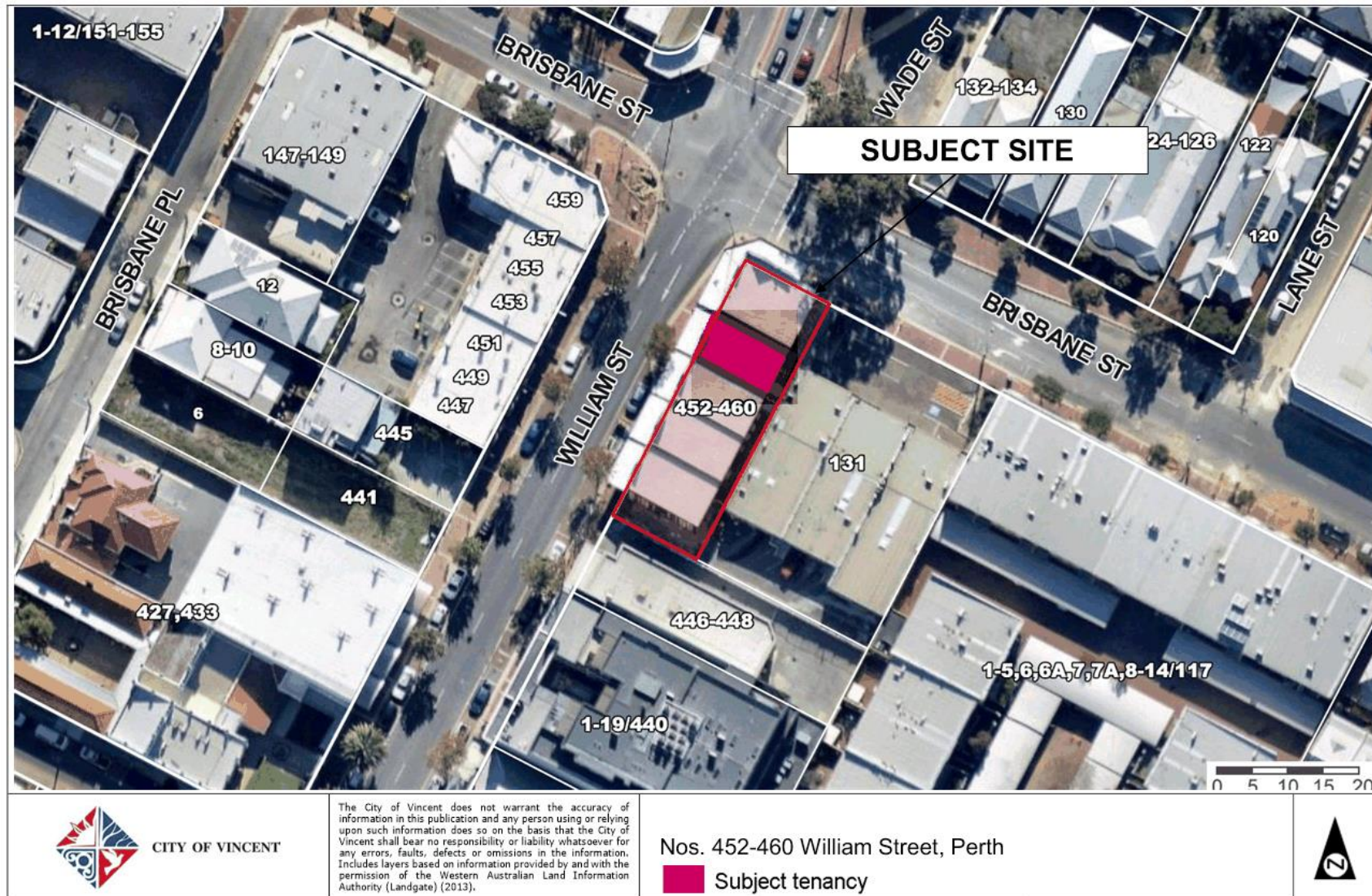
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			DATE: 21 October 2015		
			DRAWN BY: MC		

Summary of Submissions:

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

Comments Received in Objection:	Officer Technical Comment:
<u>Number of patrons to the site.</u> <ul style="list-style-type: none"> The site is too small to accommodate in excess of 630 people. Concerns in regards to where patrons will congregate before entry to the event. 	<p>The theatre structure seats up to 630 patrons and as such it is considered the subject site is able to accommodate this number of people at any given time. There is sufficient space within the site for patrons to wait prior to an event commencing and it is also unlikely that all attendees will arrive at the site at the same time.</p>
<u>Increased traffic congestion and parking concerns</u> <ul style="list-style-type: none"> Parking within the area is already limited in particularly on weekends at week nights. There is already a high number of vehicles that utilise Monger Street, which is a one way street, to avoid traffic lights in the area. 	<p>The proposal is for a temporary and periodic use, which is well serviced by public transport and is in close proximity to public car parks.</p> <p>In order to mitigate the number of patrons attending the site by car, and as a result increasing traffic congestion and parking concerns, a condition is in place to include public transport within the ticket price to encourage alternative means of transport to the venue.</p>
<u>Hours of Operation</u> <ul style="list-style-type: none"> The noise levels generated from patrons leaving the site at 1am and from machinery operation. The proposal is for three years and will create ongoing noise and disturbance. 	<p>A condition is in place to restrict the hours of operation of the venue, with the condition allowing the operation of the venue to midnight on Friday and Saturday's and until 10pm Sunday to Thursday. Additionally, an Event Management Plan will be required to include noise management and control of patron behaviour. The events will also be required to be in accordance with the <i>Environmental Protection (Noise) Regulations 1997</i> and as such can be monitor by the City and can be investigated over the three year period should any issues and/or complaints arise.</p>





ORDINARY COUNCIL MEETING MINUTES

17 OCTOBER 2017

9.3 NOS. 452 - 460 (LOT: 1; D/P: 613) WILLIAM STREET, PERTH - CHANGE OF USE FROM SHOP TO TAVERN


TRIM Ref: D17/104022

Author: Steve Laming, Urban Planner

Authoriser: Paola Di Perna, Manager Approval Services

Ward: South

Precinct: 13 – Beaufort

- Attachments:
1. Attachment 1 - Consultation and Location Map 
 2. Attachment 2 - Development Plans 
 3. Attachment 3 - Summary of Submissions 
 4. Attachment 4 - Applicant's Response to Submissions 
 5. Attachment 5 - Management Plan 
 6. Attachment 6 - Car Parking Assessment 
 7. Attachment 7 - Determination Advice Notes 

RECOMMENDATION:

That Council in accordance with the provisions of the City of Vincent Town Planning Scheme No. 1 and the Metropolitan Region Scheme, **APPROVES** the application for a change of use from Shop to Tavern at Nos. 452-460 (Lot: 1; D/P: 613) William Street, Perth, in accordance with the plans provided as Attachment 2 subject to the following conditions, with the associated determination advice notes in Attachment 7:

1. Use of Premises

The use shall be limited to:

- 1.1. A maximum of 22 customers shall be permitted within the indoor area at any given time;
- 1.2. A maximum of 28 customers shall be permitted within the outdoor alfresco area at any given time; and
- 1.3. The area shown as 'WINE STORE & BAR' on the approved ground floor plan shall only be used for the purpose of the proposed Tavern. The area shown as 'STORAGE AREA' on the approved first floor plan shall only be used for storage of goods associated with the Tavern on the ground floor;

2. Active Frontage

The development shall maintain an active and interactive relationship and uninterrupted views between the use of the development and William Street during the hours of the development's operation to the satisfaction of the City. Darkened, obscured, mirror or tinted glass or the like is prohibited. Curtains, blinds and other internal or external treatments that obscure the view of the 'WINE STORE & BAR', as shown on the approved ground floor plan, from William Street are not permitted to be used during the hours of the development's operation;

3. External Fixtures

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

ORDINARY COUNCIL MEETING MINUTES

17 OCTOBER 2017

4. Hours of Operation

The hours of operation shall be limited to the hours of:

- Tuesday to Saturday and Sundays prior to public holidays: 7:00am to midnight;
- Ordinary Sundays and Public Holidays: 7:00am to 10:00pm; and
- Monday: CLOSED;

5. Acoustic Report

- 5.1. An Acoustic Report, in accordance with the City's Policy No. 7.5.21 - Sound Attenuation and State Planning Policy 5.4 - Road and Rail Transport Noise and Freight Considerations in Land Use Planning, shall be lodged with and approved by the City prior to the commencement of the development; and
- 5.2. All of the recommended measures included in the approved Acoustic Report shall be implemented as part of the development, to the satisfaction of the City prior to the use or occupation of the development and maintained thereafter to the satisfaction of the City at the expense of the owners/occupiers;

6. Management Plan

- 6.1. An updated Management Plan in accordance with the City's Policy No. 7.5.7 – Licenced Premises shall be submitted to, and approved by the City prior to the development commencing. The updated Management Plan shall address the following matters and shall be in accordance with all conditions of this approval:
 - Any recommendations detailed in the Acoustic Report (as per Condition 5 above);
 - Floor plans of the premises;
 - The maximum number of patrons;
 - Hours of operation;
 - Noise Management Plan;
 - Patron and anti-social behaviour;
 - Entertainment and Music; and
 - Time and frequency of waste collection and deliveries at the premises;
- 6.2. Use of the premises shall be carried out in accordance with the approved Management Plan or any Plan approved by the City thereafter and all requirements of the Management Plan shall be implemented to the satisfaction of the City; and
- 6.3. The Management Plan shall be reviewed every 12 months, with any changes identified during this review or by the City, being incorporated into an updated Management Plan approved by the City as part of the review;

7. Cash-in-Lieu

A cash-in-lieu contribution shall be paid to the City for the shortfall of 3.72 car bays, based on the cost of \$5,400 per bay as set out in the City's 2017/2018 Schedule of Fees and Charges being a contribution of \$20,088 prior to the commencement of development or by entering into a written agreement to the City to pay the cash-in-lieu over an agreed period up to five years; and

8. Heritage

- 8.1. The existing front double doors shall be retained in place; and
- 8.2. The original fabric to the bay windows shall be retained where it is extant.

ORDINARY COUNCIL MEETING MINUTES17 OCTOBER 2017

COUNCIL DECISION ITEM 9.3**Moved:** Cr Loden, **Seconded:** Cr Hallett**That the recommendation be adopted.**

At 7.03pm, Cr Roslyn Harley returned to the meeting.

At 7:12 pm, Cr Dan Loden left the meeting.

At 7:14 pm, Cr Dan Loden returned to the meeting.

At 7:26 pm, Cr Joshua Topelberg left the meeting.

At 7:28 pm, Cr Joshua Topelberg returned to the meeting.

CARRIED UNANIMOUSLY (6-1)**For:** Mayor Cole, Cr Buckels, Cr Hallett, Cr Loden, Cr Topelberg and Cr Murphy**Against:** Cr Harley**(Cr Gontaszewski was on approved leave of absence for the meeting.)**

Wines of While



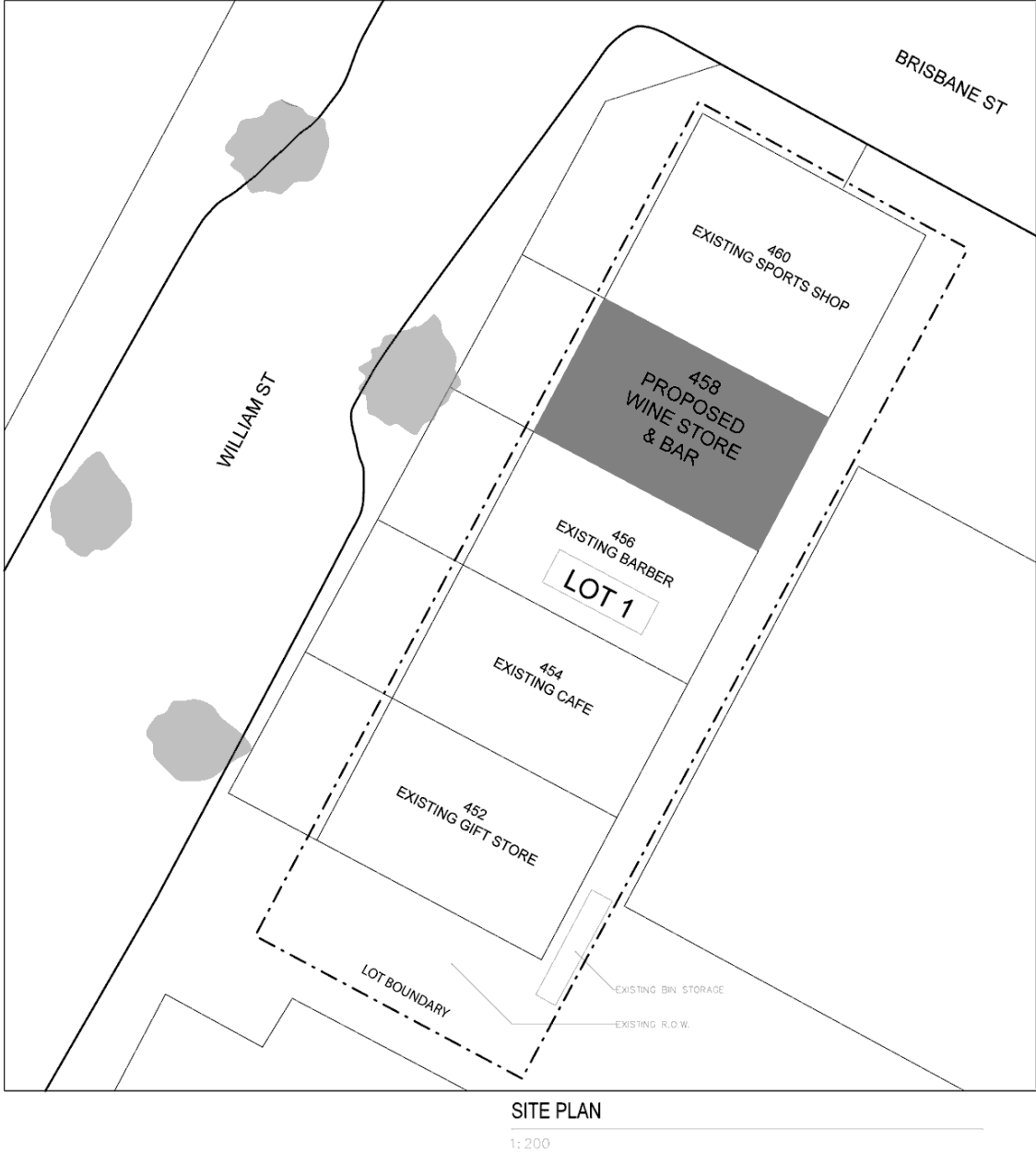
PROPOSED STREET ELEVATION
NOT TO SCALE

PROPOSED CHANGE OF USE OF 458 WILLIAM ST FROM 'RETAIL' TO 'TAVERN' USE TYPE	Contents
As per City of Vincent Town Planning Scheme No.1	02 Site Plan
	03 Existing Conditions & Demolition Plan
	04 Proposed Development
	05 Alfresco Seating Area Detail
	06 Facade Alteration & Restoration
	07 Wines of While

Date: 1/6/2017 Client: NU WINES PTY LTD
DRAWINGS Tel. +61 400 182 389
PREPARED BY © 2017
J.W.TANNER JOHN GROUP OFFICE

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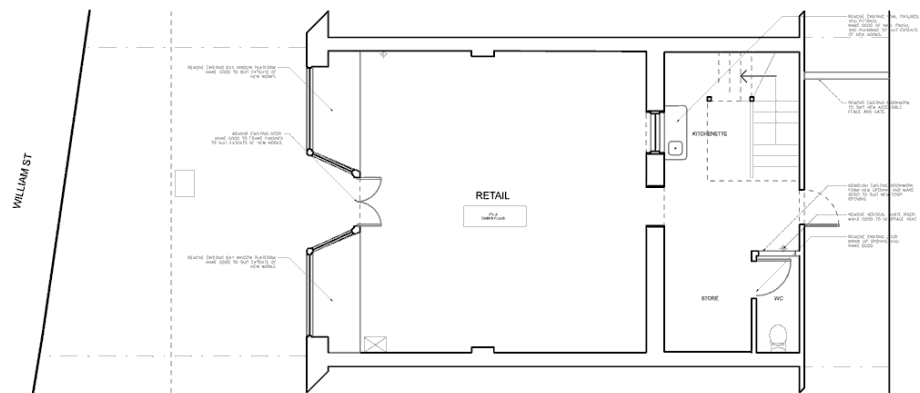
Development Application



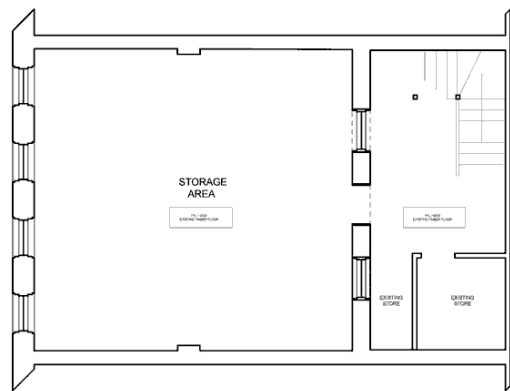
DISTRICT LOCATION MAP

All works shall be in accordance with City of Vincent Approval to Commence Development and shall comply with requirements set by NCC BCA, Australian Standards (AS 1428, AS 4074, AS 1688.2), Health (Public Buildings) Regulations 1987, Health, Health Act 1971, LIQUOR CONTROL ACT 1986 & all relevant planning, building, heritage, fire & health authorities.

Project: WINES OF WHILE 458 William St Perth Client: Nu Wines Pty Ltd.		© 2017 JOHN GROUP OFFICE TEL: (+61) 400 182 388 (AU)	
Project Stage: ISSUED FOR DEVELOPMENT APPLICATION		Job No.: 170116	Date: 31/ 05 / 17
Drawn By: JT		Checked: JT	Date: 31/ 05 / 17
Scale @ A3: 1:200 DWG Type: PLAN Sheet No.: 1 of 5		Sheet ID: A1.01	



GROUND FLOOR - Existing Conditions & Demolition Plan
1:100



FIRST FLOOR - Existing Conditions & Demolition Plan
1:100



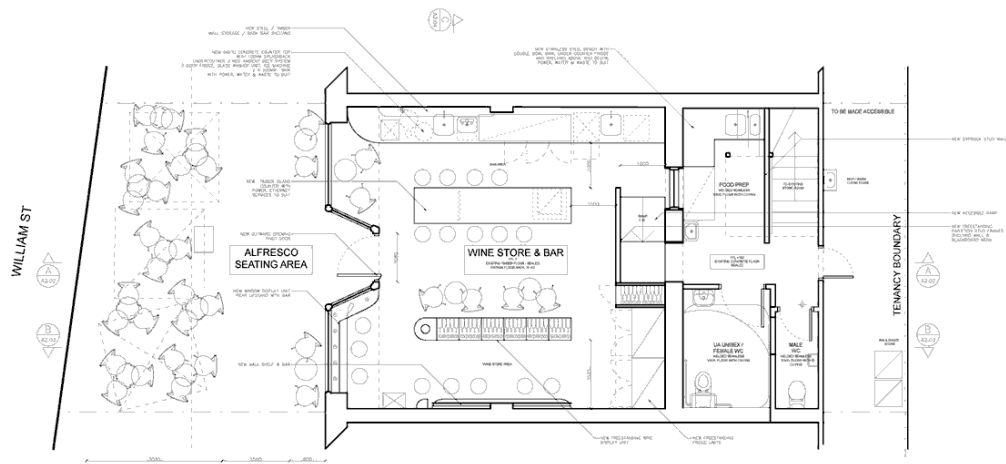
EXISTING STREET ELEVATION
NOT TO SCALE

GENERAL DEMOLITION NOTES	
IN ALL ROOMS DEMOLISH ALL EXISTING FIXTURES AND FITTINGS WHERE NECESSARY TO SUIT EXTENTS OF NEW WORKS, INCLUDING ASSOCIATED COMPONENTS, FLOOR AND WALL FINISHES, MARK COORD TO ALL SURFACES & PREPARE TO TAKE NEW FINISHES. REMOVE ALL AFFECTED CEILING INCLUDING LIGHT FITTINGS.	

All works shall be in accordance with City of Vincent Approval to Commence Development and shall comply with requirements set by NCC BCA, Australian Standards (AS 1450, AS 4574, AS 1985.2), Health (Public Buildings) Regulations 1982, Health, Health Act 1911, LOCAL GOVERNMENT ACT 1996 & all relevant planning, building, heritage, fire & health authorities.

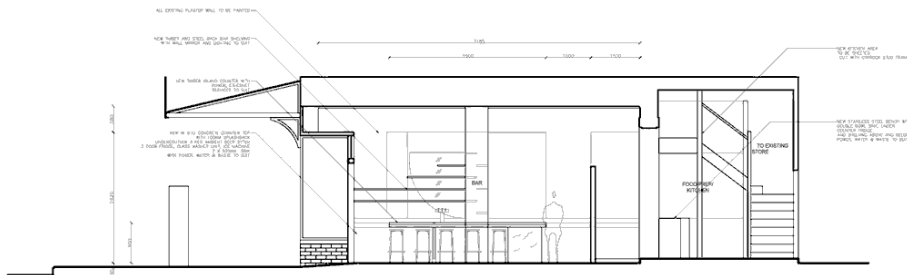
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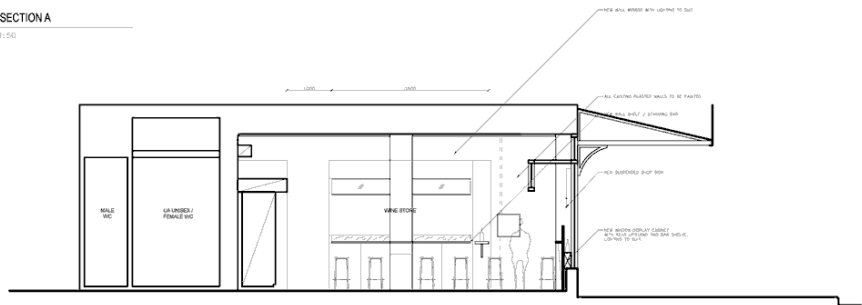
PROPOSED GROUND FLOOR PLAN

1:100



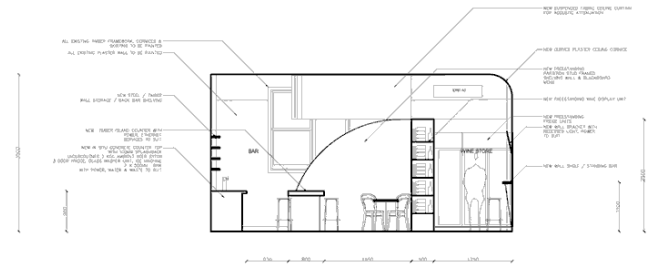
SECTION A

1:50



SECTION B

1:50



SECTION C

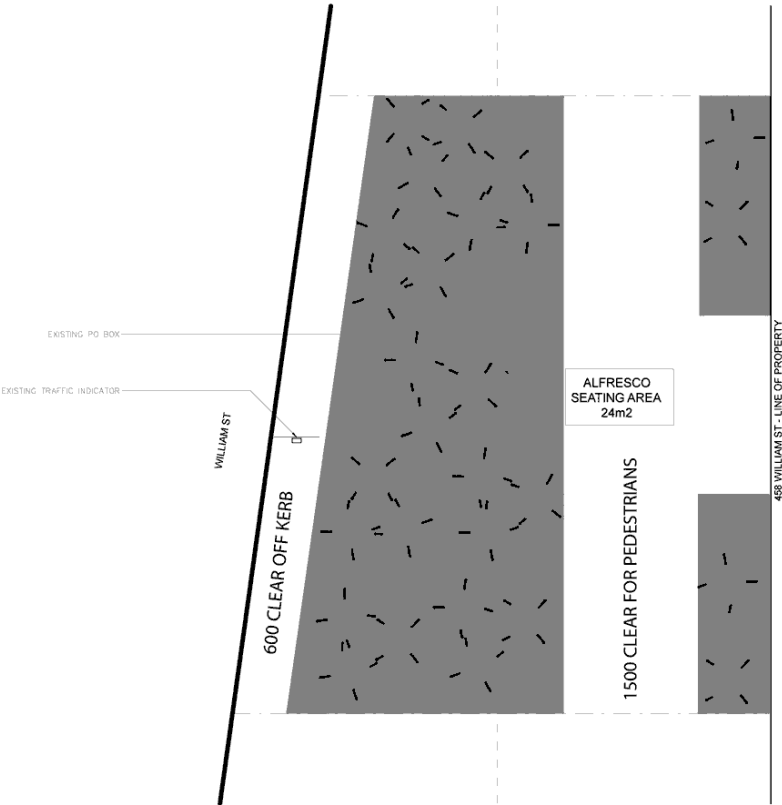
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MAXIMUM ACCOMMODATION		
(HEALTH (PUBLIC BUILDINGS REG 1992))		
LIMITING FACTOR		
FLOOR	GROUND FLOOR TOTAL AREA =	69 M2
	DEDUCTION - TOILETS + BAR + FIXTURES =	49M2
	NET FLOOR AREA AVAILABLE FOR PATRONS =	20M2
	From regulation 77 Table the application ratio is 0.05	
	Maximum number	
	Area divided by ratio at the Regulation 7 table is =	
TOILETS	22 PERSONS	
	FEMALES & UNSEX - 1 LAVWC, 1 HAND BASIN	
	MALES - 1 WC, 1 HAND BASIN	
	BSA Table #2.3 - facilities are adequate for 50 patrons	
EXIT WIDTH	1 SINGLE DOOR AT 1000 MM EXIT WIDTH	
	BSA D1.6 - adequate for up to 50 PERSONS	
VENTILATION	BSA F4.6 NATURAL VENTILATION REQUIRES an aggregate opening in external wall not less than 7% of the floor area of the room required to be ventilated	
	SUITABLE FOR NATURAL VENTILATION	

All works shall be in accordance with City of Vincent Approval to Commence Development and shall comply with requirements set by NCC BCA, Australian Standards AS1428, AS 4804, AS 1686.2, Health (Public Buildings) Regulations 1992, Health Act 1911, LIQUOR CONTROL ACT 1998 & all relevant planning, building, heritage, fire & health authorities.

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		Checked: JT	Date: 31/ 05 / 17
		Scale @ A3: 1:100	Sheet ID: A3.01
		DWG Type: PLAN	Sheet No.: 2 of 5



PROPOSED ALFRESCO AREA

1: 50


TOTAL PATRONS: 28

TYPICAL FURNITURE ARRANGEMENT
TEMPORARY AND REMOVABLE IN ACCORDANCE WITH CITY OF VINCENT
POLICY 3.8.1

BISTRO TABLES & CHAIRS, UMBRELLAS

All works shall be in accordance with City of Vincent Approval to Commence Development and shall comply with requirements set by MCC, LGA, Australian Standards (AS 1526, AS 4674, AS 1596.2), Health (Public Buildings) Regulations 1990, Health Act 1991, L2/DOR CONTROL ACT 1998 & all relevant planning, building, heritage, fire & health authorities.

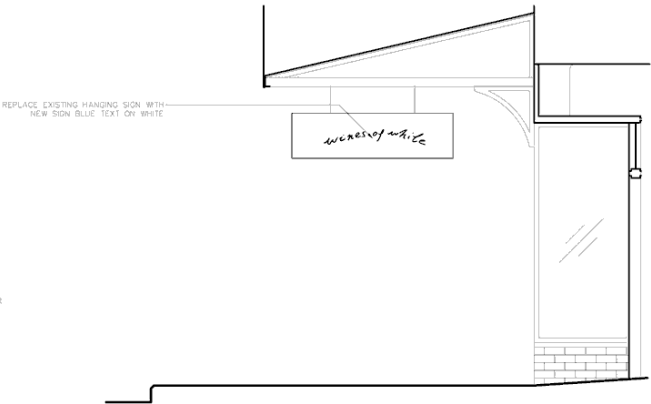
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	Scale @ A3: 1:50 DWG Type: PLAN Sheet No.: 4 of 5 Sheet ID: A4.01



STREET ELEVATION

1:50



FACADE SECTION

1:50

All works shall be in accordance with City of Vincent Approval to Commence Development and shall comply with requirements set by NCC BCA, Australian Standards (AS 1530.4, AS 4074, AS 1686.2), Health (Public Building Regulations 1990, Health, Health Act 1991, LICENSING CONTROL ACT 1989 & all relevant planning, building, heritage, fire & health authorities.

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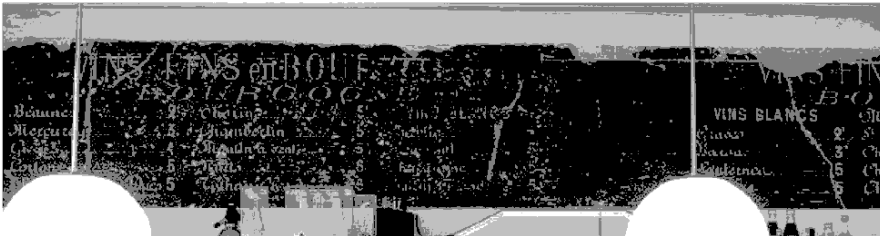
PROPOSED SIGNAGE, FACADE ALTERATIONS & RESTORATION

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Project Stage: ISSUED FOR DEVELOPMENT APPLICATION	Job No.: 170116 Drawn By: JT Date: 31/ 05 / 17 Checked: JT Date: 31/ 05 / 17
Scale @ A3: 1:50 DWG Type: ELEVATION Sheet No.: 5 of 5	Sheet ID: A5.01

Wines of While

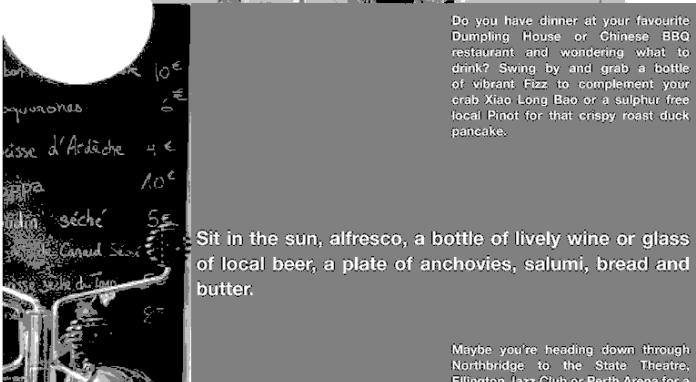
Wines of While, at 458 William St, will be the first venue in Perth to be focused on natural and minimal intervention wine. With the option to dine-in, enjoy a glass or share a bottle between friends and to browse through a unique collection of wines and purchase to takeaway, the store will bring an unprecedented experience north of Newcastle.

Context



When you hear the word tavern, a person reliably recalls a large scale venue with sports screens, TAB facilities, hundreds of square metres of space, vast numbers of patrons and an emphasis of high volume draught beer sales. Increasingly this type of venue is being dominated by multinational or large-scale commercial ownership, looking to monopolise an industry that was once a small scale, family operated and with an emphasis on local community. Wines of While will seek to refocus this tavern idea and provide the neighbourhood with a community-focused, owner-operated, wine store and bar.

Character



Sit in the sun, alfresco, a bottle of lively wine or glass of local beer, a plate of anchovies, salumi, bread and butter.

Maybe you're heading down through Northbridge to the State Theatre, Ellington Jazz Club or Perth Arena for a show, stop in for a glass of Loire Valley Chenin and a plate of country terrine. Or maybe there's a gig at The Bird or Connections you're on the way to, drop by and share a bottle of local growers eccentric orange or kick it off with an Italian magnum.



Wines of While will be housed in the State Heritage listed building on the corner of William and Brisbane Street, designed by architect Jack Ochiltree and built in 1914. As a gateway to the Northbridge entertainment precinct, the building, with it's Federation styling, strikes an impressive figure to welcome visitors to the area. The building also carries a vinous history, with the Savoy Wine Saloon a tenant from 1925 to 1949, we seek to reinstate some historical relevance.

Heritage



This neighbourhood is a no-brainer when deciding on where to open our store and bar. We live around the corner. We see the people who live here to be, like us, open-minded, community focused and having a sincere love for food and wine. When it comes to having a casual drink, a catch-up with friends, picking up an interesting bottle for a picnic or lounging through a long sunday lunch, we're your local.



We are creating a small, intimate and unique wine store and bar that is focused on natural and minimal intervention wine, showcasing Western Australian produce and engaging the community in wine in a casual and interesting way.



CITY OF VINCENT PLANNING AND BUILDING POLICY MANUAL
POLICY NO: 7.5.15
CHARACTER RETENTION AND HERITAGE AREAS

POLICY NO: 7.5.15

CHARACTER RETENTION AND HERITAGE AREAS

PART 1 – PRELIMINARY

POLICY DEVELOPMENT

This Policy has been prepared under the provisions of Schedule 2, Part 2, Clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

PURPOSE & APPLICATION

The purpose of this Policy is to:

1. Establish a framework to identify areas within the City of Vincent that contain characteristics that are valued by the community; and
2. Provide guidance on development in identified Character Retention Areas and Heritage Areas.

This Policy applies to:

1. The process used to identify and formally recognise Character Retention Areas and Heritage Areas; and
2. The identification and listing of development standards which will be used in assessing all development applications for properties within those Character Retention Areas and Heritage Areas.

POLICY OBJECTIVES

1. To identify areas within the City that contain characteristics valued by the community to be known as Character Retention Areas and/or Heritage Areas;
2. To establish a planning and design framework to protect the streetscapes located within Character Retention Areas and/or Heritage Areas;
3. To ensure that new buildings and additions to existing buildings will be sympathetic to the unique character of the streetscape; and
4. To distinguish between buildings within each Character Retention Area and/or Heritage Areas that contribute to the integrity of the streetscape and those which do not.

RELATIONSHIP TO OTHER DOCUMENTS

This Local Planning Policy forms part of the City of Vincent local planning policy framework. Where this Policy is inconsistent with the City's local planning scheme, the local planning scheme prevails. Where this Policy is inconsistent with an adopted Local Development Plan, Activity Centre Plan or Structure Plan, the adopted Local Development Plan, Activity Centre Plan or Structure Plan prevails.

CITY OF VINCENT PLANNING AND BUILDING POLICY MANUAL
POLICY NO: 7.5.15
CHARACTER RETENTION AND HERITAGE AREAS

Where this Policy is permitted to augment the provisions of the Residential Design Codes, the provisions of this Policy shall prevail.

Where this Policy is inconsistent with the provisions of another local planning policy the provisions of this Policy shall prevail.

APPLICATION OF POLICY & DEVELOPMENT STANDARDS

1. Application

- 1.1. Part 2 Policy Provisions apply to the preparation and/or amendment of local planning policies for the purpose of Character Retention Areas pursuant Schedule 2, Part 2, Clause 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
- 1.2. Appendix 1 of this Policy applies to applications for development in the St Albans Avenue Character Retention Area identified on Figure 1 and in Table 1 in Appendix 1.
- 1.3. Appendix 2 of this Policy applies to applications for development in the Harley Street Heritage Area identified on Figure 2 in Appendix 2.

2. Development Standards

- 2.1. Applications for development that comply with the relevant 'Deemed to Comply' policy provisions are considered to be acceptable and will therefore be approved.
- 2.2. Applications for development that seek departure from the 'Deemed To Comply' policy provisions may be deemed to be acceptable where the following occurs:
 - 2.2.1 The applicant applies for assessment against the relevant Design Objectives, Character Objectives, Local Housing Objectives, Policy Objectives and Objectives of the local planning scheme;
 - 2.2.3 The applicant provides adequate justification against those Design Objectives, Character Objectives, Local Housing Objectives, Policy Objectives and Objectives of the local planning scheme; and
 - 2.2.4 The applicant obtains the support of the City's Design Advisory Committee.
- 2.3. The City will assess and determine at its discretion that the same or better outcome will be achieved than would have been provided by the 'Deemed to Comply' criteria.
- 2.4. Applications for development shall include a contextual elevation showing the elevation of the proposed development and the existing development on the adjoining properties either side pursuant to Schedule 2, Part 8, Clause 63(1)(d) *Planning and Development (Local Planning Schemes) Regulations 2015*.

CITY OF VINCENT PLANNING AND BUILDING POLICY MANUAL
POLICY NO: 7.5.15
CHARACTER RETENTION AND HERITAGE AREAS

PART 2 – POLICY PROVISIONS

1. Character Retention Area Nomination

- 1.1 A Character Retention Area may include the following:
 - 1.1.1 A collection of no less than five adjoining buildings;
 - 1.1.2 A street block; or
 - 1.1.3 A part of, or whole suburb.
- 1.2 A Character Retention Area may be nominated in writing by a member of the public or by the City.
- 1.3 The City will only proceed with the nomination of the Character Retention Area where it is demonstrated by the nominee that owners of at least 40% of affected properties support proceeding with the nomination.

2. Consultation and Preparation of Guidelines

- 2.1 Following the successful nomination of a Character Retention Area, all owners of the affected properties will be notified of the intention to proceed with the nomination.
- 2.2 The City will invite all owners of the affected properties to attend a facilitated workshop to:
 - 2.2.1 Discuss what the prevailing character of the area is and how it can best be protected;
 - 2.2.2 Agree which buildings contribute to the character of the area and which do not; and
 - 2.2.3 Prepare a policy framework (the Guidelines) and draft provisions to protect the identified character of the area.
- 2.3 This workshop will be held at a mutually agreed time between the City and the owners of the affected properties. This group is not a decision making authority but acts only in an advisory capacity.
- 2.4 The City may abandon the nomination at any time during this process if there is a prevailing view from the community that it no longer wishes to proceed.

3. Approval of the Guidelines

- 3.1 Once the draft Guidelines have been prepared, Administration will request that Council initiate formal consultation in accordance with the City's community consultation policy.
- 3.2 Following advertising, Council will be asked to approve, refuse or approve with modifications the Guidelines to be included as an appendix to this policy based on the submissions received.

CITY OF VINCENT PLANNING AND BUILDING POLICY MANUAL
POLICY NO: 7.5.15
CHARACTER RETENTION AND HERITAGE AREAS

4. Amendments to the Guidelines

- 4.1 The City may consider amending the Character Retention Area Guidelines where it can be demonstrated that owners of at least 40% of the affected properties support the amendment(s).
- 4.2 Council must initiate formal consultation to advertise any amendment(s) in accordance with the City's community consultation policy.
- 4.3 Following advertising, Council will be asked to determine the amendment(s) on the basis of the submissions received.

5. Rescission of a Character Retention Area

- 5.1 The City will only consider initiating the removal of a Character Retention Area where it can be demonstrated that owners of at least 60% of the affected properties support their removal.
- 5.2 If supported, Council must initiate formal consultation to amend the policy to remove the Character Retention Area in accordance with the City's community consultation policy.
- 5.3 Following advertising, Council will be asked to determine the amendment on the basis of the submissions received.

6. Heritage Areas

- 6.1 The City may consider designating a Heritage Area in accordance with Clause 9 (1) of the *Planning and Development (Local Planning Schemes) Regulations 2015* in the following instances:
 - 6.1.1 Where a nomination has been received for a Character Retention Area in accordance with (1) of this policy and the City is satisfied the area is suitably qualified to be designated as a Heritage Area following a Heritage Assessment;
 - 6.1.2 Where the City has undertaken a Heritage Assessment of any area and is satisfied it is suitably qualified to be designated as a Heritage Area following a Heritage Assessment.
- 6.2 If an area qualifies as a Heritage Area, the City will consult with affected landowners on the designation prior to making a recommendation to Council on whether to proceed in accordance with Clause 9 (1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

CITY OF VINCENT PLANNING AND BUILDING POLICY MANUAL
POLICY NO: 7.5.15
CHARACTER RETENTION AND HERITAGE AREAS

APPENDIX 1: ST ALBANS AVENUE GUIDELINES

Table 1: Properties included in St Albans Avenue Character Retention Area

	Character Retention Areas Name	Street Number of Contributing Buildings	Street Number of Non-Contributing Buildings
1.	St Albans	6, 8, 10, 12, 14, 16, 18 7, 11, 15	9, 11A, 17

St Albans Avenue is located in the suburb of Highgate, to the west of Beaufort Street. Many of the residences located within the area were part of the 1890 Chatsworth Estate development, which was a residential development resulting from the Gold Boom. Buildings constructed during this time contribute to the highly intact and visually cohesive area.

KEY CHARACTERISTICS

- The area is a highly intact example of late nineteenth to early twentieth century residential development comprising fine examples of modest, single storey dwellings constructed in the Federation period of architecture;
- The overall form, style, height, setback and selection of materials of the character dwellings contribute to the uniformity of the streetscape, providing a coherent character with a high level of retained original detail including street facing verandahs and decorative gables;
- Generally consistent lot widths (where semi-detached residences are considered as one);
- A low number of carports or garages to street fronts; and
- Generally consistent setback of dwellings from the street.

DESIRED DEVELOPMENT OUTCOMES

- Retention and conservation of the Federation style dwellings;
- Retention of the visual dominance of late nineteenth to early twentieth century residential development within the Area.

1. DEVELOPMENT GUIDELINES FOR CONTRIBUTING BUILDINGS

Design Objectives	
1.1	Demolition
1.1.1	Applications for the full demolition of the façade of dwellings will not be supported.
1.1.2	The removal of original character features from a contributing dwelling which, are visible from the street will not be supported. Where original character features have been removed from dwellings, they should be reinstated where possible.

CITY OF VINCENT PLANNING AND BUILDING POLICY MANUAL
POLICY NO: 7.5.15
CHARACTER RETENTION AND HERITAGE AREAS

Design Objectives	
1.2	Building Setbacks
1.2.1	Additions to the building, will only be supported where they are located behind the building.
1.2.2	Additions to the side of the original dwelling maybe supported where the applicant can demonstrate to the satisfaction of the Council that there are no adverse impacts on the original building façade and the character of the streetscape.
1.2.3	Side setbacks variations may be supported where they are in line with the existing dwelling and is in keeping with the rhythm of the existing streetscape.
1.3	Building Walls
1.3.1	Variations to the building wall height may be supported if the proposed height is a continuation of the existing dwelling, and is in keeping with the rhythm of the existing streetscape.
1.4	Building Height
1.4.1	Where an addition proposes an additional storey, it must not exceed 1 storey above the number of storeys of the original dwelling.
1.4.2	Any additional storey must be setback sufficiently to be in keeping with the rhythm of the streetscape.
1.5	Car Parking, Garages and Car Ports
1.5.1	Carports or garages are not to be located within the front setback area. Hardstand car parking bays may be supported where it can be demonstrated that there are no visual impacts on the streetscape.
1.5.2	Car ports and garages may be supported where they are located to the side or rear of a dwelling and are set back a minimum of 500mm behind the main building line. The structure must be open or a minimum of 50% visually permeable.
1.6	Street Walls and Fences
1.6.1	Traditional fencing types as illustrated in Figure 1 (Appendix 1) are encouraged. Minor variations to the examples indicated in Figure 1 may be supported.

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Design Objectives	
1.6.2	The maximum height of new fences facing the street is to be 1200mm above the adjacent footpath level.
1.6.3	The maximum height of any solid portion of a new fence is to be 750mm above the adjacent footpath level. The remaining portion (up to 1200mm total height) is to be a minimum of 50% visually permeable.
1.7 External Features and Decorative Treatments	
1.7.1	Original and intact unpainted surfaces are not permitted to be rendered or painted.
1.7.2	Removal of paint/render from originally unpainted/non-rendered masonry is supported.
1.7.3	Loft additions may be supported where the development is contained wholly within the roof space and where no visible change to the dwellings appearance from the street is made.
1.8 Roof Works	
1.8.1	New roofing additions must be sympathetic to the existing roof form.

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2. DEVELOPMENT GUIDELINES FOR NON-CONTRIBUTING BUILDINGS

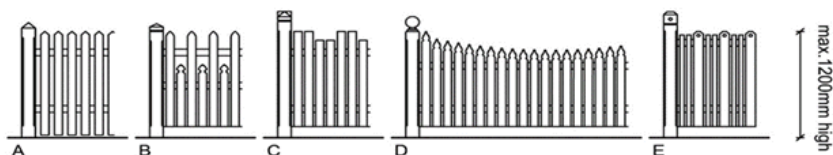
Design Objectives	
2.1	Demolition
2.1.1	Applications for full demolition of dwellings may be supported.
2.2	Building Setbacks
2.2.1	Setback variations may be supported where they are in line with existing dwellings on the street and is in keeping with the rhythm of the existing streetscape.
2.3	Appearance of Additions & New Dwellings
2.3.1	New dwellings must address the street and be consistent with the bulk and scale of adjacent dwellings.
2.4	Building Height
2.4.1	The height of any new development shall not exceed 2 storeys.
2.5	Street Walls and Fences
2.5.1	The maximum height of new fences facing the street is to be 1200mm above the adjacent footpath level.
2.5.2	The maximum height of any solid portion of a new fence is to be 750mm above the adjacent footpath level. The remaining portion (up to 1200mm total height) is to be a minimum of 50% visually permeable.
2.5.3	The use of contemporary style fences that complement the existing streetscape will be supported.

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3. APPROPRIATE FENCING TYPES FOR CHARACTER RETENTION AREAS

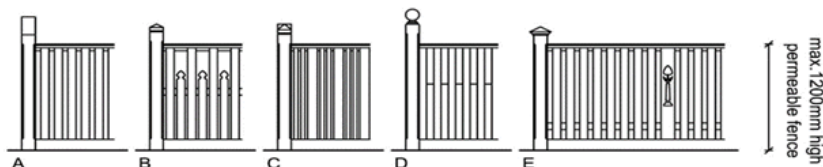
Open Picket Fencing Examples

- A Simple pointed picket
- B Alternating picket shape and height
- C Castellated
- D Shaped tops
- E Alternating picket width (particular example more typical of California Bungalow)



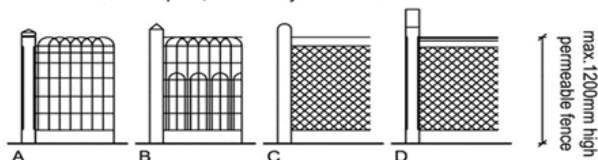
Closed Picket Fencing Examples

- A Simple
- B Alternating picket shape and height
- C Alternating picket width
- D Closed picket lower, open picket upper.
- E Wider picket with decorative cut out (particular example more typical of California Bungalow)

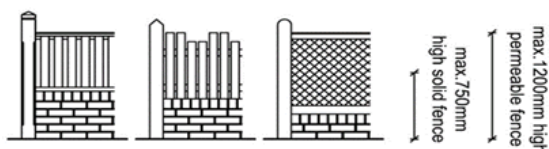


Wire Fencing Examples

- A&B Woven wire with timber posts and rails
- C&D Timber post, rail and cyclone wire



Masonry and Timber Fencing Examples



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APPENDIX 2: HARLEY STREET HERITAGE AREA GUIDELINES

These guidelines are to be read in conjunction with the City's Policy 7.5.15 – Character Retention and Heritage Areas.



Figure 1: Harley Street Character Retention Area

1. PURPOSE

These guidelines have been adopted for the purpose of preserving and enhancing the established neighbourhood character and amenity of Harley Street, while allowing for new development that meets the changing needs of the community.

The guidelines:

1. Provide a comprehensive basis for the control of all development within Harley Street including new builds and additions/alterations to existing buildings;
2. Replace the deemed to comply requirements and/or provide additional deemed to comply requirements in relation to certain elements of the R Codes.

2. HARLEY STREET CHARACTER OBJECTIVES

- Retention and conservation of the original Federation style dwellings;
- Protection and enhancement of existing streetscape character;

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- Retention of the visual dominance of late nineteenth to early twentieth century residential development;
- Encourage a high standard of architectural and sustainable design solutions for additions to existing buildings and the development of new buildings;
- Additions to existing buildings and new dwellings are appropriately set back so as to maintain the visual prominence of the single storey streetscape when viewed from Harley Street;
- New development is to respond appropriately to the surrounding street context through:
 - consistent scale and bulk in relation to the original street pattern, maintaining front and side setback patterns;
 - built form that incorporates consistent physical built form elements without the requirement to mimic the style of the original character dwellings;
- The reinstatement and reconstruction of missing design elements to original building facades such as a timber verandah, decorative timber gables and the removal of render from original brickwork; and site features such as landscaping and front fences;
- Maintain the absence of and promote the removal of visually intrusive car storage and vehicular crossovers to the primary streetscape; and
- Maintain an open atmosphere of street frontage by ensuring front boundary fences are low and/or visually permeable.

4. DEVELOPMENT GUIDELINES FOR ALL DEVELOPMENT

Local Housing Objectives		Deemed to Comply	
1.1	Street Setbacks		
<i>Pursuant to clause 7.3.1 (b) of the R Codes, the following Local Housing Objectives augment the Design Principles in Sections 5.1.2.</i>		<i>Pursuant to clause 7.3.1 (a) of the R Codes, the following provisions replace the Deemed to Comply requirements in Sections 5.1.2.</i>	
O1.1.1	Development is to be appropriately located on site to maintain the existing streetscape character.	C1.1.1	Ground floor street setbacks to be an average of the two directly adjoining properties on either side of the proposed development.
O1.1.2	Upper storey additions are to be adequately setback to as to maintain the predominant single storey scale of the streetscape.	C1.1.2	Upper floor setbacks are not to be located within 10 meters of the front boundary in the case of new dwellings; or set back behind the main ridgeline of the original dwelling so that they cannot be viewed in the line of sight from Harley Street. Refer Figure 2.
1.2	Lot Boundary Setbacks		
<i>Pursuant to clause 7.3.1 (b) of the R Codes, the following Local Housing Objectives augment the Design Principles in Sections 5.1.3.</i>		<i>Pursuant to clause 7.3.1 (a) of the R Codes, the following provisions replace the Deemed to Comply requirements in Sections 5.1.3 C3.2 - C3.3 of the R Codes.</i>	
		C1.2.1	Rear setbacks are sufficient to accommodate car storage where a property has access to a right of way.
		O1.2.2	The design of additions and new development on boundaries should be responsive to the orientation and built form of the existing neighbouring dwellings, maintaining adequate direct sun and

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Local Housing Objectives		Deemed to Comply									
			ventilation to the building and open space on the site and adjoining properties.								
1.3	Building Height										
Pursuant to clause 7.3.1 (b) of the R Codes, the following Local Housing Objectives augment the Design Principles in Sections 5.1.6		Pursuant to clause 7.3.1 (a) of the R Codes, the following provisions replace the Deemed to Comply requirements in Sections 5.1.6									
O1.3.1	New development shall be appropriate in terms of scale and proportions and in keeping with the original street pattern.	C1.3.1	<p>The plate height of new dwellings, particularly the portions in view from the street, should approximate the street's typical wall plate height to avoid an under scaled squat appearance</p> <p><i>The plate heights on Harley Street are typically around 40 courses, usually starting above limestone footings equal to the internal floor level.</i></p>								
O1.3.2	<p>Building height is to be considered to:</p> <p>a) Limit the height of dwellings so that no individual dwelling dominates the streetscape;</p> <p>b) Limit the extent of overshadowing and visual intrusion on the private space of neighbouring properties; and</p> <p>c) Maintain the character and integrity of the existing streetscape.</p>	C1.3.2	<p>The maximum height of a dwelling is to be 2 storeys and comply with the following measurements:</p> <table><tr><th>Element</th><th>Max allowable Heights for Two Storey Dwellings</th></tr><tr><td>Top of external wall (roof above)</td><td>7 metres</td></tr><tr><td>Top of external wall (concealed roof)</td><td>8 meters</td></tr><tr><td>Top of pitched roof</td><td>10 metres</td></tr></table>	Element	Max allowable Heights for Two Storey Dwellings	Top of external wall (roof above)	7 metres	Top of external wall (concealed roof)	8 meters	Top of pitched roof	10 metres
Element	Max allowable Heights for Two Storey Dwellings										
Top of external wall (roof above)	7 metres										
Top of external wall (concealed roof)	8 meters										
Top of pitched roof	10 metres										
		C1.3.3	<p>Loft additions may be supported where the development is contained wholly within the roof space and where no visible change to the dwellings appearance from the street is made.</p> <p><i>The addition of front facing dormer windows and gables to lofts are not permitted.</i></p>								
1.4	Setback of Garages and Carports										
Pursuant to clause 7.3.1 (b) of the R Codes, the following Local Housing Objectives augment the Design Principles in Sections 5.2.1, 6.3.3		Pursuant to clause 7.3.1 (a) of the R Codes, the following provisions replace the Deemed to Comply requirements in Section 5.2.1 of the R Codes.									
P1.4.1	Maintain the absence of visually intrusive car storage facilities within the streetscape.	C1.4.1	Carports, garages or hardstand car bays are to be located at the rear of the property where ROW access is available.								
1.5	Street Surveillance										
Pursuant to clause 7.3.1 (b) of the R Codes, the following Local Housing Objectives augment the Design Principles in Sections 5.2.3		Pursuant to clause 7.3.1 (a) of the R Codes, the following provisions replace the Deemed to Comply requirements in Sections 5.2.3									
O1.5.1	Development to be designed to enhance the safety and security of the surrounding area.	C1.5.1	Ensure a habitable front verandah is incorporated into the façade of new dwellings (at a minimum of 50% of the width of the front facade) with a useable								

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Local Housing Objectives		Deemed to Comply	
			minimum depth of 1.8 metres.
	Development to be designed to enhance usability and habitability of the building façade to promote interaction at street level.	C1.5.2	For new dwellings, incorporate habitable rooms to the front of the development with generous openings to provide street engagement and passive surveillance to the street.
1.6	Street Walls and Fences		
<i>Pursuant to clause 7.3.1 (b) of the R Codes, the following Local Housing Objectives augment the Design Principles in Sections 5.2.4</i>		<i>Pursuant to clause 7.3.1 (a) of the R Codes, the following provisions replace the Deemed to Comply requirements in Sections 5.2.4</i>	
O1.6.1	Ensure front boundary fences compliment the predominant style in the street and retain views to dwellings and front gardens.	C1.6.1	a) The maximum height of new fences facing the street is to be 1.2 metres above the adjacent footpath level; b) The maximum height of any solid portion of a new fence is to be 500mm above the adjacent footpath level. The remaining portion is to be a minimum of 40% visually permeable; and c) The maximum height of fence piers with decorative capping to be 1.8 metres above the adjacent footpath level. d) Maximum width of piers to be 470mm or e) The maximum height of new fences facing the street is to be 1.8 metres above the adjacent footpath level; f) The maximum height of any solid portion of a new fence is to be 750mm above the adjacent footpath level. The remaining portion is to be a minimum of 80% visually permeable; and g) The maximum height of fence piers with decorative capping to be 2.0 metres above the adjacent footpath level.
		C1.6.2	Fencing types as illustrated in the diagrams below are permitted. Variations to the examples indicated below may be supported where it can be demonstrated that they are compatible with the existing fence styles in the street.
1.7	Roof Pitch		
O1.7.1	The roof of a building is to be designed so that it complements the existing streetscape character.	C1.7.1	Roof pitch of ground and upper storey of between 30 and 40 degrees, with 35 to 45 degree pitches to gables where it can be viewed from the street.
1.8	Building design		
O1.8.1	New buildings must respond to the prevailing surrounding character and ensure unsympathetic contrasts in scale, mass and materials are avoided.	C1.8.1	New building design must respond to and interpret the built form envelope and articulation and types of materials of original buildings within the street in a sympathetic way.

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Local Housing Objectives		Deemed to Comply	
O1.8.2	A high standard of architectural and sustainable design is required for all proposed developments.	C1.8.2	The orientation of new buildings must match the traditional orientation of original dwellings along the street.
		C1.8.3	New dwellings should set internal floor levels to match, or mediate between properties on either side of the proposed dwelling. <i>Floor levels of the original dwellings in Harley Street are raised approximately 300 - 500mm above footpath level, which assists to define the verandah area and provide additional privacy as views into front rooms are obscured.</i>
		C1.8.4	Street facing windows proportions should have a vertical emphasis.
		C1.8.5	Additions to existing buildings will not be supported in the front setback area.
		C1.8.6	Additions to the building will only be supported where they are located behind the original facade and set back so that the original front building and roof form remains the dominant feature to the street.
		C1.8.7	Additions visible from the street must be compatible with and respectful of the existing dwelling and the predominant character of the original dwellings within the street.
1.9	Demolition		
1.9.1	Applications for development approval should maintain the front façade of a contributing dwelling.	C1.9.1	Applications for development approval that retain the original dwelling are considered acceptable. ¹

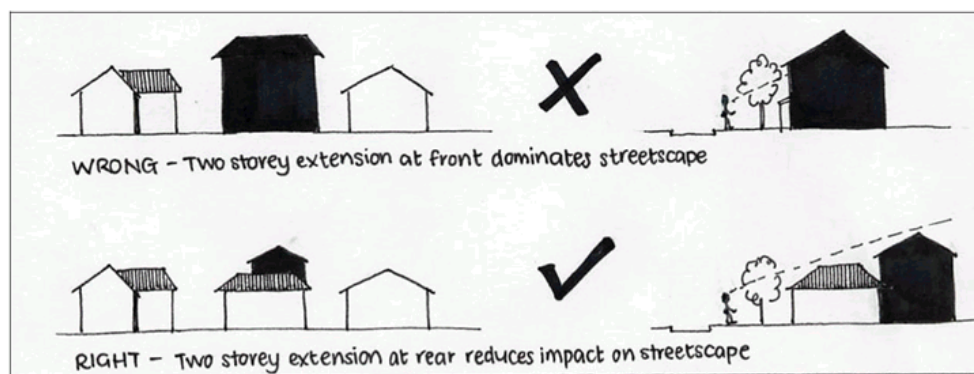


Figure 2 – Line of Sight

¹ Schedule 2, Part 7, Clause 61(1)(e) in the *Planning and Development (Local Planning Schemes) Regulations 2015* does not require a development application for the demolition of a single house, ancillary dwelling, outbuilding, external fixture, boundary wall or fence, patio, pergola, veranda, garage, carport or swimming pool where the structure is not affected by heritage legislation. C1.9.1 has been included as the requirement in the Regulations may be removed and the provision could then be implemented.

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5. RECOMMENDED FENCING STYLES FOR HARLEY STREET



Date Adopted: 22 September 2015
Date Amended: NA
Date Reviewed: NA
Date of Next Review: September 2020

Submitter No.	Issue	Administration Response	Recommended Modification
1 (Harley St, Highgate)	Support.	Noted.	No modification proposed.
	<p>Concerned that the Policy may not be upheld in SAT.</p> <p>Concerned that the Policy implies all minor development that doesn't satisfy deemed-to-comply in the Harley Street area requires referral to the Design Advisory Committee.</p>	<p>The City has fully reviewed recent relevant SAT decisions and is proposing to modify the operation of the 'Local Housing Objectives' to align with the intent of the R-Codes. The City is confident that this level of clarity will be sufficient to defend any appeals related to provisions of the policy.</p> <p>Noted, minor correction proposed to allow any development to be referred to DAC but not to require it.</p>	<p>Modify wording in table and ancillary provisions to clarify how the Policy relates to the R-Codes and which specific clauses are replaced or augmented by provisions in the Policy. All recommended modifications are shown in the tracked changes version of the Policy at Attachment 3.</p> <p>Replace Clause 2.2 with the following:</p> <p>"2.1. Applications for development that comply with the relevant 'Deemed to Comply' policy provisions and 'Local Housing Objectives' are considered to meet the Policy Objectives.</p> <p>2.2 Applications for development that seek departure from the 'Deemed to Comply' policy provisions may be deemed to be acceptable where:</p> <p>2.2.1 The applicant applies for assessment, and provides adequate justification, against the relevant Design Principles of the R-Codes, Design Objectives, Local Housing Objectives, Policy Objectives and Objectives of the local planning scheme; and</p> <p>2.2.2 The application obtains the support of the City's Design Advisory Committee where the City determines it to be necessary.</p>

2 (Harley St, Highgate)	Supports a higher value being placed on the heritage significance of Harley Street and supports the City's Heritage Assistance Fund.	Noted.	No modification proposed.
3 (Petition)	Supports the inclusion of Heritage Areas and the identification of Harley Street as a Heritage Area.	Noted.	No modification proposed.

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PART 1 – PRELIMINARY

POLICY DEVELOPMENT

This Policy has been prepared under the provisions of Schedule 2, Part 2, ~~Clause 4~~ and 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

PURPOSE & APPLICATION

The purpose of this Policy is to:

1. Establish a framework to identify areas within the City of Vincent that contain characteristics that are valued by the community; and
2. Provide guidance on development in identified Character Retention Areas and Heritage Areas.

This Policy applies to:

1. The process used to identify and formally recognise Character Retention Areas and Heritage Areas; and
2. The identification and listing of development standards which will be used in assessing all development applications for properties within those Character Retention Areas and Heritage Areas.

POLICY OBJECTIVES

1. To identify areas within the City that contain characteristics valued by the community to be known as Character Retention Areas and/or Heritage Areas;
2. To establish a planning and design framework to protect the streetscapes located within Character Retention Areas and/or Heritage Areas;
3. To ensure that new buildings and additions to existing buildings will be sympathetic to the unique character of the streetscape; and
4. To distinguish between buildings within each Character Retention Area and/or Heritage Areas that contribute to the integrity of the streetscape and those which do not.

RELATIONSHIP TO OTHER DOCUMENTS

This Local Planning Policy forms part of the City of Vincent local planning policy framework. Where this Policy is inconsistent with the City's local planning scheme, the local planning scheme prevails. Where this Policy is inconsistent with an adopted Local Development Plan, Activity Centre Plan or Structure Plan, the adopted Local Development Plan, Activity Centre Plan or Structure Plan prevails.

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Where this Policy is permitted to amend or replace the Deemed to Comply provisions under Clause 7.3.1(a) of the Residential Design Codes, the provisions of this Policy shall prevail. Where this Policy augments the Design Principles under Clause 7.3.1(b) provisions of the Residential Design Codes by providing Local Housing Objectives, both the Design Principles of the Residential Design Codes and the Local Housing Objectives of this Policy shall apply~~the provisions of this Policy shall prevail.~~

Where this Policy is inconsistent with the provisions of another local planning policy the provisions of this Policy shall prevail.

APPLICATION OF POLICY & DEVELOPMENT STANDARDS

1. Application

- 1.1. Part 2 Policy Provisions apply to the preparation and/or amendment of local planning policies for the purpose of Character Retention and Heritage Areas pursuant to Schedule 2, Part 2 and, ~~Clause~~ 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
- 1.2. Appendix 1 of this Policy applies to applications for development in the St Albans Avenue Character Retention Area identified ~~on Figure 1 and~~ in Table 1 in Appendix 1.
- 1.3. Appendix 2 of this Policy applies to applications for development in the Harley Street Heritage Area identified on Figure 2 in Appendix 2.

2. Development Standards

- 2.1. Applications for development that comply with the relevant 'Deemed to Comply' policy provisions and 'Local Housing Objectives' are considered ~~to be acceptable and will therefore be approved~~meet the Policy Objectives.
- 2.2. Applications for development that seek departure from the 'Deemed ~~To~~ to Comply' policy provisions may be deemed to be acceptable where:
 - 2.2.1 The applicant applies for assessment, and provides adequate justification, against the relevant Design Principles of the R-Codes, Design Objectives, ~~Character Objectives~~, Local Housing Objectives, Policy Objectives and Objectives of the local planning scheme; and
 - ~~2.2.3 The applicant provides adequate justification against those Design Objectives, Character Objectives, Local Housing Objectives, Policy Objectives and Objectives of the local planning scheme; and~~
 - 2.2.~~2~~4 The applicant ion obtains the support of the City's Design Advisory Committee where the City determines it to be necessary.
- 2.3 The City will assess and determine at its discretion that the same or better outcome will be achieved than would have been provided by the 'Deemed to Comply' criteria.

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- 2.4 Applications for development shall include a contextual elevation showing the elevation of the proposed development and the existing development on the adjoining properties either side pursuant to Schedule 2, Part 8, Clause 63(1)(d) [of the Planning and Development \(Local Planning Schemes\) Regulations 2015](#).

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PART 2 – POLICY PROVISIONS

1. Character Retention Area Nomination

- 1.1 A Character Retention Area may include the following:
 - 1.1.1 A collection of no less than five adjoining buildings;
 - 1.1.2 A street block; or
 - 1.1.3 A part of, or whole suburb.
- 1.2 A Character Retention Area may be nominated in writing by a member of the public or by the City.
- 1.3 The City will only proceed with the nomination of the Character Retention Area where it is demonstrated by the nominee that owners of at least 40% of affected properties support proceeding with the nomination.

2. Consultation and Preparation of Guidelines

- 2.1 Following the successful nomination of a Character Retention Area, all owners of the affected properties will be notified of the intention to proceed with the nomination.
- 2.2 The City will invite all owners of the affected properties to attend a facilitated workshop to:
 - 2.2.1 Discuss what the prevailing character of the area is and how it can best be protected;
 - 2.2.2 Agree which buildings contribute to the character of the area and which do not; and
 - 2.2.3 Prepare a policy framework (the Guidelines) and draft provisions to protect the identified character of the area.
- 2.3 This workshop will be held at a mutually agreed time between the City and the owners of the affected properties. This group is not a decision making authority but acts only in an advisory capacity.
- 2.4 The City may abandon the nomination at any time during this process if there is a prevailing view from the community that it no longer wishes to proceed.

3. Approval of the Guidelines

- 3.1 Once the draft Guidelines have been prepared, Administration will request that Council initiate formal consultation in accordance with the City's community consultation policy.
- 3.2 Following advertising, Council will be asked to approve, refuse or approve with modifications the Guidelines to be included as an appendix to this policy based on the submissions received.

4. Amendments to the Guidelines

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- 4.1 The City may consider amending the Character Retention Area Guidelines where it can be demonstrated that owners of at least 40% of the affected properties support the amendment(s).
- 4.2 Council must initiate formal consultation to advertise any amendment(s) in accordance with the City's community consultation policy.
- 4.3 Following advertising, Council will be asked to determine the amendment(s) on the basis of the submissions received.

5. Rescission of a Character Retention Area

- 5.1 The City will only consider initiating the removal of a Character Retention Area where it can be demonstrated that owners of at least 60% of the affected properties support their removal.
- 5.2 If supported, Council must initiate formal consultation to amend the policy to remove the Character Retention Area in accordance with the City's community consultation policy.
- 5.3 Following advertising, Council will be asked to determine the amendment on the basis of the submissions received.

6. Heritage Areas

- 6.1 The City may consider designating a Heritage Area in accordance with ~~Clause 9 (1)~~ [Part 3 of Schedule 2 of the Planning and Development \(Local Planning Schemes\) Regulations 2015](#) in the following instances:
 - 6.1.1 Where a nomination has been received for a Character Retention Area in accordance with (1) of this policy and the City is satisfied the area is suitably qualified to be designated as a Heritage Area following a Heritage Assessment;
 - 6.1.2 Where the City has undertaken a Heritage Assessment of any area and is satisfied it is suitably qualified to be designated as a Heritage Area following a Heritage Assessment.
- 6.2 If an area qualifies as a Heritage Area, the City will consult with affected landowners on the designation prior to making a recommendation to Council on whether to proceed in accordance with ~~Clause 9 (1)~~ [Part 3 of Schedule 2 of the Planning and Development \(Local Planning Schemes\) Regulations 2015](#).

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APPENDIX 1: ST ALBANS AVENUE GUIDELINES

Table 1: Properties included in St Albans Avenue Character Retention Area

	Character Retention Areas Name	Street Number of Contributing Buildings	Street Number of Non-Contributing Buildings
1.	St Albans	6, 8, 10, 12, 14, 16, 18 7, 11, 15	9, 11A, 17

St Albans Avenue is located in the suburb of Highgate, to the west of Beaufort Street. Many of the residences located within the area were part of the 1890 Chatsworth Estate development, which was a residential development resulting from the Gold Boom. Buildings constructed during this time contribute to the highly intact and visually cohesive area.

KEY CHARACTERISTICS

- The area is a highly intact example of late nineteenth to early twentieth century residential development comprising fine examples of modest, single storey dwellings constructed in the Federation period of architecture;
- The overall form, style, height, setback and selection of materials of the character dwellings contribute to the uniformity of the streetscape, providing a coherent character with a high level of retained original detail including street facing verandahs and decorative gables;
- Generally consistent lot widths (where semi-detached residences are considered as one);
- A low number of carports or garages to street fronts; and
- Generally consistent setback of dwellings from the street.

DESIRED DEVELOPMENT OUTCOMES

- Retention and conservation of the Federation style dwellings;
- Retention of the visual dominance of late nineteenth to early twentieth century residential development within the Area.

1. DEVELOPMENT GUIDELINES FOR CONTRIBUTING BUILDINGS

Design Objectives	
1.1 Demolition	
1.1.1	Applications for the full demolition of the façade of dwellings will not be supported.
1.1.2	The removal of original character features from a contributing dwelling which, are visible from the street will not be supported. Where original character features have been removed from dwellings, they should be reinstated where possible.
1.2 Building Setbacks	

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Design Objectives	
1.2.1	Additions to the building, will only be supported where they are located behind the building.
1.2.2	Additions to the side of the original dwelling maybe supported where the applicant can demonstrate to the satisfaction of the Council that there are no adverse impacts on the original building façade and the character of the streetscape.
1.2.3	Side setbacks variations may be supported where they are in line with the existing dwelling and is in keeping with the rhythm of the existing streetscape.
1.3 Building Walls	
1.3.1	Variations to the building wall height may be supported if the proposed height is a continuation of the existing dwelling, and is in keeping with the rhythm of the existing streetscape.
1.4 Building Height	
1.4.1	Where an addition proposes an additional storey, it must not exceed 1 storey above the number of storeys of the original dwelling.
1.4.2	Any additional storey must be setback sufficiently to be in keeping with the rhythm of the streetscape.
1.5 Car Parking, Garages and Car Ports	
1.5.1	Carports or garages are not to be located within the front setback area. Hardstand car parking bays may be supported where it can be demonstrated that there are no visual impacts on the streetscape.
1.5.2	Car ports and garages may be supported where they are located to the side or rear of a dwelling and are set back a minimum of 500mm behind the main building line. The structure must be open or a minimum of 50% visually permeable.
1.6 Street Walls and Fences	
1.6.1	Traditional fencing types as illustrated in Figure 1 (Appendix 1) are encouraged. Minor variations to the examples indicated in Figure 1 may be supported.
1.6.2	The maximum height of new fences facing the street is to be 1200mm above the adjacent footpath level.

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Design Objectives	
1.6.3	The maximum height of any solid portion of a new fence is to be 750mm above the adjacent footpath level. The remaining portion (up to 1200mm total height) is to be a minimum of 50% visually permeable.
1.7	External Features and Decorative Treatments
1.7.1	Original and intact unpainted surfaces are not permitted to be rendered or painted.
1.7.2	Removal of paint/render from originally unpainted/non-rendered masonry is supported.
1.7.3	Loft additions may be supported where the development is contained wholly within the roof space and where no visible change to the dwellings appearance from the street is made.
1.8	Roof Works
1.8.1	New roofing additions must be sympathetic to the existing roof form.

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2. DEVELOPMENT GUIDELINES FOR NON-CONTRIBUTING BUILDINGS

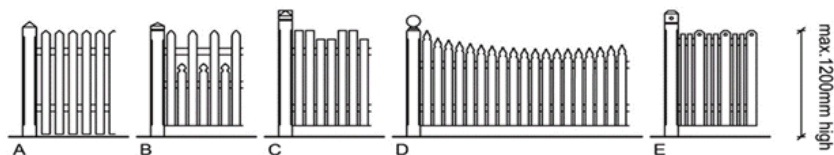
Design Objectives	
2.1	Demolition
2.1.1	Applications for full demolition of dwellings may be supported.
2.2	Building Setbacks
2.2.1	Setback variations may be supported where they are in line with existing dwellings on the street and is in keeping with the rhythm of the existing streetscape.
2.3	Appearance of Additions & New Dwellings
2.3.1	New dwellings must address the street and be consistent with the bulk and scale of adjacent dwellings.
2.4	Building Height
2.4.1	The height of any new development shall not exceed 2 storeys.
2.5	Street Walls and Fences
2.5.1	The maximum height of new fences facing the street is to be 1200mm above the adjacent footpath level.
2.5.2	The maximum height of any solid portion of a new fence is to be 750mm above the adjacent footpath level. The remaining portion (up to 1200mm total height) is to be a minimum of 50% visually permeable.
2.5.3	The use of contemporary style fences that complement the existing streetscape will be supported.

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3. APPROPRIATE FENCING TYPES FOR CHARACTER RETENTION AREAS

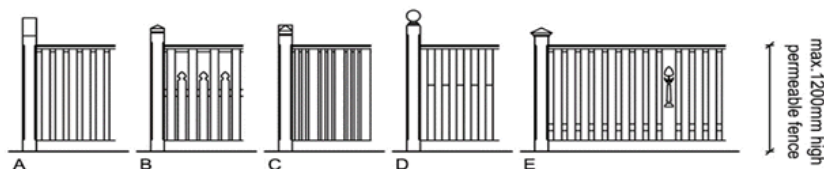
Open Picket Fencing Examples

- A Simple pointed picket
- B Alternating picket shape and height
- C Castellated
- D Shaped tops
- E Alternating picket width (particular example more typical of California Bungalow)



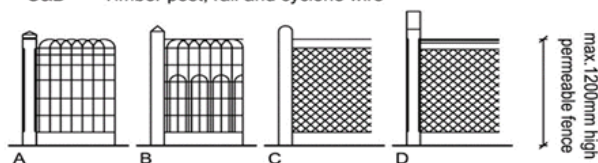
Closed Picket Fencing Examples

- A Simple
- B Alternating picket shape and height
- C Alternating picket width
- D Closed picket lower, open picket upper.
- E Wider picket with decorative cut out (particular example more typical of California Bungalow)

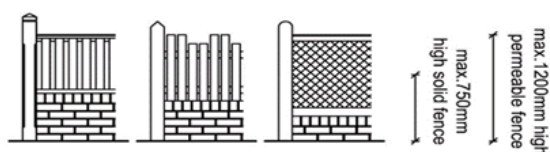


Wire Fencing Examples

- A&B Woven wire with timber posts and rails
- C&D Timber post, rail and cyclone wire



Masonry and Timber Fencing Examples



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APPENDIX 2: HARLEY STREET HERITAGE AREA GUIDELINES

These guidelines are to be read in conjunction with the City's Policy 7.5.15 – Character Retention and Heritage Areas.



Figure 1: Harley Street Character Retention Heritage Area

1. PURPOSE

These guidelines have been adopted for the purpose of preserving and enhancing the established neighbourhood character and amenity of Harley Street, while allowing for new development that meets the changing needs of the community.

The guidelines:

1. Provide a comprehensive basis for the control of all development within Harley Street including new ~~builds~~ development and additions/alterations to existing ~~buildings~~ development;
2. Replace the deemed to comply requirements and/or provide additional deemed to comply requirements in relation to certain elements of the R Codes.

2. STATEMENT OF HERITAGE SIGNIFICANCE

Harley Street has moderate aesthetic value through its dominant display of single storey residences constructed in the Federation style of architecture.

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Harley Street has moderate historic value as an almost complete example of a 19th century streetscape, with the residences that were predominantly built in the late 1890s-1910s. It provides a good and rare historic record of the accommodation of people in this period.

Harley Street demonstrates a unified and cohesive physical form in the public realm. The overall form, style, height, setback and selection of materials of the historic dwellings contribute to the uniformity of the streetscapes, providing a coherent character.

Harley Street contains a good representation of the wide variety of building design applied to the inner city residential areas during the Gold Rush period of 1891 to 1919. This includes substantial single residential dwellings with individual architectural detail, modest single residential dwellings, semi-detached and terraced dwellings. All these styles are represented in Harley Street, and although alterations have been undertaken to some of the dwellings, and some new replacement development has occurred in the 1980s, the streetscape is largely consistent with the styles of the Gold Rush period and construction applied during this time.

Overall, Harley Street is a highly intact example of late nineteenth to early twentieth century residential development comprising fine examples of modest single storey dwellings constructed in the Federation period of architecture.

3. RECORD OF PLACES OF HERITAGE SIGNIFICANCE

<u>Property Address</u>	<u>Constructed (circa)</u>	<u>Architectural style^[1]</u>	<u>Level of Significance</u>
<u>1A-1C Harley</u>	<u>c.1988</u>	<u>Post-war Conventional Suburban Style</u>	<u>No contribution</u>
<u>2 Harley</u>	<u>c.2017</u>	<u>Contemporary</u>	<u>No contribution</u>
<u>3 Harley</u>	<u>c.1898</u>	<u>Federation Bungalow</u>	<u>Moderate contribution</u>
<u>4 Harley</u>	<u>c.1914</u>	<u>Federation Bungalow</u>	<u>Moderate contribution</u>
<u>6 Harley</u>	<u>c.1900</u>	<u>Federation Queen Anne</u>	<u>Moderate contribution</u>
<u>7, 9, 11 & 13 Harley</u>	<u>c.1898</u>	<u>Federation Italianate</u>	<u>Moderate contribution</u>
<u>10 Harley</u>	<u>c.1905</u>	<u>Federation Queen Anne</u>	<u>Moderate contribution</u>
<u>14 Harley</u>	<u>c.2017</u>	<u>Contemporary</u>	<u>No contribution</u>
<u>15A & 15B Harley</u>	<u>c.1982</u>	<u>Reproduction of Federation Terrace</u>	<u>No contribution</u>
<u>16 Harley</u>	<u>c.1908</u>	<u>Federation Queen Anne</u>	<u>Moderate contribution</u>
<u>17 Harley</u>	<u>c.1900</u>	<u>Federation Bungalow</u>	<u>Moderate contribution</u>
<u>19 Harley</u>	<u>c.1900</u>	<u>Federation Bungalow</u>	<u>Moderate contribution</u>
<u>20 Harley</u>	<u>c.1898</u>	<u>Federation Bungalow</u>	<u>Moderate contribution</u>

^[1] The architectural style applied to dwellings below are based on those outlined in *Identifying Australian Architecture* by Apperly, Irving and Reynolds and the City of Vincent Housing Style Guide.

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Property Address	Constructed (circa)	Architectural style ⁽¹⁾	Level of Significance
21 Harley	c.1898	Federation Queen Anne	Moderate contribution
22 Harley	c.1899	Federation Bungalow	Moderate contribution
23 Harley	c.1910	Federation Queen Anne	Moderate contribution
24 Harley	c.1898	Federation Bungalow	Moderate contribution
25 Harley	c.1903	Federation Queen Anne	Moderate contribution
27 Harley	c.1905	Federation Bungalow	Moderate contribution
28 Harley	c.1898	Federation Queen Anne	Moderate contribution
30 Harley	c.1988	Post-war Conventional Suburban Style	No contribution
31 Harley	c.1908	Federation Bungalow	Moderate contribution
32 Harley	c.1900	Federation Bungalow	Moderate contribution
33 Harley	c.1920	Federation Bungalow with Inter War California Bungalow elements	Moderate contribution
36 Harley	c.1905	Federation Bungalow	Moderate contribution
38 Harley	c.1905	Federation Bungalow	Moderate contribution
39 Harley	c.1898	Federation Bungalow	Moderate contribution

2.4. HARLEY STREET CHARACTER-LOCAL HOUSING OBJECTIVES

- Retention and conservation of the original Federation style dwellings;
- Protection and enhancement of existing streetscape character;
- Retention of the visual ~~dominance~~-character of late nineteenth to early twentieth century residential development;
- Encourage a high standard of architectural and sustainable design solutions for additions to existing ~~buildings-development~~ and ~~new~~the development-of-new buildings;
- Additions to existing ~~buildings-development~~ and new ~~dwellings-development~~ isare appropriately set back ~~so as~~ to maintain the visual prominence of the single storey streetscape when viewed from Harley Street;
- New development is to respond appropriately to the surrounding street context through:
 - consistent scale and bulk in relation to the original street pattern, maintaining front and side setback patterns;
 - built form that incorporates consistent physical built form elements without the requirement to mimic the style of the original character dwellings;
- The reinstatement and reconstruction of missing design elements to original building facades such as ~~as~~ timber verandahs, decorative timber gables and the removal of render from original brickwork; ~~the~~ and site features such as landscaping and front fences;

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- Maintain the absence of and promote the removal of visually intrusive car storage structures and spaces and vehicular crossovers to the primary streetscape; and
- Maintain an open atmosphere of street frontage by ensuring front boundary fences are low and/or visually permeable.

3.5.3. DEVELOPMENT GUIDELINES FOR ALL DEVELOPMENT

Local Housing Objectives			Deemed to Comply		
Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.			Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.		
Street Setbacks1.1					
Street Setbacks					
Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment the Design Principles in Sections 5.1.2.			Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in Sections 5.1.2.		
Q1.1.1A ugment 5.1.2 P2.1	Augment 6.1.3 P3	Dwellings should Development is to be appropriately located on-site to maintain the existing streetscape character, not detract from the streetscape by being set back too close or too far from the front boundary when compared with adjacent properties and the predominant streetscape character.	BC1.1.1 Replace 5.1.2 C2.1 BC1.1.2	Replace 6.1.3 C3.1	Ground floor street setbacks to be an average of the two directly adjoining properties on either side of the proposed development. Upper First floor development setbacks shall are not to be located within 10 meters of the primary street front boundary in the case of new dwellings; or set back behind the main ridgeline of the original dwelling so that theyand shall notcannot be viewed visible in the line of sight from Harley Street when measured in accordance with 'Figure 2 – Line of Sight'. Refer Figure 2.
Q1.1.2N ew 5.1.2 P2.3	New 6.1.3 P3.1	Upper storey additions areFirst floor development is to be adequately setback to as to maintain the predominant single storey scale appearance of the streetscape.			
1.2					
Lot Boundary Setbacks					
Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment the Design Principles in Sections 5.1.3.			Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in Sections 5.1.3 C3.2 – C3.3 of the R-Codes.		

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Local Housing Objectives Local Housing Objectives <i>Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.</i>			Deemed-to-Comply Deemed to Comply <i>Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.</i>		
Augment 5.1.3 P3.1Q4-2.1	Augment 6.1.4 P4.1	Reduce impacts of building bulk on adjoining properties by maintaining a setback similar to any adjoining properties or the predominant development context while also complying with relevant overshadowing and visual privacy requirements. Lot boundary setbacks are to be consistent with the curtilage of the Federation-style dwellings within the street.	BC1.2.1 BO1.2.2		Rear setbacks are sufficient to accommodate car storage where a property has access to a right of way. The design of additions and new development on boundaries should be responsive to the orientation and built form of the existing neighbouring dwellings, maintaining adequate direct sun and ventilation to the building and open space on the site and adjoining properties.
1.3					
Building Height					
<i>Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment the Design Principles in Sections 5.1.6</i>			<i>Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in Sections 5.1.6</i>		

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Local Housing Objectives			Deemed to Comply										
Local Housing Objectives			Deemed to Comply										
Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.			Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.										
Q1.3.1A ugment 5.1.6 P6 Q1.3.2	Augmen t 6.1.2 P2	Building height that creates no adverse impact on the amenity of adjoining properties or the streetscape by maintaining similar features of adjoining properties or the streetscape in terms of scale and proportions. New development shall be appropriate in terms of scale and proportions and in keeping with the original street pattern. The plate height of new dwellings, particularly the portions in view from the street, should approximate the street's typical wall plate height to avoid an under scaled squat appearance. Note: The plate heights on Harley Street are	Replace 5.1.6 BC1.3.1 C6	Replace 6.1.2 C2	The plate height of new dwellings, particularly the portions in view from the street, should approximate the street's typical wall plate height to avoid an under scaled squat appearance. The plate heights on Harley Street are typically around 40 courses, usually starting above limestone footings equal to the internal floor level. The maximum height of a dwelling is to be 2 storeys and comply with the following measurements:								
					<table><tr><th>Element</th><th>Max allowable Heights for Two Storey Dwellings</th></tr><tr><td>Top of external wall (roof above)</td><td>7 metres</td></tr><tr><td>Top of external wall (concealed roof)</td><td>8 metres</td></tr><tr><td>Top of pitched roof</td><td>10 metres</td></tr></table>	Element	Max allowable Heights for Two Storey Dwellings	Top of external wall (roof above)	7 metres	Top of external wall (concealed roof)	8 metres	Top of pitched roof	10 metres
Element	Max allowable Heights for Two Storey Dwellings												
Top of external wall (roof above)	7 metres												
Top of external wall (concealed roof)	8 metres												
Top of pitched roof	10 metres												

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Local Housing Objectives			Deemed to Comply										
Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.			Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.										
		<p><u>typically around 40 courses, usually starting above limestone footings equal to the internal floor level.</u></p> <p>Building height is to be considered to:</p> <p>a) Limit the height of dwellings so that no individual dwelling dominates the streetscape;</p> <p>b) Limit the extent of overshadowing and visual intrusion on the private space of neighbouring properties; and</p> <p>c) Maintain the character and integrity of the existing streetscape.</p>	<p><u>BC1.3.2</u></p> <p><u>New 5.1.6</u></p> <p><u>C6.1</u></p>	<p><u>New 6.1.2</u></p> <p><u>C2.1</u></p>	<p>The maximum height of a dwelling is to be 2 storeys and comply with the following measurements:</p> <table><tr><th>Element</th><th>Max-allow Heights for Storey Dw</th></tr><tr><td>Top of external wall (roof above)</td><td>7 m</td></tr><tr><td>Top of external wall (concealed roof)</td><td>8 m</td></tr><tr><td>Top of pitched roof</td><td>10 m</td></tr></table> <p><u>Loft additions will be contained wholly within the roof space and where no visible change is made to the dwelling's appearance from the street.</u></p> <p><u>The addition of front facing dormer windows and gables to lofts will cause lofts to be assessed as a storey for the purpose of this policy.</u></p>	Element	Max-allow Heights for Storey Dw	Top of external wall (roof above)	7 m	Top of external wall (concealed roof)	8 m	Top of pitched roof	10 m
Element	Max-allow Heights for Storey Dw												
Top of external wall (roof above)	7 m												
Top of external wall (concealed roof)	8 m												
Top of pitched roof	10 m												
			<p><u>BC1.3.3</u></p>		<p>Loft additions may be supported where the development is contained wholly within the roof space and where no visible change to the dwellings appearance from the street is made.</p> <p>The addition of front facing dormer windows and gables to lofts are not permitted.</p>								
<p><u>Vehicular Access</u></p>													
<p><u>Augment 5.3.5</u></p> <p><u>P5.1</u></p>	<p><u>Augment 6.3.5</u></p> <p><u>P5</u></p>	<p><u>No crossovers to Harley Street unless the property has no other vehicular access opportunities.</u></p>											
<p>1.4</p> <p>Setback of Garages and Carports</p>													
	<p><i>Pursuant to clause 7.3.1 (b) of the R Codes, the following Local Housing Objectives augment the Design Principles in Sections 5.2.1, 6.3.3</i></p>			<p><i>Pursuant to clause 7.3.1 (a) of the R Codes, the following provisions replace the Deemed to Comply requirements in Section 5.2.1 of the R Codes.</i></p>									

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Local Housing Objectives Local Housing Objectives <i>Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.</i>			Deemed-to-Comply Deemed to Comply <i>Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.</i>		
P1.4.1 Augment 5.2.1	Augment 6.3.4	Maintain the absence of visually intrusive car storage facilities within the streetscape.	C1.4.1 Replace 5.2.1 C1.1, C1.2 and C1.5		Carports, garages or hardstand car bays are to be located at the rear of the property where ROW access is available.
1.5					
Street Surveillance					
	<i>Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment the Design Principles in Sections 5.2.3</i>			<i>Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed-to-Comply requirements in Sections 5.2.3</i>	
Q1.5.1 Augment 5.2.3 P3	Augment 6.2.1 P1.1	Development to be designed to enhance the safety and security of the surrounding area. Buildings to be designed to encourage active use and actual surveillance of the front yard by including verandahs, porches or Outdoor Living Areas and by including habitable rooms at the front of the dwelling.	Replace 5.2.3 BC1.5.1 C3.1	Replace 6.2.1 C1.1	Ensure a habitable front verandah is incorporated into the façade of new dwellings (at a minimum of 50% of the width of the front facade) with a useable minimum depth of 1.8 metres.
		Development to be designed to enhance usability and habitability of the building façade to promote interaction at street level.	BC1.5.2 Replace 5.2.3 C3.2	Replace 6.2.1 C1.2	For new dwellings, incorporate habitable rooms to the front of the development with generous openings to provide street engagement and passive surveillance to the street.
1.6					
Street Walls and Fences					
	<i>Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment the Design Principles in Sections 5.2.4</i>			<i>Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed-to-Comply requirements in Sections 5.2.4</i>	
Q1.6.1 Augment 5.2.4 P4	Augment 6.2.2 P2	Ensure front boundary fences enhance the streetscape by being designed in compliment the predominant style in-of the street and are low enough to retain views to dwellings and front gardens.	BC1.6.1 Replace 5.2.4 C4	Replace 6.2.2 C2	a) The maximum height of new fences facing the street is to be 1.2 metres above the adjacent footpath level; b) The maximum height of any solid portion of a new fence is to be 500mm above the adjacent footpath level. The remaining portion is to be a minimum of 40% visually permeable; and c) The maximum height of fence piers with decorative capping to be 1.8 metres above the adjacent footpath level; and-

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Local Housing Objectives			Deemed-to-Comply		
Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.			Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.		
					<p>d) Maximum width of piers to be 470mm;</p> <p>or</p> <p>e) The maximum height of new fences facing the street is to be 1.8 metres above the adjacent footpath level;</p> <p>f) The maximum height of any solid portion of a new fence is to be 750mm above the adjacent footpath level. The remaining portion is to be a minimum of 80% visually permeable; and</p> <p>g) The maximum height of fence piers with decorative capping to be 2.0 metres above the adjacent footpath level;</p> <p>or</p> <p>g)h) Fencing types as illustrated in the diagrams below are permitted. Variations to the examples indicated below may be supported where it can be demonstrated that they are compatible with the existing fence styles in the street.</p>
			BC1-6.2		Fencing types as illustrated in the diagrams below are permitted. Variations to the examples indicated below may be supported where it can be demonstrated that they are compatible with the existing fence styles in the street.
1.7			Roof Pitch		
General Building design					
New 5.4.6 P6.1	New 6.2.4 P4.3	The roof of a building is to be designed so that it complements is similar to the existing streetscape character.	New 5.4.6 C6.1	Pursuant to 6.2.4 C4	Roof pitch of ground and upper storeys of between 30 and 40 degrees, with 35 to 45 degree pitches to gables where it can be viewed from the street.

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Local Housing Objectives <u>Local Housing Objectives</u> <i>Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.</i>			Deemed-to-Comply <u>Deemed to Comply</u> <i>Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.</i>		
			BC1.8.1		New building design must respond to and interpret the built form envelope and articulation and types of materials of original buildings within the street in a sympathetic way.
Q1.8.2		A high standard of architectural and sustainable design is required for all proposed developments.	BC1.8.2		The orientation of new buildings must match the traditional orientation of original dwellings along the street.
New 5.4.6 Q1.8.1P 6.2	New 6.2.4 P4.4	New buildings must respond to the prevailing surrounding character and ensure unsympathetic contrasts in scale, mass and materials are avoided.	New 5.4.6 BC1.8.3 C6.2	Pursuant to 6.2.4 C4	New dwellings' should set internal floor levels s to match, or mediate between, properties on either both sides of the proposed dwelling. Floor levels of the original dwellings in Harley Street are raised approximately 300 - 500mm above footpath level, which assists to define the verandah area and provide additional privacy as views into front rooms are obscured.
New 5.4.6 P6.3	New 6.2.4 P4.5	Each street facing window should have a style that suits the predominant character of the street and the architectural style of the proposed dwelling.	BC1.8.4 New 5.4.6 C6.3	Pursuant to 6.2.4 C4	Street facing windows have a height of at least 1.6 times their width. Street facing windows proportions should have a vertical emphasis.
			BC1.8.5		Additions to existing buildings will not be supported in the front setback area.
New 5.4.6 P6.4	New 6.2.4 P4.6	Additions visible from the street should be compatible with and respectful of the existing dwelling and the predominant character of the existing dwellings within the street.	BC1.8.6 New 5.4.6 C6.4	Pursuant to 6.2.4 C4	Additions to the existing buildings will only be supported where they are located behind the original facade and set back so that the original-existing front building and roof form remains the dominant feature to the street.
			BC1.8.7		Additions visible from the street must be compatible with and respectful of the existing dwelling and the predominant character of the original dwellings within the street.

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<p>Local Housing Objectives</p> <p><u>Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.</u></p>	<p>Deemed-to-Comply</p> <p><u>Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.</u></p>
<p>1.9 Demolition</p>	
Applications for development approval should maintain the front façade of a contributing dwelling.	Applications for development approval that retain the original dwelling are considered acceptable. ⁴

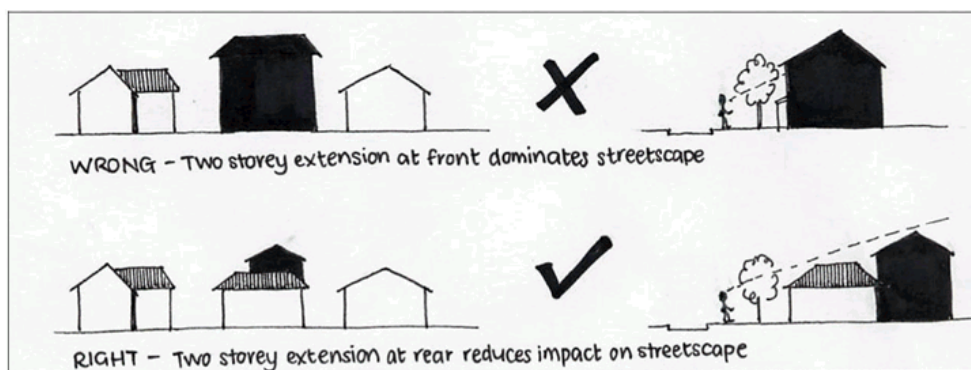


Figure 2 – Line of Sight

⁴ Schedule 2, Part 7, Clause 61(1)(e) in the *Planning and Development (Local Planning Schemes) Regulations 2015* does not require a development application for the demolition of a single house, ancillary dwelling, outbuilding, external fixture, boundary wall or fence, patio, pergola, veranda, garage, carport or swimming pool where the structure is not affected by heritage legislation. C1.9.1 has been included as the requirement in the Regulations may be removed and the provision could then be implemented.

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4.6.5. RECOMMENDED FENCING STYLES FOR HARLEY STREET



Date Adopted: 22 September 2015
Date Amended: NA
Date Reviewed: NA
Date of Next Review: September 2020

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CHARACTER RETENTION AND HERITAGE AREAS

PART 1 – PRELIMINARY

POLICY DEVELOPMENT

This Policy has been prepared under the provisions of Schedule 2, Part 2 and 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

PURPOSE & APPLICATION

The purpose of this Policy is to:

1. Establish a framework to identify areas within the City of Vincent that contain characteristics that are valued by the community; and
2. Provide guidance on development in identified Character Retention Areas and Heritage Areas.

This Policy applies to:

1. The process used to identify and formally recognise Character Retention Areas and Heritage Areas; and
2. The identification and listing of development standards which will be used in assessing all development applications for properties within those Character Retention Areas and Heritage Areas.

POLICY OBJECTIVES

1. To identify areas within the City that contain characteristics valued by the community to be known as Character Retention Areas and/or Heritage Areas;
2. To establish a planning and design framework to protect the streetscapes located within Character Retention Areas and/or Heritage Areas;
3. To ensure that new buildings and additions to existing buildings will be sympathetic to the unique character of the streetscape; and
4. To distinguish between buildings within each Character Retention Area and/or Heritage Areas that contribute to the integrity of the streetscape and those which do not.

RELATIONSHIP TO OTHER DOCUMENTS

This Local Planning Policy forms part of the City of Vincent local planning policy framework. Where this Policy is inconsistent with the City's local planning scheme, the local planning scheme prevails. Where this Policy is inconsistent with an adopted Local Development Plan, Activity Centre Plan or Structure Plan, the adopted Local Development Plan, Activity Centre Plan or Structure Plan prevails.

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Where this Policy is permitted to amend or replace the Deemed to Comply provisions under Clause 7.3.1(a) of the Residential Design Codes, the provisions of this Policy shall prevail. Where this Policy augments the Design Principles under Clause 7.3.1(b) of the Residential Design Codes by providing Local Housing Objectives, both the Design Principles of the Residential Design Codes and the Local Housing Objectives of this Policy shall apply.

Where this Policy is inconsistent with the provisions of another local planning policy the provisions of this Policy shall prevail.

APPLICATION OF POLICY & DEVELOPMENT STANDARDS

1. Application

- 1.1. Part 2 Policy Provisions apply to the preparation and/or amendment of local planning policies for the purpose of Character Retention and Heritage Areas pursuant to Schedule 2, Part 2 and 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
- 1.2. Appendix 1 of this Policy applies to applications for development in the St Albans Avenue Character Retention Area identified in Table 1 in Appendix 1.
- 1.3. Appendix 2 of this Policy applies to applications for development in the Harley Street Heritage Area identified on Figure 2 in Appendix 2.

2. Development Standards

- 2.1. Applications for development that comply with the relevant 'Deemed to Comply' policy provisions and 'Local Housing Objectives' are considered to meet the Policy Objectives.
- 2.2. Applications for development that seek departure from the 'Deemed to Comply' policy provisions may be deemed to be acceptable where:
 - 2.2.1 The applicant applies for assessment, and provides adequate justification, against the relevant Design Principles of the R-Codes, Design Objectives, Local Housing Objectives, Policy Objectives and Objectives of the local planning scheme; and
 - 2.2.2 The application obtains the support of the City's Design Advisory Committee where the City determines it to be necessary.
- 2.3. The City will assess and determine at its discretion that the same or better outcome will be achieved than would have been provided by the 'Deemed to Comply' criteria.
- 2.4. Applications for development shall include a contextual elevation showing the elevation of the proposed development and the existing development on the adjoining properties either side pursuant to Schedule 2, Part 8, Clause 63(1)(d) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

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PART 2 – POLICY PROVISIONS

1. Character Retention Area Nomination

- 1.1 A Character Retention Area may include the following:
 - 1.1.1 A collection of no less than five adjoining buildings;
 - 1.1.2 A street block; or
 - 1.1.3 A part of, or whole suburb.
- 1.2 A Character Retention Area may be nominated in writing by a member of the public or by the City.
- 1.3 The City will only proceed with the nomination of the Character Retention Area where it is demonstrated by the nominee that owners of at least 40% of affected properties support proceeding with the nomination.

2. Consultation and Preparation of Guidelines

- 2.1 Following the successful nomination of a Character Retention Area, all owners of the affected properties will be notified of the intention to proceed with the nomination.
- 2.2 The City will invite all owners of the affected properties to attend a facilitated workshop to:
 - 2.2.1 Discuss what the prevailing character of the area is and how it can best be protected;
 - 2.2.2 Agree which buildings contribute to the character of the area and which do not; and
 - 2.2.3 Prepare a policy framework (the Guidelines) and draft provisions to protect the identified character of the area.
- 2.3 This workshop will be held at a mutually agreed time between the City and the owners of the affected properties. This group is not a decision making authority but acts only in an advisory capacity.
- 2.4 The City may abandon the nomination at any time during this process if there is a prevailing view from the community that it no longer wishes to proceed.

3. Approval of the Guidelines

- 3.1 Once the draft Guidelines have been prepared, Administration will request that Council initiate formal consultation in accordance with the City's community consultation policy.
- 3.2 Following advertising, Council will be asked to approve, refuse or approve with modifications the Guidelines to be included as an appendix to this policy based on the submissions received.

4. Amendments to the Guidelines

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- 4.1 The City may consider amending the Character Retention Area Guidelines where it can be demonstrated that owners of at least 40% of the affected properties support the amendment(s).
- 4.2 Council must initiate formal consultation to advertise any amendment(s) in accordance with the City's community consultation policy.
- 4.3 Following advertising, Council will be asked to determine the amendment(s) on the basis of the submissions received.

5. Rescission of a Character Retention Area

- 5.1 The City will only consider initiating the removal of a Character Retention Area where it can be demonstrated that owners of at least 60% of the affected properties support their removal.
- 5.2 If supported, Council must initiate formal consultation to amend the policy to remove the Character Retention Area in accordance with the City's community consultation policy.
- 5.3 Following advertising, Council will be asked to determine the amendment on the basis of the submissions received.

6. Heritage Areas

- 6.1 The City may consider designating a Heritage Area in accordance with Part 3 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* in the following instances:
 - 6.1.1 Where a nomination has been received for a Character Retention Area in accordance with (1) of this policy and the City is satisfied the area is suitably qualified to be designated as a Heritage Area following a Heritage Assessment;
 - 6.1.2 Where the City has undertaken a Heritage Assessment of any area and is satisfied it is suitably qualified to be designated as a Heritage Area following a Heritage Assessment.
- 6.2 If an area qualifies as a Heritage Area, the City will consult with affected landowners on the designation prior to making a recommendation to Council on whether to proceed in accordance with Part 3 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

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APPENDIX 1: ST ALBANS AVENUE GUIDELINES

Table 1: Properties included in St Albans Avenue Character Retention Area

	Character Retention Areas Name	Street Number of Contributing Buildings	Street Number of Non-Contributing Buildings
1.	St Albans	6, 8, 10, 12, 14, 16, 18 7, 11, 15	9, 11A, 17

St Albans Avenue is located in the suburb of Highgate, to the west of Beaufort Street. Many of the residences located within the area were part of the 1890 Chatsworth Estate development, which was a residential development resulting from the Gold Boom. Buildings constructed during this time contribute to the highly intact and visually cohesive area.

KEY CHARACTERISTICS

- The area is a highly intact example of late nineteenth to early twentieth century residential development comprising fine examples of modest, single storey dwellings constructed in the Federation period of architecture;
- The overall form, style, height, setback and selection of materials of the character dwellings contribute to the uniformity of the streetscape, providing a coherent character with a high level of retained original detail including street facing verandahs and decorative gables;
- Generally consistent lot widths (where semi-detached residences are considered as one);
- A low number of carports or garages to street fronts; and
- Generally consistent setback of dwellings from the street.

DESIRED DEVELOPMENT OUTCOMES

- Retention and conservation of the Federation style dwellings;
- Retention of the visual dominance of late nineteenth to early twentieth century residential development within the Area.

1. DEVELOPMENT GUIDELINES FOR CONTRIBUTING BUILDINGS

Design Objectives	
1.1	Demolition
1.1.1	Applications for the full demolition of the façade of dwellings will not be supported.
1.1.2	The removal of original character features from a contributing dwelling which, are visible from the street will not be supported. Where original character features have been removed from dwellings, they should be reinstated where possible.
1.2	Building Setbacks

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Design Objectives	
1.2.1	Additions to the building, will only be supported where they are located behind the building.
1.2.2	Additions to the side of the original dwelling maybe supported where the applicant can demonstrate to the satisfaction of the Council that there are no adverse impacts on the original building façade and the character of the streetscape.
1.2.3	Side setbacks variations may be supported where they are in line with the existing dwelling and is in keeping with the rhythm of the existing streetscape.
1.3 Building Walls	
1.3.1	Variations to the building wall height may be supported if the proposed height is a continuation of the existing dwelling, and is in keeping with the rhythm of the existing streetscape.
1.4 Building Height	
1.4.1	Where an addition proposes an additional storey, it must not exceed 1 storey above the number of storeys of the original dwelling.
1.4.2	Any additional storey must be setback sufficiently to be in keeping with the rhythm of the streetscape.
1.5 Car Parking, Garages and Car Ports	
1.5.1	Carports or garages are not to be located within the front setback area. Hardstand car parking bays may be supported where it can be demonstrated that there are no visual impacts on the streetscape.
1.5.2	Car ports and garages may be supported where they are located to the side or rear of a dwelling and are set back a minimum of 500mm behind the main building line. The structure must be open or a minimum of 50% visually permeable.
1.6 Street Walls and Fences	
1.6.1	Traditional fencing types as illustrated in Figure 1 (Appendix 1) are encouraged. Minor variations to the examples indicated in Figure 1 may be supported.
1.6.2	The maximum height of new fences facing the street is to be 1200mm above the adjacent footpath level.

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Design Objectives	
1.6.3	The maximum height of any solid portion of a new fence is to be 750mm above the adjacent footpath level. The remaining portion (up to 1200mm total height) is to be a minimum of 50% visually permeable.
1.7	External Features and Decorative Treatments
1.7.1	Original and intact unpainted surfaces are not permitted to be rendered or painted.
1.7.2	Removal of paint/render from originally unpainted/non-rendered masonry is supported.
1.7.3	Loft additions may be supported where the development is contained wholly within the roof space and where no visible change to the dwellings appearance from the street is made.
1.8	Roof Works
1.8.1	New roofing additions must be sympathetic to the existing roof form.

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2. DEVELOPMENT GUIDELINES FOR NON-CONTRIBUTING BUILDINGS

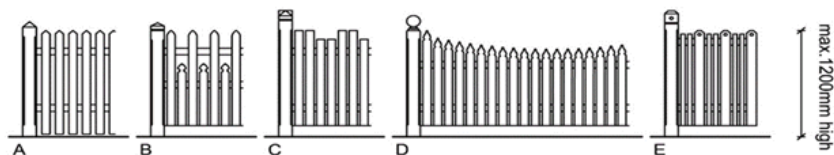
Design Objectives	
2.1	Demolition
2.1.1	Applications for full demolition of dwellings may be supported.
2.2	Building Setbacks
2.2.1	Setback variations may be supported where they are in line with existing dwellings on the street and is in keeping with the rhythm of the existing streetscape.
2.3	Appearance of Additions & New Dwellings
2.3.1	New dwellings must address the street and be consistent with the bulk and scale of adjacent dwellings.
2.4	Building Height
2.4.1	The height of any new development shall not exceed 2 storeys.
2.5	Street Walls and Fences
2.5.1	The maximum height of new fences facing the street is to be 1200mm above the adjacent footpath level.
2.5.2	The maximum height of any solid portion of a new fence is to be 750mm above the adjacent footpath level. The remaining portion (up to 1200mm total height) is to be a minimum of 50% visually permeable.
2.5.3	The use of contemporary style fences that complement the existing streetscape will be supported.

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3. APPROPRIATE FENCING TYPES FOR CHARACTER RETENTION AREAS

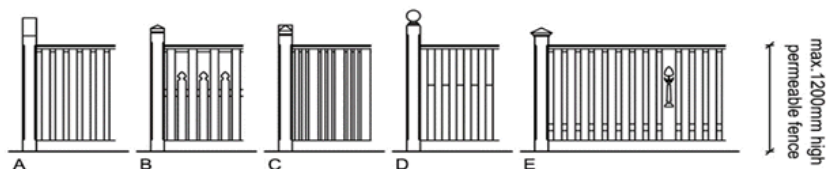
Open Picket Fencing Examples

- A Simple pointed picket
- B Alternating picket shape and height
- C Castellated
- D Shaped tops
- E Alternating picket width (particular example more typical of California Bungalow)



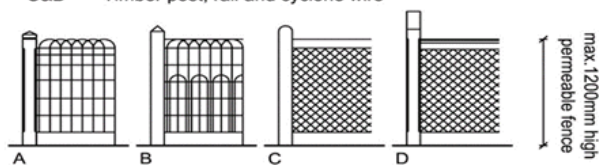
Closed Picket Fencing Examples

- A Simple
- B Alternating picket shape and height
- C Alternating picket width
- D Closed picket lower, open picket upper.
- E Wider picket with decorative cut out (particular example more typical of California Bungalow)

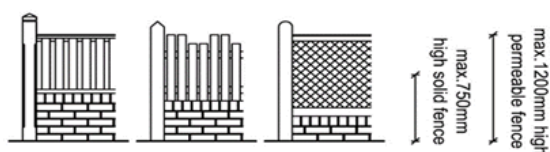


Wire Fencing Examples

- A&B Woven wire with timber posts and rails
- C&D Timber post, rail and cyclone wire



Masonry and Timber Fencing Examples



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APPENDIX 2: HARLEY STREET HERITAGE AREA GUIDELINES

These guidelines are to be read in conjunction with the City's Policy 7.5.15 – Character Retention and Heritage Areas.



Figure 1: Harley Street Heritage Area

1. PURPOSE

These guidelines have been adopted for the purpose of preserving and enhancing the established neighbourhood character and amenity of Harley Street, while allowing for new development that meets the changing needs of the community.

The guidelines:

1. Provide a comprehensive basis for the control of all development within Harley Street including new development and additions/alterations to existing development;
2. Replace the deemed to comply requirements and/or provide additional deemed to comply requirements in relation to certain elements of the R Codes.

2. STATEMENT OF HERITAGE SIGNIFICANCE

Harley Street has moderate aesthetic value through its dominant display of single storey residences constructed in the Federation style of architecture.

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Harley Street has moderate historic value as an almost complete example of a 19th century streetscape, with the residences that were predominantly built in the late 1890s-1910s. It provides a good and rare historic record of the accommodation of people in this period.

Harley Street demonstrates a unified and cohesive physical form in the public realm. The overall form, style, height, setback and selection of materials of the historic dwellings contribute to the uniformity of the streetscapes, providing a coherent character.

Harley Street contains a good representation of the wide variety of building design applied to the inner city residential areas during the Gold Rush period of 1891 to 1919. This includes substantial single residential dwellings with individual architectural detail, modest single residential dwellings, semi-detached and terraced dwellings. All these styles are represented in Harley Street, and although alterations have been undertaken to some of the dwellings, and some new replacement development has occurred in the 1980s, the streetscape is largely consistent with the styles of the Gold Rush period and construction applied during this time.

Overall, Harley Street is a highly intact example of late nineteenth to early twentieth century residential development comprising fine examples of modest single storey dwellings constructed in the Federation period of architecture.

3. RECORD OF PLACES OF HERITAGE SIGNIFICANCE

Property Address	Constructed (circa)	Architectural style ^[1]	Level of Significance
1A-1C Harley	c.1988	Post-war Conventional Suburban Style	No contribution
2 Harley	c.2017	Contemporary	No contribution
3 Harley	c.1898	Federation Bungalow	Moderate contribution
4 Harley	c.1914	Federation Bungalow	Moderate contribution
6 Harley	c.1900	Federation Queen Anne	Moderate contribution
7, 9, 11 & 13 Harley	c.1898	Federation Italianate	Moderate contribution
10 Harley	c.1905	Federation Queen Anne	Moderate contribution
14 Harley	c.2017	Contemporary	No contribution
15A & 15B Harley	c.1982	Reproduction of Federation Terrace	No contribution
16 Harley	c.1908	Federation Queen Anne	Moderate contribution
17 Harley	c.1900	Federation Bungalow	Moderate contribution
19 Harley	c.1900	Federation Bungalow	Moderate contribution
20 Harley	c.1898	Federation Bungalow	Moderate contribution

^[1] The architectural style applied to dwellings below are based on those outlined in *Identifying Australian Architecture* by Apperly, Irving and Reynolds and the City of Vincent Housing Style Guide.

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Property Address	Constructed (circa)	Architectural style ^[1]	Level of Significance
21 Harley	c.1898	Federation Queen Anne	Moderate contribution
22 Harley	c.1899	Federation Bungalow	Moderate contribution
23 Harley	c.1910	Federation Queen Anne	Moderate contribution
24 Harley	c.1898	Federation Bungalow	Moderate contribution
25 Harley	c.1903	Federation Queen Anne	Moderate contribution
27 Harley	c.1905	Federation Bungalow	Moderate contribution
28 Harley	c.1898	Federation Queen Anne	Moderate contribution
30 Harley	c.1988	Post-war Conventional Suburban Style	No contribution
31 Harley	c.1908	Federation Bungalow	Moderate contribution
32 Harley	c.1900	Federation Bungalow	Moderate contribution
33 Harley	c.1920	Federation Bungalow with Inter War California Bungalow elements	Moderate contribution
36 Harley	c.1905	Federation Bungalow	Moderate contribution
38 Harley	c.1905	Federation Bungalow	Moderate contribution
39 Harley	c.1898	Federation Bungalow	Moderate contribution

4. HARLEY STREET LOCAL HOUSING OBJECTIVES

- Retention and conservation of the original Federation style dwellings;
- Protection and enhancement of existing streetscape character;
- Retention of the visual character of late nineteenth to early twentieth century residential development;
- Encourage a high standard of architectural and sustainable design solutions for additions to existing development and new development;
- Additions to existing development and new development is appropriately set back to maintain the visual prominence of the single storey streetscape when viewed from Harley Street;
- New development is to respond appropriately to the surrounding street context through:
 - consistent scale and bulk in relation to the original street pattern, maintaining front and side setback patterns;
 - built form that incorporates consistent physical built form elements without the requirement to mimic the style of the original character dwellings;
- The reinstatement and reconstruction of missing design elements to original building facades such as timber verandahs, decorative timber gables and the removal of render from original brickwork, and site features such as landscaping and front fences;

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- Maintain the absence of and promote the removal of visually intrusive car storage structures and spaces and vehicular crossovers to the primary streetscape; and
- Maintain an open atmosphere of street frontage by ensuring front boundary fences are low and/or visually permeable.

5. DEVELOPMENT GUIDELINES FOR ALL DEVELOPMENT

Local Housing Objectives			Deemed to Comply		
Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.			Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.		
Street Setbacks					
Augment 5.1.2 P2.1	Augment 6.1.3 P3	Dwellings should not detract from the streetscape by being set back too close or too far from the front boundary when compared with adjacent properties and the predominant streetscape character.	Replace 5.1.2 C2.1	Replace 6.1.3 C3.1	Ground floor street setbacks to be an average of the two directly adjoining properties on either side of the proposed development. First floor development shall not be located within 10 meters of the primary street boundary and shall not be visible from Harley Street when measured in accordance with 'Figure 2 – Line of Sight'.
New 5.1.2 P2.3	New 6.1.3 P3.1	First floor development is to be adequately setback to maintain the predominant single storey appearance of the streetscape.			
Lot Boundary Setbacks					
Augment 5.1.3 P3.1	Augment 6.1.4 P4.1	Reduce impacts of building bulk on adjoining properties by maintaining a setback similar to any adjoining properties or the predominant development context while also complying with relevant overshadowing and visual privacy requirements.			
Building Height					

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Local Housing Objectives			Deemed to Comply										
Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.			Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.										
Augment 5.1.6 P6	Augment 6.1.2 P2	Building height that creates no adverse impact on the amenity of adjoining properties or the streetscape by maintaining similar features of adjoining properties or the streetscape in terms of scale and proportions. The plate height of new dwellings, particularly the portions in view from the street, should approximate the street's typical wall plate height to avoid an under scaled squat appearance. <i>Note: The plate heights on Harley Street are typically around 40 courses, usually starting above limestone footings equal to the internal floor level.</i>	Replace 5.1.6 C6	Replace 6.1.2 C2	The maximum height of a dwelling is to be 2 storeys and comply with the following measurements: <table><tr><td>Element</td><td>Max allowable Heights for Two Storey Dwellings</td></tr><tr><td>Top of external wall (roof above)</td><td>7 metres</td></tr><tr><td>Top of external wall (concealed roof)</td><td>8 meters</td></tr><tr><td>Top of pitched roof</td><td>10 metres</td></tr></table>	Element	Max allowable Heights for Two Storey Dwellings	Top of external wall (roof above)	7 metres	Top of external wall (concealed roof)	8 meters	Top of pitched roof	10 metres
			Element	Max allowable Heights for Two Storey Dwellings									
			Top of external wall (roof above)	7 metres									
Top of external wall (concealed roof)	8 meters												
Top of pitched roof	10 metres												
New 5.1.6 C6.1	New 6.1.2 C2.1	Loft additions will be contained wholly within the roof space and where no visible change is made to the dwelling's appearance from the street. The addition of front facing dormer windows and gables to lofts will cause lofts to be assessed as a storey for the purpose of this policy.											
Vehicular Access													
Augment 5.3.5 P5.1	Augment 6.3.5 P5	No crossovers to Harley Street unless the property has no other vehicular access opportunities.											
Setback of Garages and Carports													
Augment 5.2.1	Augment 6.3.4	Maintain the absence of visually intrusive car storage facilities within the streetscape.	Replace 5.2.1 C1.1, C1.2 and C1.5		Carports, garages or hardstand car bays are to be located at the rear of the property where ROW access is available.								
Street Surveillance													

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Local Housing Objectives <i>Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.</i>			Deemed to Comply <i>Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.</i>		
Augment 5.2.3 P3	Augment 6.2.1 P1.1	Buildings to be designed to encourage active use and actual surveillance of the front yard by including verandahs, porches or Outdoor Living Areas and by including habitable rooms at the front of the dwelling.	Replace 5.2.3 C3.1	Replace 6.2.1 C1.1	Ensure a front verandah is incorporated into the façade of new dwellings (at a minimum of 50% of the width of the front facade) with a useable minimum depth of 1.8 metres.
			Replace 5.2.3 C3.2	Replace 6.2.1 C1.2	Incorporate habitable rooms to the front of the development with generous openings to provide street engagement and passive surveillance to the street.
Street Walls and Fences					
Augment 5.2.4 P4	Augment 6.2.2 P2	Ensure front boundary fences enhance the streetscape by being designed in the predominant style of the street and are low enough to retain views to dwellings and front gardens.	Replace 5.2.4 C4	Replace 6.2.2 C2	<div>a) The maximum height of new fences facing the street is to be 1.2 metres above the adjacent footpath level;</div> <div>b) The maximum height of any solid portion of a new fence is to be 500mm above the adjacent footpath level. The remaining portion is to be a minimum of 40% visually permeable;</div> <div>c) The maximum height of fence piers with decorative capping to be 1.8 metres above the adjacent footpath level; and</div> <div>d) Maximum width of piers to be 470mm;</div> <div>or</div> <div>e) The maximum height of new fences facing the street is to be 1.8 metres above the adjacent footpath level;</div> <div>f) The maximum height of any solid portion of a new fence is to be 750mm above the adjacent footpath level. The remaining portion is to be a minimum of 80% visually permeable; and</div> <div>g) The maximum height of fence piers with decorative capping to be 2.0 metres above the adjacent footpath level;</div> <div>or</div>

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Local Housing Objectives <i>Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.</i>			Deemed to Comply <i>Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.</i>		
					h) Fencing types as illustrated in the diagrams below are permitted. Variations to the examples indicated below may be supported where it can be demonstrated that they are compatible with the existing fence styles in the street.
General Building Design					
New 5.4.6 P6.1	New 6.2.4 P4.3	The roof of a building is to be designed so that it is similar to the existing streetscape character.	New 5.4.6 C6.1	Pursuant to 6.2.4 C4	Roof pitch of ground and upper storeys of between 30 and 40 degrees, with 35 to 45 degree pitches to gables where it can be viewed from the street.
New 5.4.6 P6.2	New 6.2.4 P4.4	New buildings must respond to the prevailing surrounding character and ensure unsympathetic contrasts in scale, mass and materials are avoided.	New 5.4.6 C6.2	Pursuant to 6.2.4 C4	New dwellings' floor levels match, or mediate between, properties on both sides of the proposed dwelling. <i>Floor levels of the original dwellings in Harley Street are raised approximately 300 - 500mm above footpath level, which assists to define the verandah area and provide additional privacy as views into front rooms are obscured.</i>
New 5.4.6 P6.3	New 6.2.4 P4.5	Each street facing window should have a style that suits the predominant character of the street and the architectural style of the proposed dwelling.	New 5.4.6 C6.3	Pursuant to 6.2.4 C4	Street facing windows have a height of at least 1.6 times their width.
New 5.4.6 P6.4	New 6.2.4 P4.6	Additions visible from the street should be compatible with and respectful of the existing dwelling and the predominant character of the existing dwellings within the street.	New 5.4.6 C6.4	Pursuant to 6.2.4 C4	Additions to existing buildings will only be supported where they are located behind the original facade and set back so that the existing front building and roof form remains the dominant feature to the street.
Demolition					
Applications for development approval should maintain the front façade of a contributing dwelling.			Applications for development approval that retain the original dwelling are considered acceptable.		

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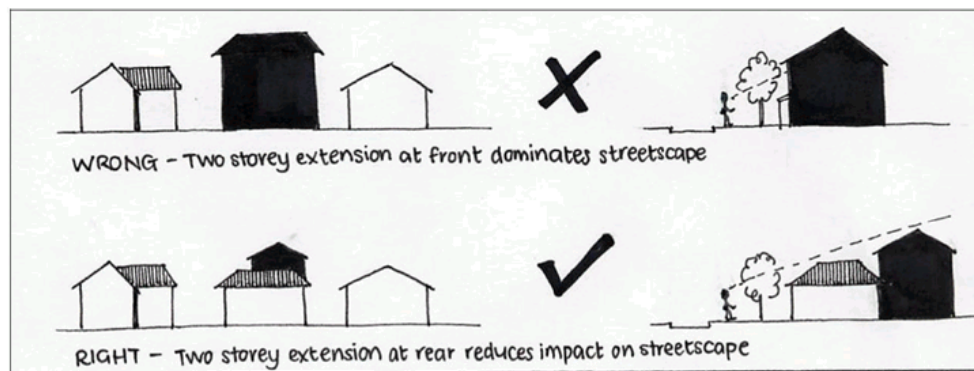


Figure 2 – Line of Sight

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6. RECOMMENDED FENCING STYLES FOR HARLEY STREET



Date Adopted: 22 September 2015
Date Amended: NA
Date Reviewed: NA
Date of Next Review: September 2020

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PART 1 – PRELIMINARY

POLICY DEVELOPMENT

This Policy has been prepared under the provisions of Schedule 2, Part 2 and 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

PURPOSE & APPLICATION

The purpose of this Policy is to:

1. Establish a framework to identify areas within the City of Vincent that contain characteristics that are valued by the community; and
2. Provide guidance on development in identified Character Retention Areas and Heritage Areas.

This Policy applies to:

1. The process used to identify and formally recognise Character Retention Areas and Heritage Areas; ~~and~~
2. The identification and listing of development standards which will be used in assessing all development applications for properties within those Character Retention Areas and Heritage Areas; ~~:-~~
3. Appendix 1 of this Policy applies to applications for development in the St Albans Avenue Character Retention Area identified in Table 1 in Appendix 1;:-
4. Appendix 2 of this Policy applies to applications for development in the Harley Street Heritage Area identified on Figure 2 in Appendix 2;:-
5. Appendix 3 of this Policy applies to applications for development in the Carr Street Character Retention Area identified on Figure 1 in Appendix 3; and
6. Appendix 4 of this Policy applies to applications for development in the Janet Street Heritage Area identified on Figure 1 in Appendix 4.

POLICY OBJECTIVES

1. To identify areas within the City that contain characteristics valued by the community to be known as Character Retention Areas and/or Heritage Areas;
2. To establish a planning and design framework to protect the streetscapes located within Character Retention Areas and/or Heritage Areas;
3. To ensure that new buildings and additions to existing buildings will be sympathetic to the unique character of the streetscape; and

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4. To distinguish between buildings within each Character Retention Area and/or Heritage Areas that contribute to the integrity of the streetscape and those which do not.

RELATIONSHIP TO OTHER DOCUMENTS

This Local Planning Policy forms part of the City of Vincent local planning policy framework. Where this Policy is inconsistent with the City's local planning scheme, the local planning scheme prevails. Where this Policy is inconsistent with an adopted Local Development Plan, Activity Centre Plan or Structure Plan, the adopted Local Development Plan, Activity Centre Plan or Structure Plan prevails.

Where this Policy is permitted to amend or replace the Deemed to Comply provisions under Clause 7.3.1(a) of the Residential Design Codes, the provisions of this Policy shall prevail. Where this Policy augments the Design Principles under Clause 7.3.1(b) of the Residential Design Codes by providing Local Housing Objectives, both the Design Principles of the Residential Design Codes and the Local Housing Objectives of this Policy shall apply.

Where this Policy is inconsistent with the provisions of another local planning policy the provisions of this Policy shall prevail.

APPLICATION OF POLICY & DEVELOPMENT STANDARDS

1. ~~Application~~

- ~~1.1. Part 2 Policy Provisions apply to the preparation and/or amendment of local planning policies for the purpose of Character Retention and Heritage Areas pursuant to Schedule 2, Part 2 and 3 of the Planning and Development (Local Planning Schemes) Regulations 2015.~~

~~Appendix 1 of this Policy applies to applications for development in the St Albans Avenue Character Retention Area identified in Table 1 in Appendix 1.~~

~~Appendix 2 of this Policy applies to applications for development in the Harley Street Heritage Area identified on Figure 2 in Appendix 2.~~

2. ~~Development Standards~~

- ~~2.1. Applications for development that comply with the relevant 'Deemed to Comply' policy provisions and 'Local Housing Objectives' are considered to meet the Policy Objectives.~~
- ~~2.2. Applications for development that seek departure from the 'Deemed to Comply' policy provisions may be deemed to be acceptable where:~~
 - ~~2.2.1 The applicant applies for assessment, and provides adequate justification, against the relevant Design Principles of the R-Codes, Design Objectives, Local Housing Objectives, Policy Objectives and Objectives of the local planning scheme; and~~
 - ~~2.2.2 The application obtains the support of the City's Design Advisory Committee where the City determines it to be necessary.~~

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- ~~2.3 The City will assess and determine at its discretion that the same or better outcome will be achieved than would have been provided by the 'Deemed to Comply' criteria.~~
- ~~2.4 Applications for development shall include a contextual elevation showing the elevation of the proposed development and the existing development on the adjoining properties either side pursuant to Schedule 2, Part 8, Clause 63(1)(d) Planning and Development (Local Planning Schemes) Regulations 2015.~~

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PART 2 – POLICY PROVISIONS

1. Development Standards

- 12.1. Applications for development that comply with the relevant 'Deemed to Comply' policy provisions and 'Local Housing Objectives' are considered to meet the Policy Objectives.
- 12.2 Applications for development that seek departure from the 'Deemed to Comply' policy provisions may be deemed to be acceptable where:
 - 12.2.1 The applicant applies for assessment, and provides adequate justification, against the relevant Design Principles of the R-Codes, Design Objectives, Local Housing Objectives, Policy Objectives and Objectives of the local planning scheme; and
 - 12.2.2 The application obtains the support of the City's Design Advisory Committee where the City determines it to be necessary.
- 12.3 The City will assess and determine at its discretion that the same or better outcome will be achieved than would have been provided by the 'Deemed to Comply' criteria.
- 12.4 Applications for development shall include a contextual elevation showing the elevation of the proposed development and the existing development on the adjoining properties either side pursuant to Schedule 2, Part 8, Clause 63(1)(d) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

12. Character Retention Area Nomination

- 42.1 A Character Retention Area may include the following:
 - 42.1.1 A collection of no less than five adjoining buildings;
 - 42.1.242 A street block; or
 - 42.1.323 A part of, or whole suburb.
- 42.2 A Character Retention Area may be nominated in writing by a member of the public or by the City.
- 42.3 The City will only proceed with the nomination of the Character Retention Area where it is demonstrated by the nominee that owners of at least 40% of affected properties support proceeding with the nomination.

32. Consultation and Preparation of Guidelines

- 32.1 Following the successful nomination of a Character Retention Area, all owners of the affected properties will be notified of the intention to proceed with the nomination.
- 32.2 The City will invite all owners of the affected properties to attend a facilitated workshop to:
 - 32.2.1 Discuss what the prevailing character of the area is and how it can best be protected;

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32.2.2 Agree which buildings contribute to the character of the area and which do not; and

32.2.3 Prepare a policy framework (the Guidelines) and draft provisions to protect the identified character of the area.

32.3 This workshop will be held at a mutually agreed time between the City and the owners of the affected properties. This group is not a decision making authority but acts only in an advisory capacity.

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

43. Approval of the Guidelines

43.1 Once the draft Guidelines have been prepared, Administration will request that Council initiate formal consultation in accordance with the City's community consultation policy.

43.2 Following advertising, Council will be asked to approve, refuse or approve with modifications the Guidelines to be included as an appendix to this policy based on the submissions received.

54. Amendments to the Guidelines

54.1 The City may consider amending the Character Retention Area Guidelines where it can be demonstrated that owners of at least 40% of the affected properties support the amendment(s).

54.2 Council must initiate formal consultation to advertise any amendment(s) in accordance with the City's community consultation policy.

54.3 Following advertising, Council will be asked to determine the amendment(s) on the basis of the submissions received.

65. Rescission of a Character Retention Area

65.1 The City will only consider initiating the removal of a Character Retention Area where it can be demonstrated that owners of at least 60% of the affected properties support their removal.

65.2 If supported, Council must initiate formal consultation to amend the policy to remove the Character Retention Area in accordance with the City's community consultation policy.

65.3 Following advertising, Council will be asked to determine the amendment on the basis of the submissions received.

76. Heritage Areas

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7.6.1 The City may consider designating a Heritage Area in accordance with Part 3 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* in the following instances:

7.6.1.1 Where a nomination has been received for a Character Retention Area in accordance with (1) of this policy and the City is satisfied the area is suitably qualified to be designated as a Heritage Area following a Heritage Assessment;

7.6.1.2 Where the City has undertaken a Heritage Assessment of any area and is satisfied it is suitably qualified to be designated as a Heritage Area following a Heritage Assessment.

7.6.2 If an area qualifies as a Heritage Area, the City will consult with affected landowners on the designation prior to making a recommendation to Council on whether to proceed in accordance with Part 3 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

APPENDIX 1: ST ALBANS AVENUE GUIDELINES*Table 1: Properties included in St Albans Avenue Character Retention Area*

	Character Retention Areas Name	Street Number of Contributing Buildings	Street Number of Non-Contributing Buildings
1.	St Albans	6, 8, 10, 12, 14, 16, 18 7, 11, 15	9, 11A, 17

St Albans Avenue is located in the suburb of Highgate, to the west of Beaufort Street. Many of the residences located within the area were part of the 1890 Chatsworth Estate development, which was a residential development resulting from the Gold Boom. Buildings constructed during this time contribute to the highly intact and visually cohesive area.

KEY CHARACTERISTICS

- The area is a highly intact example of late nineteenth to early twentieth century residential development comprising fine examples of modest, single storey dwellings constructed in the Federation period of architecture;
- The overall form, style, height, setback and selection of materials of the character dwellings contribute to the uniformity of the streetscape, providing a coherent character with a high level of retained original detail including street facing verandahs and decorative gables;
- Generally consistent lot widths (where semi-detached residences are considered as one);
- A low number of carports or garages to street fronts; and
- Generally consistent setback of dwellings from the street.

DESIRED DEVELOPMENT OUTCOMES

- Retention and conservation of the Federation style dwellings;
- Retention of the visual dominance of late nineteenth to early twentieth century residential development within the Area.

1. DEVELOPMENT GUIDELINES FOR CONTRIBUTING BUILDINGS

Design Objectives	
1.1	Demolition
<p>1.1.1 Applications for the full demolition of the façade of dwellings will not be supported.</p> <p>1.1.2 The removal of original character features from a contributing dwelling which, are visible from the street will not be supported. Where original character features have been removed from dwellings, they should be reinstated where possible.</p>	
1.2	Building Setbacks

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Design Objectives	
1.2.1	Additions to the building, will only be supported where they are located behind the building.
1.2.2	Additions to the side of the original dwelling maybe supported where the applicant can demonstrate to the satisfaction of the Council that there are no adverse impacts on the original building façade and the character of the streetscape.
1.2.3	Side setbacks variations may be supported where they are in line with the existing dwelling and is in keeping with the rhythm of the existing streetscape.
1.3 Building Walls	
1.3.1	Variations to the building wall height may be supported if the proposed height is a continuation of the existing dwelling, and is in keeping with the rhythm of the existing streetscape.
1.4 Building Height	
1.4.1	Where an addition proposes an additional storey, it must not exceed 1 storey above the number of storeys of the original dwelling.
1.4.2	Any additional storey must be setback sufficiently to be in keeping with the rhythm of the streetscape.
1.5 Car Parking, Garages and Car Ports	
1.5.1	Carports or garages are not to be located within the front setback area. Hardstand car parking bays may be supported where it can be demonstrated that there are no visual impacts on the streetscape.
1.5.2	Car ports and garages may be supported where they are located to the side or rear of a dwelling and are set back a minimum of 500mm behind the main building line. The structure must be open or a minimum of 50% visually permeable.
1.6 Street Walls and Fences	
1.6.1	Traditional fencing types as illustrated in Figure 1 (Appendix 1) are encouraged. Minor variations to the examples indicated in Figure 1 may be supported.
1.6.2	The maximum height of new fences facing the street is to be 1200mm above the adjacent footpath level.

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Design Objectives	
1.6.3	The maximum height of any solid portion of a new fence is to be 750mm above the adjacent footpath level. The remaining portion (up to 1200mm total height) is to be a minimum of 50% visually permeable.
1.7	External Features and Decorative Treatments
1.7.1	Original and intact unpainted surfaces are not permitted to be rendered or painted.
1.7.2	Removal of paint/render from originally unpainted/non-rendered masonry is supported.
1.7.3	Loft additions may be supported where the development is contained wholly within the roof space and where no visible change to the dwellings appearance from the street is made.
1.8	Roof Works
1.8.1	New roofing additions must be sympathetic to the existing roof form.

2. DEVELOPMENT GUIDELINES FOR NON-CONTRIBUTING BUILDINGS

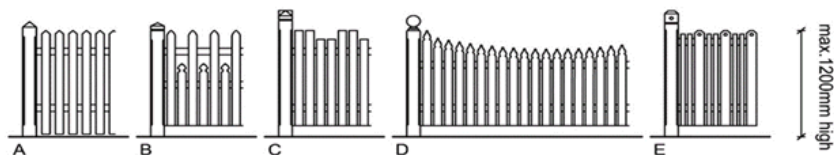
Design Objectives	
2.1	Demolition
2.1.1	Applications for full demolition of dwellings may be supported.
2.2	Building Setbacks
2.2.1	Setback variations may be supported where they are in line with existing dwellings on the street and is in keeping with the rhythm of the existing streetscape.
2.3	Appearance of Additions & New Dwellings
2.3.1	New dwellings must address the street and be consistent with the bulk and scale of adjacent dwellings.
2.4	Building Height
2.4.1	The height of any new development shall not exceed 2 storeys.
2.5	Street Walls and Fences
2.5.1	The maximum height of new fences facing the street is to be 1200mm above the adjacent footpath level.
2.5.2	The maximum height of any solid portion of a new fence is to be 750mm above the adjacent footpath level. The remaining portion (up to 1200mm total height) is to be a minimum of 50% visually permeable.
2.5.3	The use of contemporary style fences that complement the existing streetscape will be supported.

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3. APPROPRIATE FENCING TYPES FOR CHARACTER RETENTION AREAS

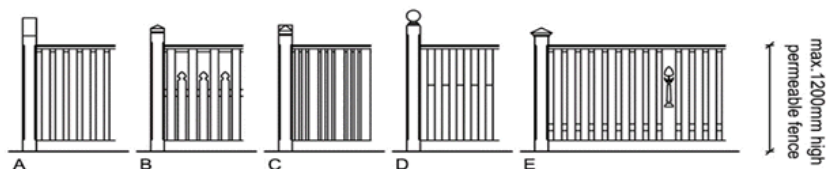
Open Picket Fencing Examples

- A Simple pointed picket
- B Alternating picket shape and height
- C Castellated
- D Shaped tops
- E Alternating picket width (particular example more typical of California Bungalow)



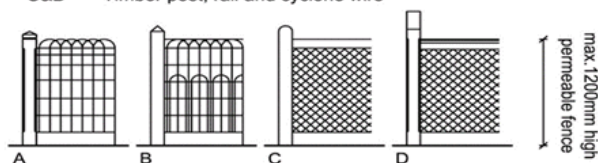
Closed Picket Fencing Examples

- A Simple
- B Alternating picket shape and height
- C Alternating picket width
- D Closed picket lower, open picket upper.
- E Wider picket with decorative cut out (particular example more typical of California Bungalow)

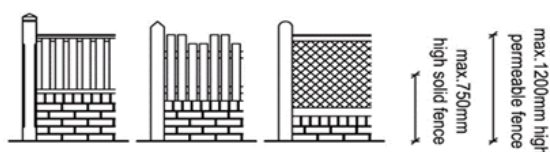


Wire Fencing Examples

- A&B Woven wire with timber posts and rails
- C&D Timber post, rail and cyclone wire



Masonry and Timber Fencing Examples



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APPENDIX 2: HARLEY STREET HERITAGE AREA GUIDELINES

These guidelines are to be read in conjunction with the City's Policy 7.5.15 – Character Retention Areas and Heritage Areas.



Figure 1: Harley Street Heritage Area

1. PURPOSE

These guidelines have been adopted for the purpose of preserving and enhancing the established neighbourhood character and amenity of Harley Street, while allowing for new development that meets the changing needs of the community.

The guidelines:

1. Provide a comprehensive basis for the control of all development within Harley Street including new development and additions/alterations to existing development;
2. Replace the deemed to comply requirements and/or provide additional deemed to comply requirements in relation to certain elements of the R-Codes.

2. STATEMENT OF HERITAGE SIGNIFICANCE

Harley Street has moderate aesthetic value through its dominant display of single storey residences constructed in the Federation style of architecture.

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Harley Street has moderate historic value as an almost complete example of a 19th century streetscape, with the residences that were predominantly built in the late 1890s - 1910s. It provides a good and rare historic record of the accommodation of people in this period.

Harley Street demonstrates a unified and cohesive physical form in the public realm. The overall form, style, height, setback and selection of materials of the historic dwellings contribute to the uniformity of the streetscapes, providing a coherent character with varied levels of intactness.

Harley Street contains a good representation of the wide variety of building design applied to the inner city residential areas during the Gold Rush period of 1891 to 1919. This includes substantial single residential dwellings with individual architectural detail, modest single residential dwellings, semi-detached and terraced dwellings. All these styles are represented in Harley Street, and although alterations have been undertaken to some of the dwellings, and some new replacement development has occurred in the 1980s, the streetscape is largely consistent with the styles of the Gold Boom period and construction applied during this time.

Overall, Harley Street is a highly intact example of late nineteenth to early twentieth century residential development comprising fine examples of modest single storey dwellings constructed in the Federation period of architecture.

3. RECORD OF PLACES OF HERITAGE SIGNIFICANCE

Property Address	Constructed (circa)	Architectural style ¹	Level of Significance
1A-1C Harley	c.1988	Post-war Conventional Suburban Style	No contribution
2 Harley	c.2017	Contemporary	No contribution
3 Harley	c.1898	Federation Bungalow	Moderate contribution
4 Harley	c.1914	Federation Bungalow	Moderate contribution
6 Harley	c.1900	Federation Queen Anne	Moderate contribution
7, 9, 11 & 13 Harley	c.1898	Federation Italianate	Moderate contribution
10 Harley	c.1905	Federation Queen Anne	Moderate contribution
14 Harley	c.2017	Contemporary	No contribution
15A & 15B Harley	c.1982	Reproduction of Federation Terrace	No contribution
16 Harley	c.1908	Federation Queen Anne	Moderate contribution
17 Harley	c.1900	Federation Bungalow	Moderate contribution
19 Harley	c.1900	Federation Bungalow	Moderate contribution
20 Harley	c.1898	Federation Bungalow	Moderate contribution

¹ The architectural style applied to dwellings below are based on those outlined in *Identifying Australian Architecture* by Apperly, Irving and Reynolds and the City of Vincent Housing Style Guide.

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Property Address	Constructed (circa)	Architectural style ¹	Level of Significance
21 Harley	c.1898	Federation Queen Anne	Moderate contribution
22 Harley	c.1899	Federation Bungalow	Moderate contribution
23 Harley	c.1910	Federation Queen Anne	Moderate contribution
24 Harley	c.1898	Federation Bungalow	Moderate contribution
25 Harley	c.1903	Federation Queen Anne	Moderate contribution
27 Harley	c.1905	Federation Bungalow	Moderate contribution
28 Harley	c.1898	Federation Queen Anne	Moderate contribution
30 Harley	c.1988	Post-war Conventional Suburban Style	No contribution
31 Harley	c.1908	Federation Bungalow	Moderate contribution
32 Harley	c.1900	Federation Bungalow	Moderate contribution
33 Harley	c.1920	Federation Bungalow with Inter War California Bungalow elements	Moderate contribution
36 Harley	c.1905	Federation Bungalow	Moderate contribution
38 Harley	c.1905	Federation Bungalow	Moderate contribution
39 Harley	c.1898	Federation Bungalow	Moderate contribution

4. HARLEY STREET LOCAL HOUSING OBJECTIVES

- Retention and conservation of the original Federation style dwellings;
- Protection and enhancement of existing streetscape character;
- Retention of the visual character of late nineteenth to early twentieth century residential development;
- Encourage a high standard of architectural and sustainable design solutions for additions to existing development and new development;
- Additions to existing development and new development is appropriately set back so as to maintain the visual prominence of the single storey streetscape when viewed from Harley Street;
- New development is to respond appropriately to the surrounding street context through:
 - consistent scale and bulk in relation to the original street pattern, maintaining front and side setback patterns;
 - built form that incorporates consistent physical built form elements without the requirement to mimic the style of the original character dwellings;
- The reinstatement and reconstruction of missing design elements to original building facades such as a timber verandahs, decorative timber gables and the removal of render from original brickwork; and site features such as landscaping and front fences;

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- Maintain the absence of and promote the removal of visually intrusive car storage structures and spaces and vehicular crossovers to the primary streetscape; and
- Maintain an open atmosphere of street frontage by ensuring front boundary fences are low and/or visually permeable.

5. DEVELOPMENT GUIDELINES FOR ALL DEVELOPMENT

Local Housing Objectives			Deemed to Comply		
Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.			Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.		
Street Setbacks					
Augment 5.1.2 P2.1	Augment 6.1.3 P3	Dwellings should not detract from the streetscape by being set back too close or too far from the front boundary when compared with adjacent properties and the predominant streetscape character.	Replace 5.1.2 C2.1	Replace 6.1.3 C3.1	Ground floor street setbacks to be an average of the two directly adjoining properties on either side of the proposed development. First floor development shall not be located within 10 meters of the primary street boundary and shall not be visible from Harley Street when measured in accordance with 'Figure 2 – Line of Sight'.
New 5.1.2 P2.3	New 6.1.3 P3.1	First floor development is to be adequately setback to maintain the predominant single storey appearance of the streetscape.			
Lot Boundary Setbacks					
Augment 5.1.3 P3.1	Augment 6.1.4 P4.1	Reduce impacts of building bulk on adjoining properties by maintaining a setback similar to any adjoining properties or the predominant development context while also complying with relevant overshadowing and visual privacy requirements.			
Building Height					

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Local Housing Objectives			Deemed to Comply										
Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.			Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.										
Augment 5.1.6 P6	Augment 6.1.2 P2	<p>Building height that creates no adverse impact on the amenity of adjoining properties or the streetscape by maintaining similar features of adjoining properties or the streetscape in terms of scale and proportions.</p> <p>The plate height of new dwellings, particularly the portions in view from the street, should approximate the street's typical wall plate height to avoid an under scaled squat appearance.</p> <p><i>Note: The plate heights on Harley Street are typically around 40 courses, usually starting above limestone footings equal to the internal floor level.</i></p>	Replace 5.1.6 C6	Replace 6.1.2 C2	<p>The maximum height of a dwelling is to be 2 storeys and comply with the following measurements:</p> <table><tr><th>Element</th><th>Max allowable Heights for Two Storey Dwellings</th></tr><tr><td>Top of external wall (roof above)</td><td>7 metres</td></tr><tr><td>Top of external wall (concealed roof)</td><td>8 meters</td></tr><tr><td>Top of pitched roof</td><td>10 metres</td></tr></table>	Element	Max allowable Heights for Two Storey Dwellings	Top of external wall (roof above)	7 metres	Top of external wall (concealed roof)	8 meters	Top of pitched roof	10 metres
			Element	Max allowable Heights for Two Storey Dwellings									
Top of external wall (roof above)	7 metres												
Top of external wall (concealed roof)	8 meters												
Top of pitched roof	10 metres												
New 5.1.6 C6.1	New 6.1.2 C2.1	<p>Loft additions will be contained wholly within the roof space and where no visible change is made to the dwelling's appearance from the street.</p> <p>The addition of front facing dormer windows and gables to lofts will cause lofts to be assessed as a storey for the purpose of this policy.</p>											
Vehicular Access													
Augment 5.3.5 P5.1	Augment 6.3.5 P5	No crossovers to Harley Street unless the property has no other vehicular access opportunities.											
Setback of Garages and Carports													
Augment 5.2.1	Augment 6.3.4	Maintain the absence of visually intrusive car storage facilities within the streetscape.	Replace 5.2.1 C1.1, C1.2 and C1.5		Carports, garages or hardstand car bays are to be located at the rear of the property where ROW access is available.								
Street Surveillance													

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Local Housing Objectives <i>Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.</i>			Deemed to Comply <i>Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.</i>		
Augment 5.2.3 P3	Augment 6.2.1 P1.1	Buildings to be designed to encourage active use and actual surveillance of the front yard by including verandahs, porches or Outdoor Living Areas and by including habitable rooms at the front of the dwelling.	Replace 5.2.3 C3.1	Replace 6.2.1 C1.1	Ensure a front verandah is incorporated into the façade of new dwellings (at a minimum of 50% of the width of the front facade) with a useable minimum depth of 1.8 metres.
			Replace 5.2.3 C3.2	Replace 6.2.1 C1.2	Incorporate habitable rooms to the front of the development with generous openings to provide street engagement and passive surveillance to the street.
Street Walls and Fences					

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Local Housing Objectives <i>Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.</i>			Deemed to Comply <i>Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.</i>		
Augment 5.2.4 P4	Augment 6.2.2 P2	Ensure front boundary fences enhance the streetscape by being designed in the predominant style of the street and are low enough to retain views to dwellings and front gardens.	Replace 5.2.4 C4	Replace 6.2.2 C2	<p>a) The maximum height of new fences facing the street is to be 1.2 metres above the adjacent footpath level;</p> <p>b) The maximum height of any solid portion of a new fence is to be 500mm above the adjacent footpath level. The remaining portion is to be a minimum of 40% visually permeable;</p> <p>c) The maximum height of fence piers with decorative capping to be 1.8 metres above the adjacent footpath level; and</p> <p>d) Maximum width of piers to be 470mm;</p> <p>or</p> <p>e) The maximum height of new fences facing the street is to be 1.8 metres above the adjacent footpath level;</p> <p>f) The maximum height of any solid portion of a new fence is to be 750mm above the adjacent footpath level. The remaining portion is to be a minimum of 80% visually permeable; and</p> <p>g) The maximum height of fence piers with decorative capping to be 2.0 metres above the adjacent footpath level;</p> <p>or</p> <p>h) Fencing types as illustrated in the diagrams below are permitted. Variations to the examples indicated below may be supported where it can be demonstrated that they are compatible with the existing fence styles in the street.</p>
General Building Design					

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Local Housing Objectives <i>Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.</i>			Deemed to Comply <i>Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.</i>		
New 5.4.6 P6.1	New 6.2.4 P4.3	The roof of a building is to be designed so that it is similar to the existing streetscape character.	New 5.4.6 C6.1	Pursuant to 6.2.4 C4	Roof pitch of ground and upper storeys of between 30 and 40 degrees, with 35 to 45 degree pitches to gables where it can be viewed from the street.
New 5.4.6 P6.2	New 6.2.4 P4.4	New buildings must respond to the prevailing surrounding character and ensure unsympathetic contrasts in scale, mass and materials are avoided.	New 5.4.6 C6.2	Pursuant to 6.2.4 C4	New dwellings' floor levels match, or mediate between, properties on both sides of the proposed dwelling. <i>Floor levels of the original dwellings in Harley Street are raised approximately 300 - 500mm above footpath level, which assists to define the verandah area and provide additional privacy as views into front rooms are obscured.</i>
New 5.4.6 P6.3	New 6.2.4 P4.5	Each street facing window should have a style that suits the predominant character of the street and the architectural style of the proposed dwelling.	New 5.4.6 C6.3	Pursuant to 6.2.4 C4	Street facing windows have a height of at least 1.6 times their width.
New 5.4.6 P6.4	New 6.2.4 P4.6	Additions visible from the street should be compatible with and respectful of the existing dwelling and the predominant character of the existing dwellings within the street.	New 5.4.6 C6.4	Pursuant to 6.2.4 C4	Additions to existing buildings will only be supported where they are located behind the original facade and set back so that the existing front building and roof form remains the dominant feature to the street.
Demolition					
Applications for development approval should maintain the front façade of a contributing dwelling.			Applications for development approval that retain the original dwelling are considered acceptable.		

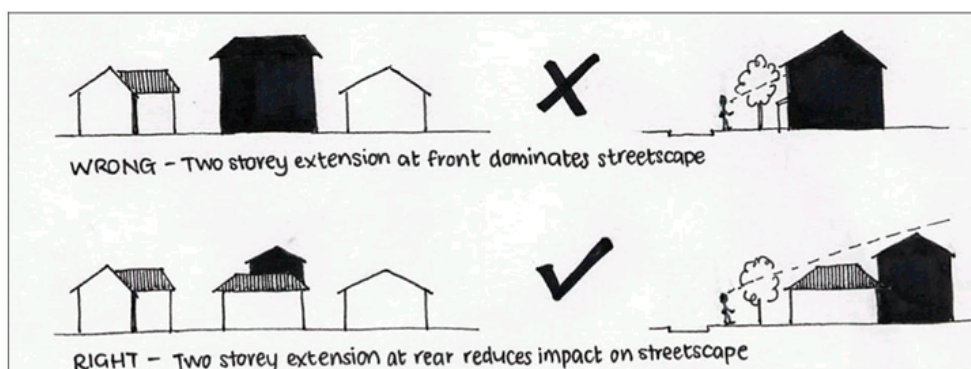


Figure 2 – Line of Sight

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6. RECOMMENDED FENCING STYLES FOR HARLEY STREET



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APPENDIX 3: CARR STREET GUIDELINES

These guidelines are to be read in conjunction with the City's Policy 7.5.15 – Character Retention Areas and Heritage Areas.



Figure 1 – Carr Street Character Retention Area

1. PURPOSE

These guidelines have been adopted for the purpose of preserving and enhancing the established neighbourhood character and amenity of Carr Street, while allowing for new development that meets the changing needs of the community.

The guidelines:

1. Provide a basis for the control of all development within Carr Street including new dwellings and additions/alterations to existing buildings;
2. Replace the deemed to comply requirements and/or provide additional deemed to comply requirements in relation to certain elements of the R-Codes.

2. CARR STREET LOCAL HOUSING OBJECTIVES

- Retention and conservation the original Federation and Interwar Bungalow style dwellings;
- Protection and enhancement of existing streetscape character;
- Retention of the visual character of late nineteenth to early twentieth century residential development;
- Encourage a high standard of architectural and sustainable design solutions for additions to existing buildings and the development of new buildings;
- Additions to existing buildings and new dwellings are appropriately setback so as to maintain the visual prominence of the single storey streetscape when viewed from Carr Street;

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- New development is to respond appropriately to the surrounding street context through:
 - consistent scale and bulk in relation to the original street pattern, maintaining front and side setback patterns;
 - built form that incorporates consistent physical built form elements without the requirement to mimic the style of the original character dwellings;
- The reinstatement and reconstruction of missing design elements to original building facades such a timber verandah, decorative timber gables and the removal of paint and render from original brickwork;
- Maintain the absence of visually intrusive car storage structures and spaces and vehicular crossovers to the primary streetscape; and
- Maintain an open street frontage by ensuring front boundary fences are low and/or visually permeable.

3. DEVELOPMENT GUIDELINES FOR ALL BUILDINGS

<u>Local Housing Objectives</u> <i>Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.</i>			<u>Deemed to Comply</u> <i>Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.</i>		
<u>Street Setbacks</u>					
<u>Augment</u> <u>5.1.2</u> <u>P2.1</u>	<u>Augment</u> <u>6.1.3 P3</u>	<u>Dwellings should not detract from the streetscape by being set back too close or too far from the front boundary when compared with adjacent properties or the predominant streetscape character.</u>	<u>Replace</u> <u>5.1.2</u> <u>C2.1</u>	<u>Replace</u> <u>6.1.3</u> <u>C3.1</u>	<u>Ground floor street setbacks to be an average of the two directly adjoining properties on either side of the proposed development.</u> <u>First floor development shall not be located within 4 meters of the ground floor primary street setback and shall not be visible from Carr Street when measured in accordance with 'Figure 2 – Line of Sight'.</u>
<u>New</u> <u>5.1.2</u> <u>P2.3</u>	<u>New</u> <u>6.1.3</u> <u>P3.1</u>	<u>First floor development is to be adequately setback to maintain the predominant single storey appearance of the streetscape.</u>			
<u>Lot Boundary Setbacks</u>					
<u>Augment</u> <u>5.1.3</u> <u>P3.1</u>	<u>Augment</u> <u>6.1.4</u> <u>P4.1</u>	<u>Reduce impacts of building bulk on adjoining properties by maintaining a setback similar to any adjoining properties or the predominant development context while also complying with relevant overshadowing and visual privacy requirements.</u>			
<u>Building Height</u>					

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Local Housing Objectives			Deemed to Comply										
Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.			Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.										
Augment 5.1.6 P6	Augment 6.1.2 P2	Building height that creates no adverse impact on the amenity of adjoining properties or the streetscape by maintaining similar features of adjoining properties or the streetscape in terms of scale and proportions. The plate height of new dwellings, particularly the portions in view from the street, should approximate the street's typical wall plate height to avoid an under scaled squat appearance.	Replace 5.1.6 C6	Replace 6.1.2 C2	Minimum building height fronting primary street: 3m Maximum building height: <table><tr><th>Element</th><th>Max allowable Heights for Two Storey Dwellings</th></tr><tr><td>Top of external wall (roof above)</td><td>7 metres</td></tr><tr><td>Top of external wall (concealed roof)</td><td>8 metres</td></tr><tr><td>Top of pitched roof</td><td>10 metres</td></tr></table>	Element	Max allowable Heights for Two Storey Dwellings	Top of external wall (roof above)	7 metres	Top of external wall (concealed roof)	8 metres	Top of pitched roof	10 metres
Element	Max allowable Heights for Two Storey Dwellings												
Top of external wall (roof above)	7 metres												
Top of external wall (concealed roof)	8 metres												
Top of pitched roof	10 metres												
New 5.1.6 P6.1		Windows and gables are consistent with the existing dwellings in the street.	New 5.1.6 C6.1	New 6.1.2 C2.1	Loft additions where the development is contained wholly within the roof space and where there is no visible change to the dwellings appearance from the street.								
Setback of Garages and Carports													
Augment 5.2.1 P5.1	Augment 6.3.4	Maintaining an absence of car parking facilities within the streetscape.	Replace 5.2.1 C1.1, C1.2 and C1.5		Carports, garages or hardstand car bays are to be located at the rear of the property where ROW access is available. Carports setback 500mm behind the front setback line where access is from the Primary Street.								
Street Surveillance													
Augment 5.2.3 P3	Augment 6.2.1 P1.1	Buildings to be designed to encourage active use and actual surveillance of the front yard by including verandahs, porches or Outdoor Living Areas and by including habitable rooms at the front of the dwelling.	Replace 5.2.3 C3.1	Replace 6.2.1 C1.1	A front verandah is incorporated into the façade of new dwellings (at a minimum 50% of the width of the front façade) with a useable minimum depth of 1.8 metres.								
Street Walls and Fences													

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<u>Local Housing Objectives</u> <i>Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.</i>			<u>Deemed to Comply</u> <i>Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.</i>		
Augment 5.2.4 P4	Augment 6.2.2 P2	Ensure front boundary fences enhance the streetscape by being designed in the predominant style of the street and are low enough to retain views to dwellings and front gardens.	Replace 5.2.4 C4	Replace 6.2.2 C2	a) The maximum height of new fences facing the street is to be 1.8 metres above natural ground level; b) The maximum height of any solid portion of a new fence is to be 750mm above natural ground level. The remaining portion is to be a minimum of 80% visually permeable; and c) The maximum height of fence piers with decorative capping to be 2.0 metres above natural ground level.
<u>General Building Design</u>					
New 5.4.6 P6.1	New 6.2.4 P4.3	The roof of a building is to be designed so that it is similar to the existing streetscape character.	New 5.4.6 C6.1	Pursuant to 6.2.4 C4	Roof pitch of ground and upper storeys of between 30 and 40 degrees, with 35 - 45 degree pitches to gables where it can be viewed from the street.
New 5.4.6 P6.2	New 6.2.4 P4.4	New buildings must respond to the prevailing surrounding character and ensure unsympathetic contrasts in scale mass and materials are avoided.	New 5.4.6 C6.2	Pursuant to 6.2.4 C4	New dwellings' floor levels match, or mediate between, properties on both sides of the proposed dwelling. <i>Note: Floor levels of the original dwellings in Carr Street are raised approximately 300 - 500mm above footpath level, which assists to define the verandah area and provide additional privacy as views into front rooms are obscured.</i>
New 5.4.6 P6.3	New 6.2.4 P4.5	Each street facing window should have a style that suits the predominant character of the street and the architectural style of the proposed dwelling.	New 5.4.6 C6.3	Pursuant to 6.2.4 C4	Street facing windows have a height of at least 1.6 times their width.
New 5.4.6 P6.4	New 6.2.4 P4.6	Additions visible from the street should be compatible with and respectful of the existing dwelling and the predominant character of the original dwellings within the street.	New 5.4.6 C6.4	Pursuant to 6.2.4 C4	Additions to existing buildings will only be supported where they are located behind the original façade and set back so that the original building and roof form remains the dominant feature to the street.

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<u>Local Housing Objectives</u>	<u>Deemed to Comply</u>
<i>Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.</i>	<i>Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.</i>
<u>Demolition</u>	
<u>Application for development approval should maintain the front façade of the original dwelling.</u>	<u>Applications for development approval retain the original dwelling.²</u>

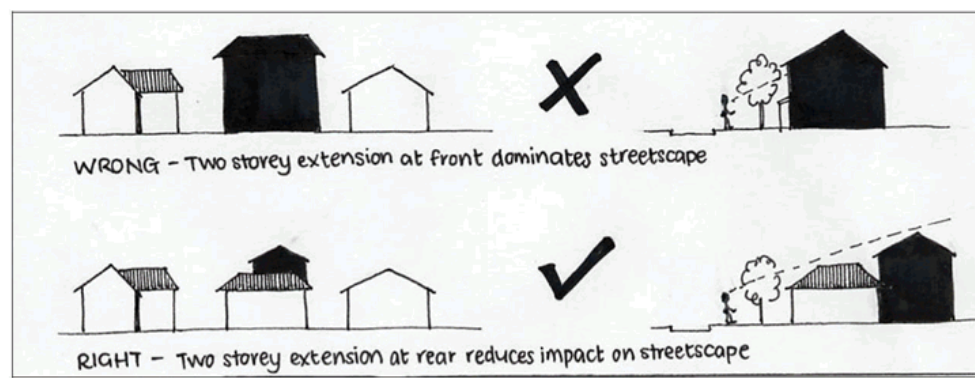


Figure 2 – Line of sight

² Schedule 2, Part 7, Clause 61(1)(e) in the *Planning and Development (Local Planning Schemes) Regulations 2015* does not require a development application for the demolition of a single house, ancillary dwelling, outbuilding, external fixture, boundary wall or fence, patio, pergola, veranda, garage, carport or swimming pool where the structure is not affected by heritage legislation. C7.4 has been included as the requirement in the Regulations may be removed and the provision could then be implemented.

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APPENDIX 4: JANET STREET HERITAGE AREA GUIDELINES

These guidelines are to be read in conjunction with the City's Policy 7.5.15 – Character Retention Areas and Heritage Areas.



Figure 1 – Janet Street Character Retention Area

1. PURPOSE

These guidelines have been adopted for the purpose of preserving and enhancing the established neighbourhood character and amenity of Janet Street, while allowing for new development that meets the changing needs of the community.

The guidelines:

1. Provide a basis for the control of all development within the Janet Street Heritage Area including new buildings and additions/alterations to existing buildings;
2. Replace the deemed to comply requirements and/or provide additional deemed to comply requirements in relation to certain elements of the R-Codes.

2. STATEMENT OF HERITAGE SIGNIFICANCE

Janet Street has moderate aesthetic value through its dominant display of single storey residences constructed in the Federation and Interwar style of architecture.

Janet Street has moderate historic value as an almost intact and cohesive example of a 20th century streetscape, with the residences that were predominantly built in the 1920's. It provides a good and rare historic record of the accommodation of people in this period.

Janet Street demonstrates a cohesive physical form in the public realm. The overall form, style, height, setback and selection of materials of the historic dwellings contribute

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to the uniformity of the streetscapes, providing a coherent character with varied levels of intactness.

3. RECORD OF PLACES OF HERITAGE SIGNIFICANCE

<u>Property Address</u>	<u>Constructed (circa)</u>	<u>Architectural style³</u>	<u>Level of Significance</u>
1 Janet St	c1922	Interwar bungalow	Moderate Contribution
2 Janet St	c1924	Federation bungalow	Moderate Contribution
3 Janet St	c1922	Interwar bungalow	Moderate Contribution
4 Janet St	c1923	Federation bungalow	Moderate Contribution
5 Janet St	c1922	Interwar bungalow	Moderate Contribution
6 Janet St	c1923	Federation bungalow	Moderate Contribution
7 Janet St	c1922	Interwar bungalow	Moderate Contribution
8 Janet St	c1923	Interwar bungalow	Moderate Contribution
9 Janet St	c1921	Interwar bungalow	Moderate Contribution
10 Janet St	c1923	Federation bungalow	Moderate Contribution
11 Janet St	c1921	Interwar bungalow	Moderate Contribution
12 Janet St	c2009	Contemporary dwelling	No contribution
13 Janet St	c1921	Interwar bungalow	Moderate Contribution
14 Janet St	c1923	Federation bungalow	Moderate Contribution
15 Janet St	C1923	Interwar bungalow	Moderate Contribution

4. JANET STREET LOCAL HOUSING OBJECTIVES

- Retention and conservation of the original Federation style dwellings;
- Protection and enhancement of the existing streetscape character;
- Retention of the visual character of late nineteenth to early twentieth century residential development;
- Encouragement of a high standard of architectural and sustainable design solutions for additions to existing buildings and the development of new buildings;
- Ensuring additions to existing buildings and new dwellings are appropriately setback so as to maintain the visual prominence of the single storey streetscape when viewed from Janet Street;
- New development is appropriate in scale and bulk in relation to the original street pattern, maintaining front and side setback patterns;
- The reinstatement and reconstruction of missing design elements to original building facades such as a timber verandah, decorative timber gables and the removal of render from original brickwork; and site features such as landscaping and front fences;
- Maintain the absence of and promote the removal of visually intrusive car storage structures and spaces, and vehicular crossovers to the primary streetscape; and
- Maintain an open atmosphere of street frontage by ensuring front boundary fences are low and/or visually permeable.

³ The architectural style applied to dwellings below are based on those outlined in *Identifying Australian Architecture* by Apperly, Irving and Reynolds and the City of Vincent Housing Style Guide.

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5. DEVELOPMENT GUIDELINES FOR ALL BUILDINGS

Local Housing Objectives			Deemed to Comply										
Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.			Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.										
Street Setbacks													
Augment 5.1.2 P2.1	Augmen t 6.1.3 P3	Dwellings should not detract from the streetscape by being set back too close or too far from the front boundary when compared with adjacent properties or the predominant streetscape character.	Replace 5.1.2 C2.1	Replace 6.1.3 C3.1	Ground floor street setbacks to be an average of the two directly adjoining properties on either side of the proposed development. First floor development shall not be located within 4 meters of the ground floor primary street setback and shall not be visible from Janet Street when measured in accordance with 'Figure 2 – Line of Sight'.								
New 5.1.2 P2.3	New 6.1.3 P3.1	First floor development is to be adequately setback to maintain the predominant single storey appearance of the streetscape.											
Lot Boundary Setbacks													
Augment 5.1.3 P3.1	Augmen t 6.1.4 P4.1	Reduce impacts of building bulk on adjoining properties by maintaining a setback similar to any adjoining properties or the predominant development context while also complying with relevant overshadowing and visual privacy requirements.											
Building Height													
Augment 5.1.6 P6.1	Augmen t 6.1.2 P2	Building height that creates no adverse impact on the amenity of adjoining properties or the streetscape by maintaining similar features of adjoining properties or the streetscape in terms of scale and proportions. The plate height of new dwellings, particularly the portions in view from the street, should approximate the street's typical wall plate height to avoid an under scaled squat appearance.	Replace 5.1.6 C6	Replace 6.1.2 C2	Minimum building height fronting primary street: 3m Maximum building height: <table><tr><th>Element</th><th>Max allowable Heights for Two Storey Dwellings</th></tr><tr><td>Top of external wall (roof above)</td><td>7 metres</td></tr><tr><td>Top of external wall (concealed roof)</td><td>8 metres</td></tr><tr><td>Top of pitched roof</td><td>10 metres</td></tr></table>	Element	Max allowable Heights for Two Storey Dwellings	Top of external wall (roof above)	7 metres	Top of external wall (concealed roof)	8 metres	Top of pitched roof	10 metres
Element	Max allowable Heights for Two Storey Dwellings												
Top of external wall (roof above)	7 metres												
Top of external wall (concealed roof)	8 metres												
Top of pitched roof	10 metres												

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Local Housing Objectives <i>Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.</i>			Deemed to Comply <i>Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.</i>		
New 5.1.6 P6.1		Windows and gables are consistent with the existing dwellings in the street.	New C6.1	New 6.1.2 C2.1	Loft additions where the development is contained wholly within the roof space and where there is no visible change to the dwellings appearance from the street.
Setback of Garages and Carports					
Augment 5.2.1 P5.1		Maintaining an absence of car parking facilities within the streetscape.	Replace 5.2.1 C1.1, C1.2 and C1.5		Carports, garages or hardstand car bays are to be located at the rear of the property where ROW access is available. Carports setback 500mm behind the front setback line where access is from the Primary Street.
Street Surveillance					
Augment 5.2.3 P3	Augment 6.2.1 P1.1	Buildings to be designed to encourage active use and actual surveillance of the front yard by including verandahs, porches or Outdoor Living Areas and by including habitable rooms at the front of the dwelling.	Replace 5.2.3 C3.1	Replace 6.2.1 C1.1	A front verandah is incorporated into the façade of new dwellings (at a minimum 50% of the width of the front façade) with a useable minimum depth of 1.8 metres.
Street Walls and Fences					
Augment 5.2.4 P4	Augment 6.2.2 P2	Ensure front boundary fences enhance the streetscape by being designed in the predominant style of the street and are low enough to retain views to dwellings and front gardens.	Replace 5.2.4 C4	Replace 6.2.2 C2	<p>a) The maximum height of new fences facing the street is to be 1.2 metres above the adjacent footpath level;</p> <p>b) The maximum height of any solid portion of a new fence is to be 500mm above the adjacent footpath level. The remaining portion is to be a minimum of 40% visually permeable;</p> <p>c) The maximum height of fence piers with decorative capping to be 1.8 metres above the adjacent footpath level; and</p> <p>d) Maximum width of piers to be 470mm</p> <p>or</p> <p>e) The maximum height of new fences facing the</p>

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Local Housing Objectives <i>Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.</i>			Deemed to Comply <i>Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.</i>		
					<p>street is to be 1.8 metres above the adjacent footpath level;</p> <p>f) The maximum height of any solid portion of a new fence is to be 750mm above the adjacent footpath level. The remaining portion is to be a minimum of 80% visually permeable; and</p> <p>g) The maximum height of fence piers with decorative capping to be 2.0 metres above the adjacent footpath level.</p>
General Building Design					
New 5.4.6 P6.1	New 6.2.4 P4.3	The roof of a building is to be designed so that it is similar to the existing streetscape character.	New 5.4.6 C6.1	Pursuant to 6.2.4 C4	Roof pitch between 30 and 40 degrees, with 35 - 45 degree pitches to gables where it can be viewed from the street.
New 5.4.6 P6.2	New 6.2.4 P4.4	New buildings must respond to the prevailing surrounding character and ensure unsympathetic contrasts in scale mass and materials are avoided.	New 5.4.6 C6.2	Pursuant to 6.2.4 C4	New dwellings' floor levels match, or mediate between, properties on both sides of the proposed dwelling. <i>Note: Floor levels of the original dwellings in Janet Street are raised approximately 300mm above footpath level, which assists to define the verandah area and provide additional privacy as views into front rooms are obscured.</i>
New 5.4.6 P6.3	New 6.2.4 P4.5	Each street facing window should have a style that suits the predominant character of the street and the architectural style of the proposed dwelling.	New 5.4.6 C6.3	Pursuant to 6.2.4 C4	Street facing windows have a height of at least 1.6 times their width.
New 5.4.6 P6.4	New 6.2.4 P4.6	Additions visible from the street should be compatible with and respectful of the existing dwelling and the predominant character of the original dwellings within the street.	New 5.4.6 C6.4	Pursuant to 6.2.4 C4	Additions to existing buildings will only be supported where they are located behind the original façade and set back so that the original building and roof form remains the dominant feature to the street.
Demolition					
Applications for development approval should maintain the front façade of a contributing dwelling.			Applications for development approval that retain the original dwelling are considered acceptable.		

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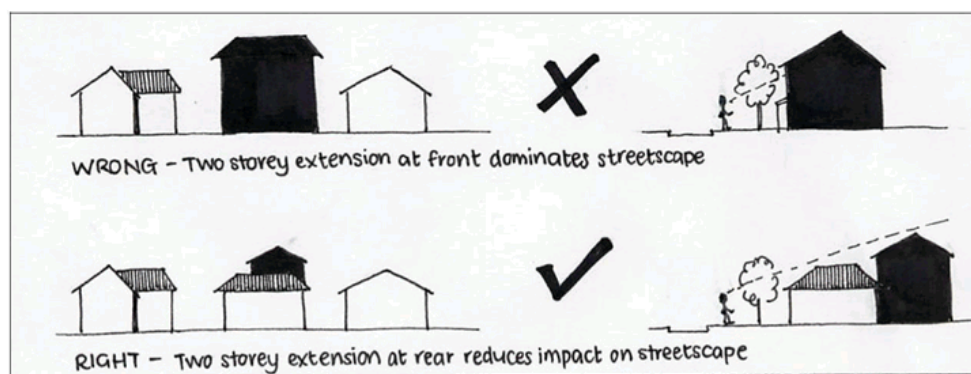


Figure 2 – Line of sight

Date Adopted: 22 September 2015

Date Amended: ~~NA~~ 12 December 2017

Date Reviewed: NA

Date of Next Review: September 2020

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PART 1 – PRELIMINARY

POLICY DEVELOPMENT

This Policy has been prepared under the provisions of Schedule 2, Part 2 and 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

PURPOSE & APPLICATION

The purpose of this Policy is to:

1. Establish a framework to identify areas within the City of Vincent that contain characteristics that are valued by the community; and
2. Provide guidance on development in identified Character Retention Areas and Heritage Areas.

This Policy applies to:

1. The process used to identify and formally recognise Character Retention Areas and Heritage Areas;
2. The identification and listing of development standards which will be used in assessing all development applications for properties within those Character Retention Areas and Heritage Areas;
3. Appendix 1 of this Policy applies to applications for development in the St Albans Avenue Character Retention Area identified in Table 1 in Appendix 1;
4. Appendix 2 of this Policy applies to applications for development in the Harley Street Heritage Area identified on Figure 2 in Appendix 2;
5. Appendix 3 of this Policy applies to applications for development in the Carr Street Character Retention Area identified on Figure 1 in Appendix 3; and
6. Appendix 4 of this Policy applies to applications for development in the Janet Street Heritage Area identified on Figure 1 in Appendix 4.

POLICY OBJECTIVES

1. To identify areas within the City that contain characteristics valued by the community to be known as Character Retention Areas and/or Heritage Areas;
2. To establish a planning and design framework to protect the streetscapes located within Character Retention Areas and/or Heritage Areas;
3. To ensure that new buildings and additions to existing buildings will be sympathetic to the unique character of the streetscape; and

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4. To distinguish between buildings within each Character Retention Area and/or Heritage Areas that contribute to the integrity of the streetscape and those which do not.

RELATIONSHIP TO OTHER DOCUMENTS

This Local Planning Policy forms part of the City of Vincent local planning policy framework. Where this Policy is inconsistent with the City's local planning scheme, the local planning scheme prevails. Where this Policy is inconsistent with an adopted Local Development Plan, Activity Centre Plan or Structure Plan, the adopted Local Development Plan, Activity Centre Plan or Structure Plan prevails.

Where this Policy is permitted to amend or replace the Deemed to Comply provisions under Clause 7.3.1(a) of the Residential Design Codes, the provisions of this Policy shall prevail. Where this Policy augments the Design Principles under Clause 7.3.1(b) of the Residential Design Codes by providing Local Housing Objectives, both the Design Principles of the Residential Design Codes and the Local Housing Objectives of this Policy shall apply.

Where this Policy is inconsistent with the provisions of another local planning policy the provisions of this Policy shall prevail.

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PART 2 – POLICY PROVISIONS

1. Development Standards

- 1.1. Applications for development that comply with the relevant 'Deemed to Comply' policy provisions and 'Local Housing Objectives' are considered to meet the Policy Objectives.
- 1.2. Applications for development that seek departure from the 'Deemed to Comply' policy provisions may be deemed to be acceptable where:
 - 1.2.1 The applicant applies for assessment, and provides adequate justification, against the relevant Design Principles of the R-Codes, Design Objectives, Local Housing Objectives, Policy Objectives and Objectives of the local planning scheme; and
 - 1.2.2 The application obtains the support of the City's Design Advisory Committee where the City determines it to be necessary.
- 1.3. The City will assess and determine at its discretion that the same or better outcome will be achieved than would have been provided by the 'Deemed to Comply' criteria.
- 1.4. Applications for development shall include a contextual elevation showing the elevation of the proposed development and the existing development on the adjoining properties either side pursuant to Schedule 2, Part 8, Clause 63(1)(d) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

2. Character Retention Area Nomination

- 2.1. A Character Retention Area may include the following:
 - 2.1.1 A collection of no less than five adjoining buildings;
 - 2.1.2 A street block; or
 - 2.1.3 A part of, or whole suburb.
- 2.2. A Character Retention Area may be nominated in writing by a member of the public or by the City.
- 2.3. The City will only proceed with the nomination of the Character Retention Area where it is demonstrated by the nominee that owners of at least 40% of affected properties support proceeding with the nomination.

3. Consultation and Preparation of Guidelines

- 3.1. Following the successful nomination of a Character Retention Area, all owners of the affected properties will be notified of the intention to proceed with the nomination.
 - 3.2. The City will invite all owners of the affected properties to attend a facilitated workshop to:
 - 3.2.1 Discuss what the prevailing character of the area is and how it can best be protected;
-

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- 3.2.2 Agree which buildings contribute to the character of the area and which do not; and
- 3.2.3 Prepare a policy framework (the Guidelines) and draft provisions to protect the identified character of the area.
- 3.3 This workshop will be held at a mutually agreed time between the City and the owners of the affected properties. This group is not a decision making authority but acts only in an advisory capacity.
- 3.4 The City may abandon the nomination at any time during this process if there is a prevailing view from the community that it no longer wishes to proceed.

4. Approval of the Guidelines

- 4.1 Once the draft Guidelines have been prepared, Administration will request that Council initiate formal consultation in accordance with the City's community consultation policy.
- 4.2 Following advertising, Council will be asked to approve, refuse or approve with modifications the Guidelines to be included as an appendix to this policy based on the submissions received.

5. Amendments to the Guidelines

- 5.1 The City may consider amending the Character Retention Area Guidelines where it can be demonstrated that owners of at least 40% of the affected properties support the amendment(s).
- 5.2 Council must initiate formal consultation to advertise any amendment(s) in accordance with the City's community consultation policy.
- 5.3 Following advertising, Council will be asked to determine the amendment(s) on the basis of the submissions received.

6. Rescission of a Character Retention Area

- 6.1 The City will only consider initiating the removal of a Character Retention Area where it can be demonstrated that owners of at least 60% of the affected properties support their removal.
- 6.2 If supported, Council must initiate formal consultation to amend the policy to remove the Character Retention Area in accordance with the City's community consultation policy.
- 6.3 Following advertising, Council will be asked to determine the amendment on the basis of the submissions received.

7. Heritage Areas

- 7.1 The City may consider designating a Heritage Area in accordance with Part 3 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* in the following instances:
-

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- 7.1.1 Where a nomination has been received for a Character Retention Area in accordance with (1) of this policy and the City is satisfied the area is suitably qualified to be designated as a Heritage Area following a Heritage Assessment;
- 7.1.2 Where the City has undertaken a Heritage Assessment of any area and is satisfied it is suitably qualified to be designated as a Heritage Area following a Heritage Assessment.
- 7.2 If an area qualifies as a Heritage Area, the City will consult with affected landowners on the designation prior to making a recommendation to Council on whether to proceed in accordance with Part 3 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

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APPENDIX 1: ST ALBANS AVENUE GUIDELINES

Table 1: Properties included in St Albans Avenue Character Retention Area

	Character Retention Areas Name	Street Number of Contributing Buildings	Street Number of Non-Contributing Buildings
1.	St Albans	6, 8, 10, 12, 14, 16, 18 7, 11, 15	9, 11A, 17

St Albans Avenue is located in the suburb of Highgate, to the west of Beaufort Street. Many of the residences located within the area were part of the 1890 Chatsworth Estate development, which was a residential development resulting from the Gold Boom. Buildings constructed during this time contribute to the highly intact and visually cohesive area.

KEY CHARACTERISTICS

- The area is a highly intact example of late nineteenth to early twentieth century residential development comprising fine examples of modest, single storey dwellings constructed in the Federation period of architecture;
- The overall form, style, height, setback and selection of materials of the character dwellings contribute to the uniformity of the streetscape, providing a coherent character with a high level of retained original detail including street facing verandahs and decorative gables;
- Generally consistent lot widths (where semi-detached residences are considered as one);
- A low number of carports or garages to street fronts; and
- Generally consistent setback of dwellings from the street.

DESIRED DEVELOPMENT OUTCOMES

- Retention and conservation of the Federation style dwellings;
- Retention of the visual dominance of late nineteenth to early twentieth century residential development within the Area.

1. DEVELOPMENT GUIDELINES FOR CONTRIBUTING BUILDINGS

Design Objectives	
1.1	Demolition
1.1.1	Applications for the full demolition of the façade of dwellings will not be supported.
1.1.2	The removal of original character features from a contributing dwelling which, are visible from the street will not be supported. Where original character features have been removed from dwellings, they should be reinstated where possible.
1.2	Building Setbacks

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Design Objectives	
1.2.1	Additions to the building, will only be supported where they are located behind the building.
1.2.2	Additions to the side of the original dwelling maybe supported where the applicant can demonstrate to the satisfaction of the Council that there are no adverse impacts on the original building façade and the character of the streetscape.
1.2.3	Side setbacks variations may be supported where they are in line with the existing dwelling and is in keeping with the rhythm of the existing streetscape.
1.3 Building Walls	
1.3.1	Variations to the building wall height may be supported if the proposed height is a continuation of the existing dwelling, and is in keeping with the rhythm of the existing streetscape.
1.4 Building Height	
1.4.1	Where an addition proposes an additional storey, it must not exceed 1 storey above the number of storeys of the original dwelling.
1.4.2	Any additional storey must be setback sufficiently to be in keeping with the rhythm of the streetscape.
1.5 Car Parking, Garages and Car Ports	
1.5.1	Carports or garages are not to be located within the front setback area. Hardstand car parking bays may be supported where it can be demonstrated that there are no visual impacts on the streetscape.
1.5.2	Car ports and garages may be supported where they are located to the side or rear of a dwelling and are set back a minimum of 500mm behind the main building line. The structure must be open or a minimum of 50% visually permeable.
1.6 Street Walls and Fences	
1.6.1	Traditional fencing types as illustrated in Figure 1 (Appendix 1) are encouraged. Minor variations to the examples indicated in Figure 1 may be supported.
1.6.2	The maximum height of new fences facing the street is to be 1200mm above the adjacent footpath level.

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Design Objectives	
1.6.3	The maximum height of any solid portion of a new fence is to be 750mm above the adjacent footpath level. The remaining portion (up to 1200mm total height) is to be a minimum of 50% visually permeable.
1.7	External Features and Decorative Treatments
1.7.1	Original and intact unpainted surfaces are not permitted to be rendered or painted.
1.7.2	Removal of paint/render from originally unpainted/non-rendered masonry is supported.
1.7.3	Loft additions may be supported where the development is contained wholly within the roof space and where no visible change to the dwellings appearance from the street is made.
1.8	Roof Works
1.8.1	New roofing additions must be sympathetic to the existing roof form.

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2. DEVELOPMENT GUIDELINES FOR NON-CONTRIBUTING BUILDINGS

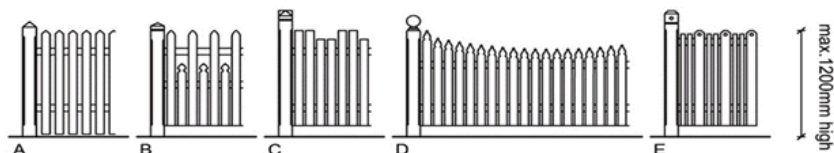
Design Objectives	
2.1	Demolition
2.1.1	Applications for full demolition of dwellings may be supported.
2.2	Building Setbacks
2.2.1	Setback variations may be supported where they are in line with existing dwellings on the street and is in keeping with the rhythm of the existing streetscape.
2.3	Appearance of Additions & New Dwellings
2.3.1	New dwellings must address the street and be consistent with the bulk and scale of adjacent dwellings.
2.4	Building Height
2.4.1	The height of any new development shall not exceed 2 storeys.
2.5	Street Walls and Fences
2.5.1	The maximum height of new fences facing the street is to be 1200mm above the adjacent footpath level.
2.5.2	The maximum height of any solid portion of a new fence is to be 750mm above the adjacent footpath level. The remaining portion (up to 1200mm total height) is to be a minimum of 50% visually permeable.
2.5.3	The use of contemporary style fences that complement the existing streetscape will be supported.

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3. APPROPRIATE FENCING TYPES FOR CHARACTER RETENTION AREAS

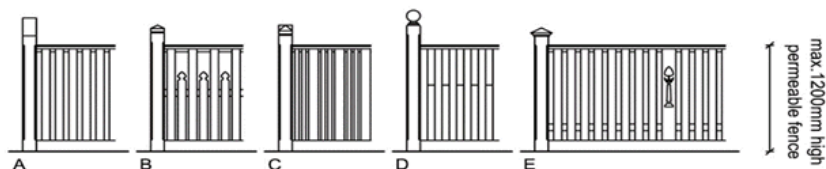
Open Picket Fencing Examples

- A Simple pointed picket
- B Alternating picket shape and height
- C Castellated
- D Shaped tops
- E Alternating picket width (particular example more typical of California Bungalow)



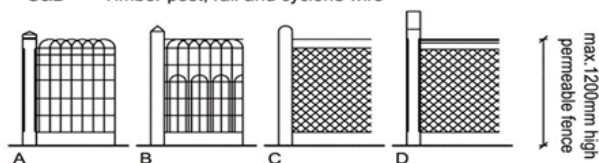
Closed Picket Fencing Examples

- A Simple
- B Alternating picket shape and height
- C Alternating picket width
- D Closed picket lower, open picket upper.
- E Wider picket with decorative cut out (particular example more typical of California Bungalow)

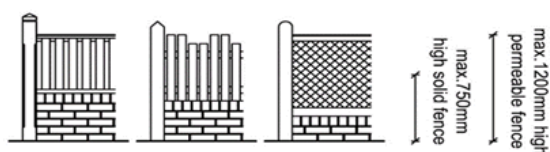


Wire Fencing Examples

- A&B Woven wire with timber posts and rails
- C&D Timber post, rail and cyclone wire



Masonry and Timber Fencing Examples



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APPENDIX 2: HARLEY STREET HERITAGE AREA GUIDELINES

These guidelines are to be read in conjunction with the City's Policy 7.5.15 – Character Retention Areas and Heritage Areas.



Figure 1: Harley Street Heritage Area

1. PURPOSE

These guidelines have been adopted for the purpose of preserving and enhancing the established neighbourhood character and amenity of Harley Street, while allowing for new development that meets the changing needs of the community.

The guidelines:

1. Provide a comprehensive basis for the control of all development within Harley Street including new development and additions/alterations to existing development;
2. Replace the deemed to comply requirements and/or provide additional deemed to comply requirements in relation to certain elements of the R-Codes.

2. STATEMENT OF HERITAGE SIGNIFICANCE

Harley Street has moderate aesthetic value through its dominant display of single storey residences constructed in the Federation style of architecture.

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Harley Street has moderate historic value as an almost complete example of a 19th century streetscape, with the residences that were predominantly built in the late 1890s - 1910s. It provides a good and rare historic record of the accommodation of people in this period.

Harley Street demonstrates a unified and cohesive physical form in the public realm. The overall form, style, height, setback and selection of materials of the historic dwellings contribute to the uniformity of the streetscapes, providing a coherent character with varied levels of intactness.

Harley Street contains a good representation of the wide variety of building design applied to the inner city residential areas during the Gold Rush period of 1891 to 1919. This includes substantial single residential dwellings with individual architectural detail, modest single residential dwellings, semi-detached and terraced dwellings. All these styles are represented in Harley Street, and although alterations have been undertaken to some of the dwellings, and some new replacement development has occurred in the 1980s, the streetscape is largely consistent with the styles of the Gold Boom period and construction applied during this time.

Overall, Harley Street is a highly intact example of late nineteenth to early twentieth century residential development comprising fine examples of modest single storey dwellings constructed in the Federation period of architecture.

3. RECORD OF PLACES OF HERITAGE SIGNIFICANCE

Property Address	Constructed (circa)	Architectural style ¹	Level of Significance
1A-1C Harley	c.1988	Post-war Conventional Suburban Style	No contribution
2 Harley	c.2017	Contemporary	No contribution
3 Harley	c.1898	Federation Bungalow	Moderate contribution
4 Harley	c.1914	Federation Bungalow	Moderate contribution
6 Harley	c.1900	Federation Queen Anne	Moderate contribution
7, 9, 11 & 13 Harley	c.1898	Federation Italianate	Moderate contribution
10 Harley	c.1905	Federation Queen Anne	Moderate contribution
14 Harley	c.2017	Contemporary	No contribution
15A & 15B Harley	c.1982	Reproduction of Federation Terrace	No contribution
16 Harley	c.1908	Federation Queen Anne	Moderate contribution
17 Harley	c.1900	Federation Bungalow	Moderate contribution
19 Harley	c.1900	Federation Bungalow	Moderate contribution
20 Harley	c.1898	Federation Bungalow	Moderate contribution

¹ The architectural style applied to dwellings below are based on those outlined in *Identifying Australian Architecture* by Apperly, Irving and Reynolds and the City of Vincent Housing Style Guide.

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Property Address	Constructed (circa)	Architectural style ¹	Level of Significance
21 Harley	c.1898	Federation Queen Anne	Moderate contribution
22 Harley	c.1899	Federation Bungalow	Moderate contribution
23 Harley	c.1910	Federation Queen Anne	Moderate contribution
24 Harley	c.1898	Federation Bungalow	Moderate contribution
25 Harley	c.1903	Federation Queen Anne	Moderate contribution
27 Harley	c.1905	Federation Bungalow	Moderate contribution
28 Harley	c.1898	Federation Queen Anne	Moderate contribution
30 Harley	c.1988	Post-war Conventional Suburban Style	No contribution
31 Harley	c.1908	Federation Bungalow	Moderate contribution
32 Harley	c.1900	Federation Bungalow	Moderate contribution
33 Harley	c.1920	Federation Bungalow with Inter War California Bungalow elements	Moderate contribution
36 Harley	c.1905	Federation Bungalow	Moderate contribution
38 Harley	c.1905	Federation Bungalow	Moderate contribution
39 Harley	c.1898	Federation Bungalow	Moderate contribution

4. HARLEY STREET LOCAL HOUSING OBJECTIVES

- Retention and conservation of the original Federation style dwellings;
- Protection and enhancement of existing streetscape character;
- Retention of the visual character of late nineteenth to early twentieth century residential development;
- Encourage a high standard of architectural and sustainable design solutions for additions to existing development and new development;
- Additions to existing development and new development is appropriately set back so as to maintain the visual prominence of the single storey streetscape when viewed from Harley Street;
- New development is to respond appropriately to the surrounding street context through:
 - consistent scale and bulk in relation to the original street pattern, maintaining front and side setback patterns;
 - built form that incorporates consistent physical built form elements without the requirement to mimic the style of the original character dwellings;
- The reinstatement and reconstruction of missing design elements to original building facades such as a timber verandahs, decorative timber gables and the removal of render from original brickwork; and site features such as landscaping and front fences;

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- Maintain the absence of and promote the removal of visually intrusive car storage structures and spaces and vehicular crossovers to the primary streetscape; and
- Maintain an open atmosphere of street frontage by ensuring front boundary fences are low and/or visually permeable.

5. DEVELOPMENT GUIDELINES FOR ALL DEVELOPMENT

Local Housing Objectives			Deemed to Comply		
Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.			Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.		
Street Setbacks					
Augment 5.1.2 P2.1	Augment 6.1.3 P3	Dwellings should not detract from the streetscape by being set back too close or too far from the front boundary when compared with adjacent properties and the predominant streetscape character.	Replace 5.1.2 C2.1	Replace 6.1.3 C3.1	Ground floor street setbacks to be an average of the two directly adjoining properties on either side of the proposed development. First floor development shall not be located within 10 meters of the primary street boundary and shall not be visible from Harley Street when measured in accordance with 'Figure 2 – Line of Sight'.
New 5.1.2 P2.3	New 6.1.3 P3.1	First floor development is to be adequately setback to maintain the predominant single storey appearance of the streetscape.			
Lot Boundary Setbacks					
Augment 5.1.3 P3.1	Augment 6.1.4 P4.1	Reduce impacts of building bulk on adjoining properties by maintaining a setback similar to any adjoining properties or the predominant development context while also complying with relevant overshadowing and visual privacy requirements.			
Building Height					

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Local Housing Objectives			Deemed to Comply										
Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.			Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.										
Augment 5.1.6 P6	Augment 6.1.2 P2	Building height that creates no adverse impact on the amenity of adjoining properties or the streetscape by maintaining similar features of adjoining properties or the streetscape in terms of scale and proportions. The plate height of new dwellings, particularly the portions in view from the street, should approximate the street's typical wall plate height to avoid an under scaled squat appearance. <i>Note: The plate heights on Harley Street are typically around 40 courses, usually starting above limestone footings equal to the internal floor level.</i>	Replace 5.1.6 C6	Replace 6.1.2 C2	The maximum height of a dwelling is to be 2 storeys and comply with the following measurements: <table><tr><td>Element</td><td>Max allowable Heights for Two Storey Dwellings</td></tr><tr><td>Top of external wall (roof above)</td><td>7 metres</td></tr><tr><td>Top of external wall (concealed roof)</td><td>8 meters</td></tr><tr><td>Top of pitched roof</td><td>10 metres</td></tr></table>	Element	Max allowable Heights for Two Storey Dwellings	Top of external wall (roof above)	7 metres	Top of external wall (concealed roof)	8 meters	Top of pitched roof	10 metres
			Element	Max allowable Heights for Two Storey Dwellings									
Top of external wall (roof above)	7 metres												
Top of external wall (concealed roof)	8 meters												
Top of pitched roof	10 metres												
New 5.1.6 C6.1	New 6.1.2 C2.1	Loft additions will be contained wholly within the roof space and where no visible change is made to the dwelling's appearance from the street. The addition of front facing dormer windows and gables to lofts will cause lofts to be assessed as a storey for the purpose of this policy.											
Vehicular Access													
Augment 5.3.5 P5.1	Augment 6.3.5 P5	No crossovers to Harley Street unless the property has no other vehicular access opportunities.											
Setback of Garages and Carports													
Augment 5.2.1	Augment 6.3.4	Maintain the absence of visually intrusive car storage facilities within the streetscape.	Replace 5.2.1 C1.1, C1.2 and C1.5		Carports, garages or hardstand car bays are to be located at the rear of the property where ROW access is available.								
Street Surveillance													

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Local Housing Objectives <i>Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.</i>			Deemed to Comply <i>Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.</i>		
Augment 5.2.3 P3	Augment 6.2.1 P1.1	Buildings to be designed to encourage active use and actual surveillance of the front yard by including verandahs, porches or Outdoor Living Areas and by including habitable rooms at the front of the dwelling.	Replace 5.2.3 C3.1	Replace 6.2.1 C1.1	Ensure a front verandah is incorporated into the façade of new dwellings (at a minimum of 50% of the width of the front facade) with a useable minimum depth of 1.8 metres.
			Replace 5.2.3 C3.2	Replace 6.2.1 C1.2	Incorporate habitable rooms to the front of the development with generous openings to provide street engagement and passive surveillance to the street.
Street Walls and Fences					
Augment 5.2.4 P4	Augment 6.2.2 P2	Ensure front boundary fences enhance the streetscape by being designed in the predominant style of the street and are low enough to retain views to dwellings and front gardens.	Replace 5.2.4 C4	Replace 6.2.2 C2	a) The maximum height of new fences facing the street is to be 1.2 metres above the adjacent footpath level; b) The maximum height of any solid portion of a new fence is to be 500mm above the adjacent footpath level. The remaining portion is to be a minimum of 40% visually permeable; c) The maximum height of fence piers with decorative capping to be 1.8 metres above the adjacent footpath level; and d) Maximum width of piers to be 470mm; or e) The maximum height of new fences facing the street is to be 1.8 metres above the adjacent footpath level; f) The maximum height of any solid portion of a new fence is to be 750mm above the adjacent footpath level. The remaining portion is to be a minimum of 80% visually permeable; and g) The maximum height of fence piers with decorative capping to be 2.0 metres above the adjacent footpath level; or

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Local Housing Objectives <i>Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.</i>			Deemed to Comply <i>Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.</i>		
					h) Fencing types as illustrated in the diagrams below are permitted. Variations to the examples indicated below may be supported where it can be demonstrated that they are compatible with the existing fence styles in the street.
General Building Design					
New 5.4.6 P6.1	New 6.2.4 P4.3	The roof of a building is to be designed so that it is similar to the existing streetscape character.	New 5.4.6 C6.1	Pursuant to 6.2.4 C4	Roof pitch of ground and upper storeys of between 30 and 40 degrees, with 35 to 45 degree pitches to gables where it can be viewed from the street.
New 5.4.6 P6.2	New 6.2.4 P4.4	New buildings must respond to the prevailing surrounding character and ensure unsympathetic contrasts in scale, mass and materials are avoided.	New 5.4.6 C6.2	Pursuant to 6.2.4 C4	New dwellings' floor levels match, or mediate between, properties on both sides of the proposed dwelling. <i>Floor levels of the original dwellings in Harley Street are raised approximately 300 - 500mm above footpath level, which assists to define the verandah area and provide additional privacy as views into front rooms are obscured.</i>
New 5.4.6 P6.3	New 6.2.4 P4.5	Each street facing window should have a style that suits the predominant character of the street and the architectural style of the proposed dwelling.	New 5.4.6 C6.3	Pursuant to 6.2.4 C4	Street facing windows have a height of at least 1.6 times their width.
New 5.4.6 P6.4	New 6.2.4 P4.6	Additions visible from the street should be compatible with and respectful of the existing dwelling and the predominant character of the existing dwellings within the street.	New 5.4.6 C6.4	Pursuant to 6.2.4 C4	Additions to existing buildings will only be supported where they are located behind the original facade and set back so that the existing front building and roof form remains the dominant feature to the street.
Demolition					
Applications for development approval should maintain the front façade of a contributing dwelling.			Applications for development approval that retain the original dwelling are considered acceptable.		

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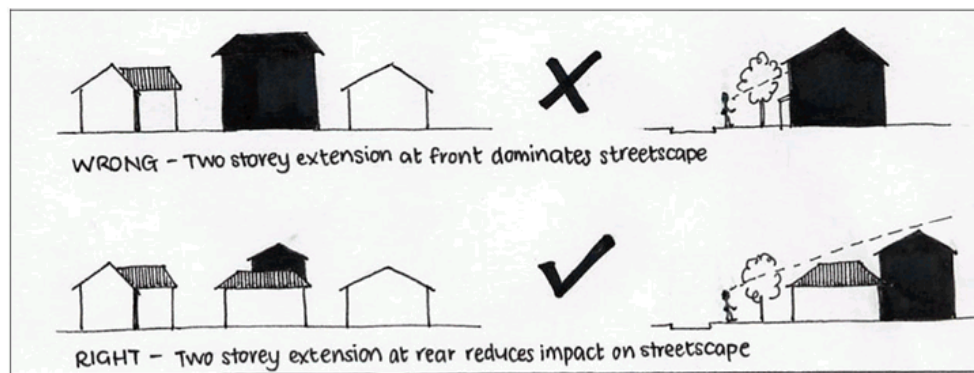


Figure 2 – Line of Sight

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6. RECOMMENDED FENCING STYLES FOR HARLEY STREET



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APPENDIX 3: CARR STREET GUIDELINES

These guidelines are to be read in conjunction with the City's Policy 7.5.15 – Character Retention Areas and Heritage Areas.



Figure 1 – Carr Street Character Retention Area

1. PURPOSE

These guidelines have been adopted for the purpose of preserving and enhancing the established neighbourhood character and amenity of Carr Street, while allowing for new development that meets the changing needs of the community.

The guidelines:

1. Provide a basis for the control of all development within Carr Street including new dwellings and additions/alterations to existing buildings;
2. Replace the deemed to comply requirements and/or provide additional deemed to comply requirements in relation to certain elements of the R-Codes.

2. CARR STREET LOCAL HOUSING OBJECTIVES

- Retention and conservation the original Federation and Interwar Bungalow style dwellings;
- Protection and enhancement of existing streetscape character;
- Retention of the visual character of late nineteenth to early twentieth century residential development;
- Encourage a high standard of architectural and sustainable design solutions for additions to existing buildings and the development of new buildings;
- Additions to existing buildings and new dwellings are appropriately setback so as to maintain the visual prominence of the single storey streetscape when viewed from Carr Street;

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- New development is to respond appropriately to the surrounding street context through:
 - consistent scale and bulk in relation to the original street pattern, maintaining front and side setback patterns;
 - built form that incorporates consistent physical built form elements without the requirement to mimic the style of the original character dwellings;
- The reinstatement and reconstruction of missing design elements to original building facades such as a timber verandah, decorative timber gables and the removal of paint and render from original brickwork;
- Maintain the absence of visually intrusive car storage structures and spaces and vehicular crossovers to the primary streetscape; and
- Maintain an open street frontage by ensuring front boundary fences are low and/or visually permeable.

3. DEVELOPMENT GUIDELINES FOR ALL BUILDINGS

Local Housing Objectives			Deemed to Comply		
Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.			Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.		
Street Setbacks					
Augment 5.1.2 P2.1	Augment 6.1.3 P3	Dwellings should not detract from the streetscape by being set back too close or too far from the front boundary when compared with adjacent properties or the predominant streetscape character.	Replace 5.1.2 C2.1	Replace 6.1.3 C3.1	Ground floor street setbacks to be an average of the two directly adjoining properties on either side of the proposed development. First floor development shall not be located within 4 meters of the ground floor primary street setback and shall not be visible from Carr Street when measured in accordance with 'Figure 2 – Line of Sight'.
New 5.1.2 P2.3	New 6.1.3 P3.1	First floor development is to be adequately setback to maintain the predominant single storey appearance of the streetscape.			
Lot Boundary Setbacks					
Augment 5.1.3 P3.1	Augment 6.1.4 P4.1	Reduce impacts of building bulk on adjoining properties by maintaining a setback similar to any adjoining properties or the predominant development context while also complying with relevant overshadowing and visual privacy requirements.			
Building Height					

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Local Housing Objectives			Deemed to Comply										
Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.			Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.										
Augment 5.1.6 P6	Augment 6.1.2 P2	Building height that creates no adverse impact on the amenity of adjoining properties or the streetscape by maintaining similar features of adjoining properties or the streetscape in terms of scale and proportions. The plate height of new dwellings, particularly the portions in view from the street, should approximate the street's typical wall plate height to avoid an under scaled squat appearance.	Replace 5.1.6 C6	Replace 6.1.2 C2	<div>Minimum building height fronting primary street: 3m</div> <div>Maximum building height:</div> <table><tr><td>Element</td><td>Max allowable Heights for Two Storey Dwellings</td></tr><tr><td>Top of external wall (roof above)</td><td>7 metres</td></tr><tr><td>Top of external wall (concealed roof)</td><td>8 metres</td></tr><tr><td>Top of pitched roof</td><td>10 metres</td></tr></table>	Element	Max allowable Heights for Two Storey Dwellings	Top of external wall (roof above)	7 metres	Top of external wall (concealed roof)	8 metres	Top of pitched roof	10 metres
Element	Max allowable Heights for Two Storey Dwellings												
Top of external wall (roof above)	7 metres												
Top of external wall (concealed roof)	8 metres												
Top of pitched roof	10 metres												
New 5.1.6 P6.1		Windows and gables are consistent with the existing dwellings in the street.	New 5.1.6 C6.1	New 6.1.2 C2.1	Loft additions where the development is contained wholly within the roof space and where there is no visible change to the dwellings appearance from the street.								
Setback of Garages and Carports													
Augment 5.2.1 P5.1	Augment 6.3.4	Maintaining an absence of car parking facilities within the streetscape.	Replace 5.2.1 C1.1, C1.2 and C1.5		<div>Carports, garages or hardstand car bays are to be located at the rear of the property where ROW access is available.</div> <div>Carports setback 500mm behind the front setback line where access is from the Primary Street.</div>								
Street Surveillance													
Augment 5.2.3 P3	Augment 6.2.1 P1.1	Buildings to be designed to encourage active use and actual surveillance of the front yard by including verandahs, porches or Outdoor Living Areas and by including habitable rooms at the front of the dwelling.	Replace 5.2.3 C3.1	Replace 6.2.1 C1.1	A front verandah is incorporated into the façade of new dwellings (at a minimum 50% of the width of the front façade) with a useable minimum depth of 1.8 metres.								
Street Walls and Fences													

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Local Housing Objectives <i>Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.</i>			Deemed to Comply <i>Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.</i>		
Augment 5.2.4 P4	Augment 6.2.2 P2	Ensure front boundary fences enhance the streetscape by being designed in the predominant style of the street and are low enough to retain views to dwellings and front gardens.	Replace 5.2.4 C4	Replace 6.2.2 C2	a) The maximum height of new fences facing the street is to be 1.8 metres above natural ground level; b) The maximum height of any solid portion of a new fence is to be 750mm above natural ground level. The remaining portion is to be a minimum of 80% visually permeable; and c) The maximum height of fence piers with decorative capping to be 2.0 metres above natural ground level.
General Building Design					
New 5.4.6 P6.1	New 6.2.4 P4.3	The roof of a building is to be designed so that it is similar to the existing streetscape character.	New 5.4.6 C6.1	Pursuant to 6.2.4 C4	Roof pitch of ground and upper storeys of between 30 and 40 degrees, with 35 - 45 degree pitches to gables where it can be viewed from the street.
New 5.4.6 P6.2	New 6.2.4 P4.4	New buildings must respond to the prevailing surrounding character and ensure unsympathetic contrasts in scale mass and materials are avoided.	New 5.4.6 C6.2	Pursuant to 6.2.4 C4	New dwellings' floor levels match, or mediate between, properties on both sides of the proposed dwelling. <i>Note: Floor levels of the original dwellings in Carr Street are raised approximately 300 - 500mm above footpath level, which assists to define the verandah area and provide additional privacy as views into front rooms are obscured.</i>
New 5.4.6 P6.3	New 6.2.4 P4.5	Each street facing window should have a style that suits the predominant character of the street and the architectural style of the proposed dwelling.	New 5.4.6 C6.3	Pursuant to 6.2.4 C4	Street facing windows have a height of at least 1.6 times their width.
New 5.4.6 P6.4	New 6.2.4 P4.6	Additions visible from the street should be compatible with and respectful of the existing dwelling and the predominant character of the original dwellings within the street.	New 5.4.6 C6.4	Pursuant to 6.2.4 C4	Additions to existing buildings will only be supported where they are located behind the original façade and set back so that the original building and roof form remains the dominant feature to the street.

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Local Housing Objectives	Deemed to Comply
<i>Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.</i>	<i>Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.</i>
Demolition	
Application for development approval should maintain the front façade of the original dwelling.	Applications for development approval retain the original dwelling. ²

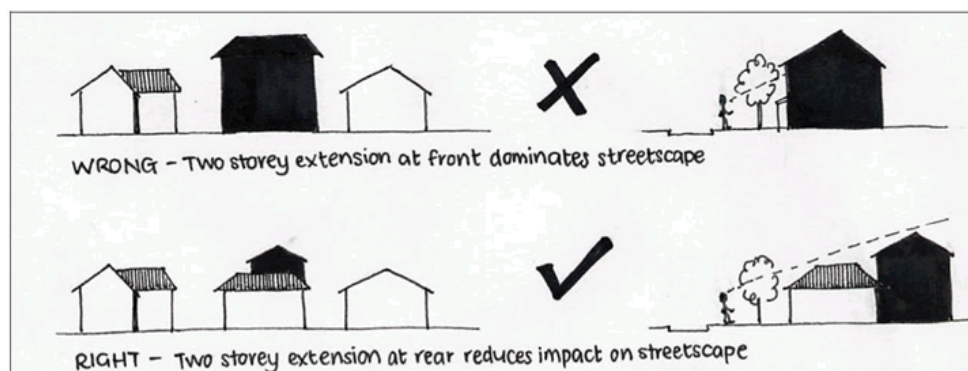


Figure 2 – Line of sight

² Schedule 2, Part 7, Clause 61(1)(e) in the *Planning and Development (Local Planning Schemes) Regulations 2015* does not require a development application for the demolition of a single house, ancillary dwelling, outbuilding, external fixture, boundary wall or fence, patio, pergola, veranda, garage, carport or swimming pool where the structure is not affected by heritage legislation. C7.4 has been included as the requirement in the Regulations may be removed and the provision could then be implemented.

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APPENDIX 4: JANET STREET HERITAGE AREA GUIDELINES

These guidelines are to be read in conjunction with the City's Policy 7.5.15 – Character Retention Areas and Heritage Areas.



Figure 1 – Janet Street Character Retention Area

1. PURPOSE

These guidelines have been adopted for the purpose of preserving and enhancing the established neighbourhood character and amenity of Janet Street, while allowing for new development that meets the changing needs of the community.

The guidelines:

1. Provide a basis for the control of all development within the Janet Street Heritage Area including new buildings and additions/alterations to existing buildings;
2. Replace the deemed to comply requirements and/or provide additional deemed to comply requirements in relation to certain elements of the R-Codes.

2. STATEMENT OF HERITAGE SIGNIFICANCE

Janet Street has moderate aesthetic value through its dominant display of single storey residences constructed in the Federation and Interwar style of architecture.

Janet Street has moderate historic value as an almost intact and cohesive example of a 20th century streetscape, with the residences that were predominantly built in the 1920's. It provides a good and rare historic record of the accommodation of people in this period.

Janet Street demonstrates a cohesive physical form in the public realm. The overall form, style, height, setback and selection of materials of the historic dwellings contribute

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to the uniformity of the streetscapes, providing a coherent character with varied levels of intactness.

3. RECORD OF PLACES OF HERITAGE SIGNIFICANCE

Property Address	Constructed (circa)	Architectural style ³	Level of Significance
1 Janet St	c1922	Interwar bungalow	Moderate Contribution
2 Janet St	c1924	Federation bungalow	Moderate Contribution
3 Janet St	c1922	Interwar bungalow	Moderate Contribution
4 Janet St	c1923	Federation bungalow	Moderate Contribution
5 Janet St	c1922	Interwar bungalow	Moderate Contribution
6 Janet St	c1923	Federation bungalow	Moderate Contribution
7 Janet St	c1922	Interwar bungalow	Moderate Contribution
8 Janet St	c1923	Interwar bungalow	Moderate Contribution
9 Janet St	c1921	Interwar bungalow	Moderate Contribution
10 Janet St	c1923	Federation bungalow	Moderate Contribution
11 Janet St	c1921	Interwar bungalow	Moderate Contribution
12 Janet St	c2009	Contemporary dwelling	No contribution
13 Janet St	c1921	Interwar bungalow	Moderate Contribution
14 Janet St	c1923	Federation bungalow	Moderate Contribution
15 Janet St	C1923	Interwar bungalow	Moderate Contribution

4. JANET STREET LOCAL HOUSING OBJECTIVES

- Retention and conservation of the original Federation style dwellings;
- Protection and enhancement of the existing streetscape character;
- Retention of the visual character of late nineteenth to early twentieth century residential development;
- Encouragement of a high standard of architectural and sustainable design solutions for additions to existing buildings and the development of new buildings;
- Ensuring additions to existing buildings and new dwellings are appropriately setback so as to maintain the visual prominence of the single storey streetscape when viewed from Janet Street;
- New development is appropriate in scale and bulk in relation to the original street pattern, maintaining front and side setback patterns;
- The reinstatement and reconstruction of missing design elements to original building facades such as a timber verandah, decorative timber gables and the removal of render from original brickwork; and site features such as landscaping and front fences;
- Maintain the absence of and promote the removal of visually intrusive car storage structures and spaces, and vehicular crossovers to the primary streetscape; and
- Maintain an open atmosphere of street frontage by ensuring front boundary fences are low and/or visually permeable.

³ The architectural style applied to dwellings below are based on those outlined in *Identifying Australian Architecture* by Apperly, Irving and Reynolds and the City of Vincent Housing Style Guide.

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5. DEVELOPMENT GUIDELINES FOR ALL BUILDINGS

Local Housing Objectives			Deemed to Comply										
Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.			Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.										
Street Setbacks													
Augment 5.1.2 P2.1	Augment 6.1.3 P3	Dwellings should not detract from the streetscape by being set back too close or too far from the front boundary when compared with adjacent properties or the predominant streetscape character.	Replace 5.1.2 C2.1	Replace 6.1.3 C3.1	Ground floor street setbacks to be an average of the two directly adjoining properties on either side of the proposed development. First floor development shall not be located within 4 meters of the ground floor primary street setback and shall not be visible from Janet Street when measured in accordance with 'Figure 2 – Line of Sight'.								
New 5.1.2 P2.3	New 6.1.3 P3.1	First floor development is to be adequately setback to maintain the predominant single storey appearance of the streetscape.											
Lot Boundary Setbacks													
Augment 5.1.3 P3.1	Augment 6.1.4 P4.1	Reduce impacts of building bulk on adjoining properties by maintaining a setback similar to any adjoining properties or the predominant development context while also complying with relevant overshadowing and visual privacy requirements.											
Building Height													
Augment 5.1.6 P6.1	Augment 6.1.2 P2	Building height that creates no adverse impact on the amenity of adjoining properties or the streetscape by maintaining similar features of adjoining properties or the streetscape in terms of scale and proportions. The plate height of new dwellings, particularly the portions in view from the street, should approximate the street's typical wall plate height to avoid an under scaled squat appearance.	Replace 5.1.6 C6	Replace 6.1.2 C2	Minimum building height fronting primary street: 3m Maximum building height: <table><tr><td>Element</td><td>Max allowable Heights for Two Storey Dwellings</td></tr><tr><td>Top of external wall (roof above)</td><td>7 metres</td></tr><tr><td>Top of external wall (concealed roof)</td><td>8 metres</td></tr><tr><td>Top of pitched roof</td><td>10 metres</td></tr></table>	Element	Max allowable Heights for Two Storey Dwellings	Top of external wall (roof above)	7 metres	Top of external wall (concealed roof)	8 metres	Top of pitched roof	10 metres
Element	Max allowable Heights for Two Storey Dwellings												
Top of external wall (roof above)	7 metres												
Top of external wall (concealed roof)	8 metres												
Top of pitched roof	10 metres												

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Local Housing Objectives <i>Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.</i>			Deemed to Comply <i>Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.</i>		
New 5.1.6 P6.1		Windows and gables are consistent with the existing dwellings in the street.	New C6.1	New 6.1.2 C2.1	Loft additions where the development is contained wholly within the roof space and where there is no visible change to the dwellings appearance from the street.
Setback of Garages and Carports					
Augment 5.2.1 P5.1		Maintaining an absence of car parking facilities within the streetscape.	Replace 5.2.1 C1.1, C1.2 and C1.5		Carports, garages or hardstand car bays are to be located at the rear of the property where ROW access is available. Carports setback 500mm behind the front setback line where access is from the Primary Street.
Street Surveillance					
Augment 5.2.3 P3	Augment 6.2.1 P1.1	Buildings to be designed to encourage active use and actual surveillance of the front yard by including verandahs, porches or Outdoor Living Areas and by including habitable rooms at the front of the dwelling.	Replace 5.2.3 C3.1	Replace 6.2.1 C1.1	A front verandah is incorporated into the façade of new dwellings (at a minimum 50% of the width of the front façade) with a useable minimum depth of 1.8 metres.
Street Walls and Fences					
Augment 5.2.4 P4	Augment 6.2.2 P2	Ensure front boundary fences enhance the streetscape by being designed in the predominant style of the street and are low enough to retain views to dwellings and front gardens.	Replace 5.2.4 C4	Replace 6.2.2 C2	a) The maximum height of new fences facing the street is to be 1.2 metres above the adjacent footpath level; b) The maximum height of any solid portion of a new fence is to be 500mm above the adjacent footpath level. The remaining portion is to be a minimum of 40% visually permeable; c) The maximum height of fence piers with decorative capping to be 1.8 metres above the adjacent footpath level; and d) Maximum width of piers to be 470mm or e) The maximum height of new fences facing the

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POLICY NO: 7.5.15
CHARACTER RETENTION AREAS AND HERITAGE AREAS

Local Housing Objectives <i>Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.</i>			Deemed to Comply <i>Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.</i>		
					<p>street is to be 1.8 metres above the adjacent footpath level;</p> <p>f) The maximum height of any solid portion of a new fence is to be 750mm above the adjacent footpath level. The remaining portion is to be a minimum of 80% visually permeable; and</p> <p>g) The maximum height of fence piers with decorative capping to be 2.0 metres above the adjacent footpath level.</p>
General Building Design					
New 5.4.6 P6.1	New 6.2.4 P4.3	The roof of a building is to be designed so that it is similar to the existing streetscape character.	New 5.4.6 C6.1	Pursuant to 6.2.4 C4	Roof pitch between 30 and 40 degrees, with 35 - 45 degree pitches to gables where it can be viewed from the street.
New 5.4.6 P6.2	New 6.2.4 P4.4	New buildings must respond to the prevailing surrounding character and ensure unsympathetic contrasts in scale mass and materials are avoided.	New 5.4.6 C6.2	Pursuant to 6.2.4 C4	New dwellings' floor levels match, or mediate between, properties on both sides of the proposed dwelling. <i>Note: Floor levels of the original dwellings in Janet Street are raised approximately 300mm above footpath level, which assists to define the verandah area and provide additional privacy as views into front rooms are obscured.</i>
New 5.4.6 P6.3	New 6.2.4 P4.5	Each street facing window should have a style that suits the predominant character of the street and the architectural style of the proposed dwelling.	New 5.4.6 C6.3	Pursuant to 6.2.4 C4	Street facing windows have a height of at least 1.6 times their width.
New 5.4.6 P6.4	New 6.2.4 P4.6	Additions visible from the street should be compatible with and respectful of the existing dwelling and the predominant character of the original dwellings within the street.	New 5.4.6 C6.4	Pursuant to 6.2.4 C4	Additions to existing buildings will only be supported where they are located behind the original façade and set back so that the original building and roof form remains the dominant feature to the street.
Demolition					
Applications for development approval should maintain the front façade of a contributing dwelling.			Applications for development approval that retain the original dwelling are considered acceptable.		

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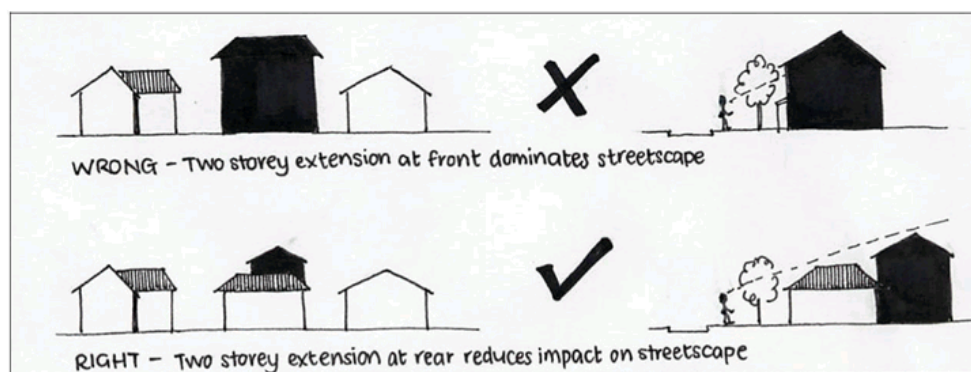


Figure 2 – Line of sight

Date Adopted: 22 September 2015
Date Amended: 12 December 2017
Date Reviewed: NA
Date of Next Review: September 2020

City of Vincent
Code of Conduct 2017
Adopted xx/xx/2017

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1. Introduction

The Council of the City of Vincent is the elected body responsible for the administration of the City in the best interests of its residents. The Council is committed to providing open, responsive and accountable government.

The *Local Government Act 1995* requires every Western Australian local government to prepare and adopt a code of conduct to be observed by Council Members, Committee Members, and employees.

The Code of Conduct provides Council Members, Committee Members, employees and contractors in the City of Vincent with the minimum standard of professional conduct and behaviour in carrying out their functions and responsibilities. The Code addresses ethical responsibility and encourages greater transparency and accountability. It encourages a commitment to ethical and professional behaviour and outlines principles upon which individual and collective local government behaviours are to be based.

The Code should be read in conjunction with the *Local Government Act 1995*, the *Local Government (Rules of Conduct) Regulations 2007* and other legislation that affect Council Members, Committee Members and employees and the Code does not override or affect those provisions or requirements.

The Code is complementary to the principles adopted in the *Local Government Act 1995* which incorporate four fundamental aims:

- (a) Better decision making by local governments
- (b) Greater community participation in the decisions and affairs of local governments
- (c) Greater accountability of local governments to their communities
- (d) More efficient and effective local government

In order to ensure that the Code remains current and relevant, it will be reviewed and presented to Council for re-adoption no more than three months after each Ordinary Council Election.

2. Values, Principles and Behaviour

Organisational Values

The organisational values and culture are an important part of working at the City of Vincent. Council Members, Committee Members, employees and contractors are expected to work within City of Vincent values and display the following behaviours:

Honesty and Integrity	<ul style="list-style-type: none"> •Treating others with respect, fairness, consistency, courtesy and honesty.
Excellence & Service	<ul style="list-style-type: none"> •Providing a high level of customer service. Striving to learn. Actively seeking and evaluating new ways of doing things. Leading by example.
Teamwork & Commitment	<ul style="list-style-type: none"> •Work as a team and assist each other for the betterment of the City, its residents and visitors.
Caring and Empathy	<ul style="list-style-type: none"> •Being considerate of others and believing in their ability. Encouraging and acknowledging effort and initiative.
Innovation & Diversity	<ul style="list-style-type: none"> •Encouraging creativity, innovation and initiative to realise the vibrancy and diversity of our vision.

Principles

As a general principle, a person in his or her capacity as a Council Member, Committee Member, employee or contractor should:

- (a) Act with reasonable care and diligence
- (b) Act with honesty and integrity
- (c) Act lawfully
- (d) Avoid damage to the reputation of the local government
- (e) Be open and accountable to the public
- (f) Base decisions on relevant and factually correct information
- (g) Treat others with respect and fairness
- (h) Not be impaired by mind affecting substances

Council Members, Committee Members, employees and contractors must avoid behaviour and conduct that:

- (a) Contravenes the *Local Government Act 1995* and the City's relevant administrative requirements
- (b) Is improper or unethical
- (c) Is an abuse of power or otherwise amounts to misconduct
- (d) Causes, comprises or involves intimidation, harassment or verbal abuse
- (e) Causes, comprises or involves discrimination or adverse treatment in relation to employment
- (f) Causes, comprises or involves prejudice in the provision of a service to the community

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Fraudulent and Corrupt Conduct

Fraud is a dishonest activity that causes actual or potential financial loss to a person or the City. Corrupt conduct is behaviour that lacks virtue or integrity, including when a Council Member, Committee Member, employee or contractor uses or attempts to use their position for personal advantage. The *Criminal Code* makes it illegal for a public officer (including a Council Member, Committee Member or employee) to engage in fraud and/or corruption.

Performance of Duties

Council Members, Committee Members and employees have a legal duty of fidelity to act in the best interests of the City. While on duty, employees and contractors must give their time and attention to the City's business and ensure that their work is carried out efficiently and effectively, so that their standard of work reflects favourably both on them and on the City.

Council Members, Committee Members, employees and contractors must exercise reasonable care and diligence in the performance of their duties, being consistent in their decision-making and treating all matters on individual merits. Council Members and Committee Members will be as informed as possible to enable them to perform their role.

Role of the Council, Mayor, Council Members and CEO

The role of the Council, Mayor, Council Members and CEO is set out in the *Local Government Act 1995*, sections 2.7 – 2.10. In fulfilling the various roles, Council Members' activities will focus on:

- (a) Achieving a balance in the diversity of community views to develop an overall strategy for the future of the community
- (b) Achieving sound financial management and accountability in relation to the City's finances
- (c) Ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents' concerns
- (d) Working with other governments and organisations to achieve benefits for the community at both a local and regional level
- (e) Being aware of the statutory obligations imposed on Council Members and on local governments

Relationships between Council Members, Committee Members and Employees

Council Members, Committee Members and employees must have mutual respect for the role that each party plays to achieve the City's corporate goals and implement the City's strategies. All parties should understand each other's role as specified in the *Local Government Act 1995* and other legislation. To achieve this, Council Members and Committee Members must:

- (a) Accept that their role is one of leadership, and not a management or administrative role
- (b) Acknowledge that they have no capacity to individually direct employees and contractors to carry out particular functions
- (c) Refrain from publicly criticising employees in a way that casts aspersions on their professional competence or credibility
- (d) Ensure that no restriction or undue influence is placed on the ability of employees to give professional advice to Council

Employees ought to recognise that a Council Member's views and opinions often reflect valid community viewpoints that should be considered in conjunction with professional opinion. Employees are to make every effort to assist Council Members in the performance of their role and to achieve the satisfactory resolution of issues that may arise in the performance of that role.

Regulations 9 and 10 of the *Local Government (Rules of Conduct) Regulations 2007* apply to Elected Members in respect of involvement in the City's administration and relationships with employees:

9. Prohibition against involvement in administration

- (1) A person who is a council member must not undertake a task that contributes to the administration of the local government unless authorised by the council or by the CEO to undertake that task.
- (2) Subregulation (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

10. Relations with local government employees

- (1) A person who is a council member must not –
 - (a) direct or attempt to direct a person who is a local government employee to do or not to do anything in the person's capacity as a local government employee; or
 - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a person who is a local government employee in the person's capacity as a local government employee.
- (2) Subregulation (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (3) If a person, in his or her capacity as a council member, is attending a council meeting, committee meeting or other organised event and members of the public are present, the person must not, either orally, in writing or by any other means –
 - (a) make a statement that a local government employee is incompetent or dishonest; or
 - (b) use offensive or objectionable expressions in reference to a local government employee.
- (4) Subregulation (3)(a) does not apply to conduct that is unlawful under The Criminal Code Chapter XXXV.

Compliance with Local Laws and Policies

Council Members, Committee Members and employees and contractors must comply with local laws and Council policies. Employees and contractors must also comply with all administrative policies and procedures of the City. Council Members and Committee Members are to consider the administrative policies and procedures of the City to guide them in their decision-making responsibilities.

Appointments to External Boards, Committees and Working Groups

Council Members, Committee Members employees and contractors representing the City on external organisations, boards, committees and working groups are to ensure that they clearly understand the basis of their appointment; provide regular reports on the activities of the organisation in accordance with the confidentiality requirements of that organization; and represent the City's interests on all matters relating to that organisation while maintaining the confidentiality requirements of the City.

Decision-making

Council Members, Committee Members and employees have a duty to ensure that decisions are properly made and that parties involved in are dealt with fairly. Care must be taken to avoid impropriety and also to avoid any occasion for suspicion and any appearance of improper conduct.

When making decisions, it is essential that Council Members, Committee Members and employees are highly conscious of the potential for even the slightest impropriety to lead to suspicion of misconduct. This means Council Members, Committee Members and employees must ensure that no action, statement or communication between themselves and a third party conveys any suggestion of willingness to provide concessions or preferential treatment.

Lobbying

"Lobbying" is used to cover those types of communication between local government Council Members and the community and include representations to Council Members by special interest groups, by individuals with a direct interest in a council decision and by advocates acting on behalf of others.

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Lobbying is common in local government. The most common form occurs when a group or individual makes direct contact with a Council Member in an attempt to influence a council decision.

Appropriate lobbying of Council Members is considered normal. In many cases lobbying is part of the democratic process and is an acceptable feature of the relationship between citizens and their elected representatives.

Inappropriate Lobbying

It is in the public interest that lobbying is fair and does not undermine public confidence in impartial decision-making. Lobbying is a two-way process between Council Members and lobbyists.

Council Members should take care that their duty to consider issues fairly and properly is not compromised by participating in lobbying practices that are outside the bounds of appropriate or lawful behaviour.

Generally, inappropriate or unlawful conduct on the part of someone lobbying a Council Member usually involves an attempt to obtain preferential consideration or treatment based on factors other than the merits of the matter. Examples include:

- (a) Accepting undisclosed payments or benefits while making a decision that affects the gift giver's interests
- (b) Accepting a political donation in return for the favourable exercise of discretion during decision-making
- (c) granting access to a particular individual or group while unreasonably denying similar access requested by another party
- (d) Fettering discretion by giving undertakings to an interested party prior to considering all the information relevant to a decision
- (e) Acting in a manner that exceeds the role of a Council Member as defined in section 2.8, 2.9 or 2.10 of the Local Government Act
- (f) Disclosing confidential information while being lobbied
- (g) Being unduly influenced by factors that are irrelevant to the merits of the matter under consideration
- (h) Lobbying of by tenderers about the outcome of a tender process

Transparency

Council Members should exercise judgement when deciding whether to be involved in private meetings with people seeking to influence a council decision. Suspicions of inappropriate lobbying can occur when lobbying is not open to public scrutiny. Regardless of whether such suspicions are justified, they still have the potential to undermine public confidence in council decision-making and adversely affect a Council Member's reputation.

Transparency is a useful means of governing accountability and perceptions of fairness in lobbying processes. There are a number of ways Council Members can help ensure transparency whilst being lobbied. These include:

- (a) Documenting meetings with proponents
- (b) Generally conducting meetings in official locations, such as Council premises
- (c) Having other people present during meetings
- (d) Inviting applicants who have approached them for a meeting to discuss significant developments, to write to the City seeking a meeting with all Council Members and relevant employees
- (e) Providing copies of information presented during lobbying meetings to City employees for consideration and assessment (if required), distribution to other Council Members and filing as part of Council's records
- (f) Asking people who have requested a meeting to put their arguments in writing
- (g) Making a declaration at a Council meeting about lobbying activities they have been engaged in that are not part of Council's formal processes

Contact with Developers Register

Contact with developers is a normal and necessary function of the role of a Council Member. However, the nature and frequency of that contact can sometimes lead to allegations or perceptions of bias, influence or even

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corruption being made towards Council Members. Ensuring that decision-making processes are open and transparent reduces the opportunities for such allegations or perceptions to be raised.

Council Members are to record any Prescribed Contact they have with developers on the City's "Contact with Developers Register" in accordance with the City's Contact with Developers Policy. The register is maintained by the CEO and published on the City's website.

Reimbursement of Expenses

Council Members, Committee Members, employees and contractors may claim reimbursement of expenses only in accordance with the relevant legislative provision, policy or administration procedures. Claimants shall be diligent in ensuring that the expenses claimed in accordance with Council policy relate to their function and are appropriately acquitted.

Section 5.98(2) of the *Local Government Act 1995* states an Elected Member who incurs an expense of a kind prescribed as being an expense:

- (a) to be reimbursed by all local governments or
- (b) which may be approved by any local government for reimbursement and which has been approved by the local government for reimbursement, is entitled to be reimbursed for the expense in accordance with section 5.98(3) of the *Local Government Act 1995*.

Council Member Accessibility

Council Members shall ensure that they make themselves accessible to the City of Vincent community through publication of at least one of the following on the City's website. Selection of the following will be at the discretion of the Council Member:

- (a) Private and/or City address or PO Box
- (b) Business telephone number
- (c) Mobile telephone number
- (d) Email address

3. Health and Safety

Every person within the City of Vincent must take responsibility for preventing workplace related injuries and illnesses and adhering to all relevant regulations, policies and procedures. Leaders are accountable for the implementation of these requirements within the span of their control and for ensuring that supporting systems are in place. All employees and contractors must understand and follow the health and safety requirements in each City of Vincent workplace, and promptly report any circumstances that represent a threat to the safety of themselves or others.

Alcohol and Drug Use

Council Members, Committee Members, employees, contractors and visitors must refrain from carrying out their official duties or responsibilities while affected by alcohol or drugs. The possession or use of illegal substances at City of Vincent workplaces, functions or in conjunction with City of Vincent business is strictly prohibited. All employees and contractors must adhere to the requirements of the City's Work Health and Safety Policy.

Equality in Employment

Equal Employment Opportunity ensures that all employment and management practices operate in a way that gives everyone the same opportunities in the workplace. This includes decisions relating to recruitment, remuneration, conditions of employment, development, promotion, and termination of employment.

The City will maintain, identify and resolve issues relating to equity, and recognise opportunities for improvement. It will also require that all employees and contractors and potential employees and contractors are reviewed according to job related skills, qualifications, abilities and attitude and not with regard to non-work-related factors.

Harassment and bullying

The City of Vincent does not tolerate any form of harassment or bullying. Our values support a culture where people are treated fairly, respectfully and with dignity.

"Harassment" is an action, conduct or behaviour that is viewed as unwelcome, humiliating, intimidating or offensive by the recipient. Sexual harassment is any deliberate verbal or physical sexual conduct that is unwelcome and uninvited and that a reasonable person having regard to all the circumstances would regard the behaviour as offensive, humiliating or intimidating.

"Bullying" is repeated verbal, physical, social or psychological abuse by a person or group of people at work. Council Members, Committee Members, employees and contractors are expected to be inclusive, collaborative and supportive and are not to engage in any activity that could be considered to be harassment or bullying. It is important that everyone considers the implications of their behaviours and supports colleagues to raise concerns.

Discrimination

"Discrimination" means treating someone unfairly due to their race, sex, marital status, pregnancy, impairment, religious or political conviction, age, family responsibility or family status.

Council Members, Committee Members, employees and contractors must not engage in actions or behaviours that discriminate against, or support others who discriminate against, any person. This includes, but is not limited to discrimination, on the grounds of sex, pregnancy, age, race (including their colour, nationality, descent, ethnic or religious background), political affiliation, marital status, disability, sexual orientation or transgender.

The City will ensure compliance with the principles and provisions of the *Equal Opportunity Act 1984* (WA). This commitment extends to recruitment and selection, promotion and advancement activities which will be solely on the basis of equity and fairness. Appointments will be based solely on merit.

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All people have a right to work in an environment that is free from sexual harassment. Sexual harassment will not be tolerated in the City of Vincent.

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4. Information and Communication

Access to Information – Council Members

Council Members are to be given access to all information for them to properly perform their civic functions, and to make reasonable and informed decisions on matters before the Council. Council Members have an obligation to properly examine all the information provided to them relating to matters that they are dealing with to enable them to make a decision on the matter.

Employees and contractors have an obligation to provide full and timely information to Council Members about matters that they are dealing with, in accordance with council procedures.

Council Members who have a personal (as distinct from civic) interest in a document of the City have the same rights of access as any member of the public.

Access to Information – Personal Interest

Any Council Member, Committee Member, employee or contractor must not use confidential information gained through their official position for the purpose of securing a private benefit for themselves or for any other person. When making an enquiry on a matter being considered by the City in which they have a personal/financial interest, they shall seek the information only from the CEO or relevant Director, in writing.

Improper use of Information

Council Members, Committee Members, employees and contractors must not make improper use of any information acquired by the person in the performance of his or her functions under the *Local Government Act 1995* or any other written law. Due discretion must be exercised by all those who have access to confidential or sensitive information. This applies not only to the proper disclosure of that information, but also to the appropriate measures to be taken to ensure that the security of the information is not compromised.

Section 5.93 of the *Local Government Act 1995* prohibits an Elected Member, Committee Member or employee from making improper use of any information acquired in the performance by the person of his or her functions under the *Local Government Act 1995* or any other written law:

- (a) to gain directly or indirectly an advantage for themselves or for any other person; or
- (b) to cause detriment to the City or any other person. The penalty, on conviction, is a fine of \$10,000 or imprisonment for 2 years.

Confidential Information

Council Members, Committee Members, employees and contractors must only access information needed for official business and use confidential information only for the purpose it is intended to be used. They have a duty to protect confidential information and must only release confidential information if they have authority to do so.

Regulation 6 of the *Local Government (Rules of Conduct) Regulations 2007* prohibits an Elected Member from disclosing confidential information, or information acquired at a closed meeting:

6. Use of information

(1) In this regulation — closed meeting means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act; confidential document means a document marked by the CEO to clearly show that the information in the document is not to be disclosed; non-confidential document means a document that is not a confidential document.

(2) A person who is a council member must not disclose —

- (a) information that the council member derived from a confidential document; or
- (b) information that the council member acquired at a closed meeting other than information derived from a non-confidential document.

(3) Subregulation (2) does not prevent a person who is a council member from disclosing information —

- (a) at a closed meeting; or
- (b) to the extent specified by the council and subject to such other conditions as the council determines; or
- (c) that is already in the public domain; or
- (d) to an officer of the Department; or
- (e) to the Minister; or
- (f) to a legal practitioner for the purpose of obtaining legal advice; or
- (g) if the disclosure is required or permitted by law.

Communication and Public Relations

All aspects of communication by employees and contractors (including verbal, written, electronic or personal), involving the City's activities must be accurate, polite and professional.

As a representative of the community, Council Members need to be responsive to community views, and shall communicate decisions of Council or a committee adequately, with good faith and not adversely reflect on those decisions externally.

Council Members, Committee Members, employees and contractors must:

- (a) Respect the decision-making processes of the City which is based on decisions of the majority of the Council or a committee
- (b) Not communicate confidential information
- (c) Convey information concerning adopted policies, procedures and decisions of the City accurately.
- (d) Recognise that the spokespersons for the Council are the Mayor and, with the Mayor's authorisation, the Chief Executive Officer, either of whom may make a statement on behalf of the Council.

Section 2.8(1)(d) of the *Local Government Act 1995* states the Mayor is to speak on behalf of the local government.

Section 5.41(f) of the *Local Government Act 1995* states the CEO can speak on behalf of the local government if the Mayor agrees.

Expression of Personal Views

Council Members are free to make their own personal position known about any matter which is pertinent to the business of the City, including Council decisions provided that it cannot be construed to be a statement on behalf of the Council.

Council Members, Committee Members, employees and contractors will refrain from making personal statements to the media without clearly prefacing such remarks that they are personal views and not those of the Council and in any case will not adversely reflect on a Council decision.

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Social Media

Council Members, Committee Members and employees are free to state their position / role with the City publicly on social media (e.g. on Facebook, LinkedIn), however, as with any other form of communication, they must ensure their behaviour on social media adheres to the City of Vincent's values, policies and the other provisions of this Code.

While using social media Council Members, Committee Members and employees must:

- Take care that their online behaviour does not reflect adversely on the City
- Be polite and respectful of the opinions of others at all times, especially if publicly identifying themselves as a staff member of the City
- Ensure that any comments made about the City, Council, Council Members, its staff or stakeholders are factually correct and not confidential, divisive or negative in nature

Employees must not:

- Use social media to complain about their employment or to criticise the City or other City employees.
- Use their work email address to register social media accounts or post their work email address on social media outside of a work capacity
- Create a social media account or page that appears to "represent" the City, in relation to the City or any of its initiatives, unless approved to do so.

Council Members and Committee Members are encouraged to use social media channels throughout their term to help communicate the City's programs and initiatives and create an open channel with residents and community members. Such communication should always be conducted in a positive manner, should not discredit or reflect adversely on the City, its staff or its initiatives.

Council Members, Committee Members and employees should take care to ensure that work-related communication with each other occurs through official channels, not through social media.

Defamation

Comments by Council Members are covered only by qualified privilege against defamation. A Council Member can only rely on the defence of qualified privilege whilst exercising the proper discharge of their duties, and doing so in the public interest. In order to maintain qualified privilege, a Council Member should ensure that comments made are pertinent to the business of local government and they are not made maliciously or without due regard to whether they represent the truth.

5. Use of Local Government resources

Council Members, Committee Members, employees and contractors will be scrupulously honest in their use of the local government's resources and shall not misuse them or permit their misuse by any other person or body. Local government resources should be used effectively and economically and are not to be used for private purposes unless properly authorised to do so.

The interests of a Council Member in their re-election is considered to be a personal interest and as such the reimbursement of travel expenses incurred on election matters is not appropriate. In addition, Council letterhead, the City's logo and other information that could give the impression it is official council material must not be used for these purposes.

Council Members, Committee Members, employees and contractors must not use the City's computer resources to search for, access, download or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature.

Regulation 8 of the *Local Government (Rules of Conduct) Regulations 2007* states the following in respect of Elected Members using City resources:

8. Misuse of local government resources

A person who is a council member must not either directly or indirectly use the resources of a local government —

- (a) for the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*, or
- (b) for any other purpose, unless authorised under the Act, or authorised by the council or the CEO, to use the resources for that purpose.

6. Conflict of Interest

A conflict of interest occurs when an employee's position within the City of Vincent, or their financial or other personal interests affect, have the potential to affect, or could have the appearance of affecting, their judgement, objectivity or independence.

No activities of Council Members, Committee Members and employees should conflict with work responsibilities or compromise the quality of work performance, commitment to work, or the ability to make impartial business decisions.

Council Members, Committee Members and employees must declare any actual, or perceived conflict of interest between their personal interests and the impartial fulfilment of their professional duties.

Employees must excuse themselves from any decision-making process where there is an interest that influences, or may be perceived as influencing, their ability to make objective decisions and to fulfil the responsibilities to the City.

Employees will not engage in private work with or for any person or body with an interest in a proposed or current business dealing with the local government, without first making disclosure to the CEO, or in the case of the CEO, to the Mayor. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.

Employees who exercise a recruitment, regulatory, inspectorial or other discretionary function must make a disclosure before dealing with closely associated persons, close relatives or close friends and, whenever possible, or in doubt, should disqualify themselves from dealing with those persons. This disclosure must be made in writing to their Director and/or CEO. In the case of the CEO, disclosure to the Mayor is required.

Financial Interests

Council Members, Committee Members, employees and contractors must comply with the laws governing financial interests, including the disclosure of financial interests, set out in the *Local Government Act 1995*. Sections 5.59-5.90 of the *Local Government Act 1995* establish the requirements for disclosure by Council Members, Committee Members, employees and contractors of financial interests (including proximity interests). The onus is on Council Members, Committee Members, employees and contractors to identify possible financial interests (including proximity interests and non-financial interests), to determine whether an interest exists and whether any statutory exemption applies.

Impartiality Interests

For the purposes of the Code, an impartiality interest means: "an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association" (see regulation 34(C)(1) of the Local Government (Administration) Regulations 1996 and regulation 11(1) of the Local Government (Rules of Conduct) Regulations 2007). An 'impartiality interest' does not include a 'financial interest' that is subject to the requirements of the *Local Government Act 1995*.

An employee who has an impartiality interest in any matter to be discussed at a Council or committee meeting attended by that person must disclose the nature of the impartiality interest in a written notice given to the CEO before the meeting, or at the meeting immediately before the matter is discussed.

In addition, an employee who has given, or will give, advice in respect of any matter to be discussed at a Council or committee meeting not attended by the employee must disclose the nature of any impartiality interest he or she has in the matter in a written notice given to the CEO before the meeting, or at the time the advice is given.

An employee is excused from the requirement to disclose an impartiality interest if the failure to disclose occurs because the person did not know he or she had an impartiality interest in the matter, or did not know the matter would be discussed at the meeting and the person discloses the interest as soon as possible after becoming aware of the discussion.

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Regulation II of the *Local Government (Rules of Conduct) Regulations 2007* contain the provisions relating to Elected Members disclosing impartiality interests:

II. Disclosure of interest

- (1) In this regulation - interest means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.
- (2) A person who is a council member and who has an interest in any matter to be discussed at a council or committee meeting attended by the member must disclose the nature of the interest -
 - (a) in a written notice given to the CEO before the meeting; or
 - (b) at the meeting immediately before the matter is discussed.
- (3) Subregulation (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subregulation (2) does not apply if –
 - (a) a person who is a council member fails to disclose an interest because the person did not know he or she had an interest in the matter; or
 - (b) a person who is a council member fails to disclose an interest because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person disclosed the interest as soon as possible after the discussion began.

Disclosure of Information in Returns

Council Members and 'designated employees' must provide primary and annual returns in accordance with the requirements of Division 6 of Part 5 of the *Local Government Act 1995*. For these purposes, a designated employee is defined in section 5.74 of the *Local Government Act 1995* to mean:

- (a) The CEO
- (b) An employee, other than the CEO, to whom any power or duty has been delegated under Division 4 of the *Local Government Act 1995*
- (c) An employee who is a member of a committee comprising Council Members and employees
- (d) An employee nominated by the City to be a designated employee

7. Gifts and benefits

General Provisions

It is the City's position that Council Members, Committee Members and employees should not seek or accept (either directly or indirectly) any immediate or future gift (including any financial benefit, reward, donation or hospitality) for themselves, or for any other person or body, as a result of their role with the City.

However, it is acknowledged that there may be instances when receiving a gift is unavoidable or when refusal of a gift may be inappropriate. In these circumstances, Council Members, Committee Members, employees must comply with the provisions of the rest of this section.

In order to ensure transparency, the CEO maintains a register of notifiable gifts which is published on the City's website in accordance with the requirements of the *Local Government Act 1995*.

For the purposes of this Code, a gift has the extended meaning set out in section 5.82(4) of *Local Government Act 1995*.

Section 5.82(4) of the *Local Government Act 1995* defines a gift as:

"**gift** means any disposition of property, or the conferral of any other financial benefit, made by one person in favour of another otherwise than by will (whether with or without an instrument in writing), without consideration in money or money's worth passing from the person in whose favour it is made to the other, or with such consideration so passing if the consideration is not fully adequate, but does not include any financial or other contribution to travel."

However, a gift does not include*:

- (a) a gift from a relative as defined in section 5.74(1) of the *Local Government Act 1995*
- (b) a gift that must be disclosed under regulation 30B of the *Local Government (Elections) Regulations 1997* or
- (c) a gift from a statutory authority, government instrumentality or non-profit association for professional training.

*Taken from regulation 34B of the *Local Government (Administration) Regulations 1996*.

Section 5.74(1) of the *Local Government Act 1995* defines a relative as:

relative, in relation to a relevant person, means any of the following:

- (a) a parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant of the relevant person or of the relevant person's spouse or de facto partner;
- (b) the relevant person's spouse or de facto partner or the spouse or de facto partner of any relative specified in paragraph (a).

whether or not the relationship is traced through, or to, a person whose parents were not actually married to each other at the time of the person's birth or subsequently, and whether the relationship is a natural relationship or a relationship established by a written law;

Prohibited Gifts

A Committee Member or employee must not accept a prohibited gift from a person who:

- (a) is undertaking or seeking to undertake an activity involving a local government discretion; or
- (b) it is reasonable to believe is intending to undertake an activity involving a local government discretion.

For these purposes:

- (a) a prohibited gift means:
 - (i) a gift worth \$300.00 or more; or
 - (ii) a gift that is one of two or more gifts given to the member or employee by the same person within a period of six months that are in total worth \$300.00 or more
- (b) activity involving a local government discretion is an activity:
 - (i) that cannot be undertaken without an authorisation from the City or

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- (ii) by way of a commercial dealing with the City.

Any gift valued at \$300.00 or more should be declined. If it is considered inappropriate to reject a gift worth \$300.00 or more (such as in the case of a gift from a foreign dignitary), the gift should be received on behalf of the City and provided to the CEO at the first possible opportunity.

If it is believed its value approaches \$300.00, the precise value of the gift should be ascertained before accepting to ensure compliance with this Code. It is also important to ensure that the full value of the gift is taken into account including all hidden costs in association with acts of hospitality.

Regulation 12 of the *Local Government (Rules of Conduct) Regulations 2007* prohibits an Elected Member from accepting a prohibited gift (see section 8.4 below).

Notifiable Gifts

A Committee Member or employee may accept a 'notifiable gift.' However, if he or she accepts a notifiable gift from a person who:

- (a) is undertaking or seeking to undertake an activity involving a local government discretion or
 - (b) it is reasonable to believe is intended to undertake an activity involving a local government discretion
- he or she must notify the CEO within 10 days of accepting the gift.

For these purposes:

- (a) a notifiable gift means:
 - (i) a gift worth between \$50.00 and \$300.00 or
 - (ii) a gift that is one of two or more gifts given to an Elected Member, Committee Member or employee by the same person within a period of six months that are in total worth between \$50.00 and \$300.00
- (b) activity involving a local government discretion is an activity:
 - (i) that cannot be undertaken without an authorisation from the City or
 - (ii) by way of a commercial dealing with the City.

The notification to the CEO of the acceptance of a notifiable gift must be in writing and must include:

- (a) the name of the person who gave the gift
- (b) the date on which the gift was accepted
- (c) a description, and the estimated value, of the gift
- (d) the nature of the relationship between the person who is a member or employee and the person who gave the gift
- (e) if the gift is a notifiable gift

Regulation 12 of the *Local Government (Rules of Conduct) Regulations 2007* contains similar requirements relating to the acceptance and notification of a 'notifiable gift' by an Elected Member (see section 8.4 below).

Acceptance and Notification of Gifts by a Council Member

Regulation 12 of the *Local Government (Rules of Conduct) Regulations 2007* contain the requirements relating to the acceptance and notification of gifts by a Council Member:

12. Gifts	
(1) In this regulation —	
activity involving a local government discretion means an activity —	
(a) that cannot be undertaken without authorisation from the local government; or	
(b) by way of a commercial dealing with the local government;	
gift has the meaning given to that term in section 5.82(4) of the Act except that it does not include:	
(a) a gift from a relative as defined in section 5.74(1) of the Act; or	
(b) a gift that must be disclosed under regulation 308 of the Local Government (Elections) Regulations 1997; or	
(c) a gift from a statutory authority, government instrumentality or non profit association for professional training;	
(d) a gift from WALGA, the Australian Local Government Association Limited (ABN 31 008 613 876) or the Local Government Managers Australia WA Division Incorporated (ABN 91 208 607 072);	
notifiable gift, in relation to a person who is a council member, means —	
(a) a gift worth between \$50 and \$300; or	
(b) a gift that is one of 2 or more gifts given to the council member by the same person within a period of 6 months that are in total worth between \$50 and \$300;	
prohibited gift, in relation to a person who is a council member, means —	
(a) a gift worth \$300 or more; or	
(b) a gift that is one of 2 or more gifts given to the council member by the same person within a period of 6 months that are in total worth \$300 or more.	
(2) A person who is a council member must not accept a prohibited gift from a person —	
(a) who is undertaking or seeking to undertake; or	
(b) who it is reasonable to believe is intending to undertake,	
an activity involving a local government discretion.	
(3) A person who is a council member and who accepts a notifiable gift from a person —	
(a) who is undertaking or seeking to undertake; or	
(b) who it is reasonable to believe is intending to undertake, an activity involving a local government discretion must, within 10 days of accepting the gift, notify the CEO of the acceptance in accordance with sub regulation (4).	
(4) Notification of the acceptance of a notifiable gift is to be in writing and is to include —	
(a) the name of the person who gave the gift; and	
(b) the date on which the gift was accepted; and	
(c) a description, and the estimated value, of the gift; and	
(d) the nature of the relationship between the person who is a council member and the person who gave the gift; and	
(e) if the gift is a notifiable gift under paragraph (b) of the definition of "notifiable gift" (whether or not it is also a notifiable gift under paragraph (a) of that definition) —	
(i) a description; and	
(ii) the estimated value; and	
(iii) the date of acceptance	
of each other gift accepted within the 6 month period.	
(5) The CEO must maintain a register of gifts in which details of notices received under sub regulation (4) are recorded.	

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Disclosure of Gifts – Council Members and Designated Employees

Council Members and 'designated employees', as defined in section 5.74 of the *Local Government Act 1995*, should also remember to disclose gifts that are received and valued at over \$200.00, that are not covered by the *Local Government (Rules of Conduct) Regulations 2007* (for Council Members) or this Code (for employees).

Disclosure of Election Campaign Contributions

All electoral candidates must comply with the *Local Government Act 1995* and the *Local Government (Elections) Regulations 1997* in disclosing electoral donations or 'gifts'. A candidate must disclose to the CEO information about any electoral or related gift with a value of \$200.00 or more that is promised or received within six months before the relevant Election Day. Requirements relating to the disclosure of electoral gifts are set out in the *Local Government (Elections) Regulations 1997*, particularly Part 5A.

8. Breaching the Code

Breaches of the Code by Employees or Contractors

Any person who has reason to believe that the personal behaviour of an employee breaches the standards of conduct set out in the Code, may refer the matter to the CEO or the Manager Human Resources, who will consider the matter and deal with it in accordance with the management protocols, procedures or practices of the City and any applicable law concerning employees or contractors.

Any person who has reason to believe that the personal behaviour of the CEO breaches the standards of conduct set out in the Code, may refer the matter to the Mayor. Each report of a breach is to be dealt with quickly and fairly in accordance with the principles of procedural fairness.

Breaches of the Code by Council Members and Committee Members

A breach by a Council Member of the Local Government (Rules of Conduct) Regulations 2007 may be reported to the City's Complaints Officer (the CEO) in accordance with the prescribed Complaints Form as determined from time to time. Such complaints will be dealt with under Division 9 of Part 5 of the *Local Government Act 1995*.

Any person who has reason to believe that the personal behaviour of a Council Member breaches the standards of conduct set out in the Code, other than those matters set out in the Local Government (Rules of Conduct) Regulations 2007, may refer the matter to the CEO.

Any person who has reason to believe that the personal behaviour of a Committee Member breaches the standards of conduct set out in the Code, may refer the matter to the CEO.

All complaints and allegations will:

- (a) Be treated as confidential and will ensure that the principles of natural justice and procedural fairness are followed at all times
- (b) For employees be dealt with in accordance with the Council Policy No 4.1.3 Complaint Management and Procedures
- (c) For Council Members, be dealt with in accordance with *Local Government Act 1995*, or where applicable, with the "Council Policy 4.1.3 Complaint Management and Procedures"

Reporting Misconduct to the Corruption and Crime Commission

The CEO, being a 'principal officer of a notifying authority' (for the purposes of the *Corruption and Crime Commission Act 2003*) has a statutory obligation to report to the Corruption and Crime Commission any allegation of misconduct, or any situation that otherwise comes to his or her attention involving misconduct, where it is of relevance or concern to the CEO in his or her official capacity.

Notwithstanding, any Council Member, Committee Member, employee, contractor or any other person may report directly to the Corruption and Crime Commission any matter which that person suspects on reasonable grounds may concern misconduct that has occurred, is occurring, or may occur.

Section 4 of the <i>Corruption and Crime Commission Act 2003</i> defines the instances when 'misconduct' occurs:	
4. Term used: misconduct	
Misconduct occurs if –	
(a)	a public officer corruptly acts or corruptly fails to act in the performance of the functions of the public officer's office or employment;
(b)	a public officer corruptly takes advantage of the public officer's office or employment as a public officer to obtain a benefit for himself or herself or for another person or to cause a detriment to any person;
(c)	a public officer whilst acting or purporting to act in his or her official capacity, commits an offence punishable by 2 or more years' imprisonment; or
(d)	a public officer engages in conduct that –
(i)	adversely affects, or could adversely affect, directly or indirectly, the honest or impartial performance of the functions of a public authority or public officer whether or not the public officer was acting in their public officer capacity at the time of engaging in the conduct;
(ii)	constitutes or involves the performance of his or her functions in a manner that is not honest or impartial;
(iii)	constitutes or involves a breach of the trust placed in the public officer by reason of his or her office or employment as a public officer; or
(iv)	involves the misuse of information or material that the public officer has acquired in connection with his or her functions as a public officer, whether the misuse is for the benefit of the public officer or the benefit or detriment of another person, and constitutes or could constitute –
[(v)]	deleted]
(vi)	a disciplinary offence providing reasonable grounds for the termination of a person's office or employment as a public service officer under the Public Sector Management Act 1994 (whether or not the public officer to whom the allegation relates is a public service officer or is a person whose office or employment could be terminated on the grounds of such conduct).
Section 3 of the <i>Corruption and Crime Commission Act 2003</i> defines 'serious misconduct' as misconduct of a kind described in section 4(a), (b) or (c) of the <i>Corruption and Crime Commission Act 2003</i> .	

Protection of Persons Reporting Unacceptable or Illegal Behaviour

The CEO is to ensure that Council Members, Committee Members, employees and contractors who report unacceptable or illegal behaviour (that is, whistle-blowers) are not in any way disadvantaged or victimised because of their actions. The CEO's action is limited to matters for which he/she has responsibility and/or jurisdiction to act.

Public Interest Disclosure Act 2003

The *Public Interest Disclosure Act 2003* facilitates the reporting of public interest information and provides protection for those who report this information under that Act. Council Members, Committee Members, employees and contractors are encouraged to contact the City's nominated Public Interest Disclosure Officer to seek guidance on their disclosure and to lodge completed Public Interest Disclosure forms.

A person who makes an appropriate disclosure of public interest information to the City's nominated Public Interest Disclosure Officer under section 5 of the *Public Interest Disclosure Act 2003*:

- (a) incurs no civil or criminal liability for doing so
- (b) is not, for doing so, liable:
 - (i) to any disciplinary action under a written law
 - (ii) to be dismissed
 - (iii) to have his or her services dispensed with or otherwise terminated or
 - (iv) for any breach of duty of secrecy or confidentiality or any other restriction on disclosure (whether or not imposed by a written law) applicable to the person (Section 13)

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9. Definitions

In this Code, unless the contrary appears:

"CEO" means the Chief Executive Officer of the City

"Code" means the Code of Conduct adopted by the Council

"Committee" means a committee established by the council under *Local Government Act 1995*

"Council" means the council of the City of Vincent

"Council Member" means a person who holds the office of Mayor or councillor

"Employee" means a person employed by the City

"Social media" includes: Social networking sites, Video and Photo Sharing Sites, Blogs, Microblogs, Wikis, Online Collaboration Forums, Instant Messaging, Geo-Spatial Tagging



CITY OF VINCENT

PURCHASING POLICY

POLICY NO. 1.2.3

(Adopted at the Ordinary Meeting of Council held on 27 February 2007)

CITY OF VINCENT POLICY MANUAL
CORPORATE SERVICES - FINANCIAL SERVICES
POLICY NO: 1.2.3
PURCHASING POLICY

POLICY NO: 1.2.3

PURCHASING POLICY

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POLICY NO: 1.2.3**PURCHASING POLICY****OBJECTIVES**

To:

- Provide compliance with the:
 - Local Government Act 1995; and
 - Local Government (Functions and General) Regulations 1996;
- Deliver a best practice approach and procedures to internal purchasing for the City; and
- Ensure consistency for purchasing activities across all the operational areas of the City.

POLICY STATEMENT

The City is committed to setting up efficient, effective, economical and sustainable procedures in all purchasing activities. This policy:

- Provides the City with a more effective way of purchasing goods and services.
- Ensures that purchasing transactions are carried out in a fair and equitable manner.
- Strengthens integrity and confidence in the purchasing system.
- Ensures that the City receives value for money in its purchasing, while giving due consideration to the social and environmental impacts of the procurement process across the life cycle of goods and services.
- Ensures the City is compliant with all regulatory obligations.
- Promotes effective governance and definition of roles and responsibilities.
- Upholds respect from the public.
- Upholds industry purchasing practices that withstands scrutiny and maintains the probity of the City's actions.

Date Adopted:	27 February 2007
Date Amended:	28 February 2012, 11 June 2013
Date Reviewed:	28 February 2012
Date of Next Review:	February 2017

**GUIDELINES AND POLICY PROCEDURES
RELATING TO PURCHASING
POLICY NO. 1.2.3**

1. ETHICS & INTEGRITY

All officers and employees of the City shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the City of Vincent.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Local Government policies and code of conduct;
- purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the City by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

2. VALUE FOR MONEY

"Value for money" is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the City. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

An assessment of the best value for money outcome for any purchasing should consider:

- all relevant whole-of-life costs and benefits whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery and distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
- financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

3. SUSTAINABLE PROCUREMENT

Sustainable procurement takes into consideration the impacts of products and services on human society and the natural environment while meeting the economic constraints of the procuring organisation.

The City is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and processes that minimise negative social and environmental impacts while maximising social and environmental benefits. These considerations must however, be balanced against value for money outcomes to ensure the City's economic viability, essential to its long term sustainability.

Practically, sustainable procurement means the City shall endeavour at all times to identify and procure products and services that:

- Have been determined as necessary;
- Demonstrate environmental best practice in energy efficiency verified by suitable rating systems and eco-labelling through independent third party certification bodies;
- Demonstrate environmental best practice in water efficiency verified by suitable rating systems and eco-labelling through independent third party certification bodies;

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- Are environmentally sound in manufacture, use, and disposal with a specific preference for products made using recycled materials or raw materials sourced from sustainable resources, that are free of toxic or polluting substances and consume minimal energy and water during production;
- Are produced by an environmentally accredited company or company that has an environmental management system, documented waste reduction strategy, relevant quality criteria and/or good track record for environmental performance;
- Can be refurbished, reused, recycled or reclaimed, and are designed for ease of recycling, re-manufacture or otherwise to minimise waste;
- (Where available, possible and practical), require fewer ozone – depleting substances during manufacture, and/or release fewer ozone – depleting substances or pollutants known to cause environmental harm, including but not limited to VOC's (volatile organic compounds), CFC's (chlorofluorocarbons) and HCFC's (hydrofluorocarbons);
- Are manufactured/supplied in socially acceptable conditions, in accordance with Human Rights conventions, laws or treaties where labour considerations, social exclusions and equal opportunities are taken into account;
- In the event that all other criteria are equal, are locally sourced;
- For motor vehicles – feature the highest fuel efficiency available (verified by suitable rating systems) within the designated price range, based on vehicle type;
- For new buildings and refurbishments – use renewable energy and environmentally friendly technologies where available;

4. PURCHASING THRESHOLDS

Where the value of procurement (excluding GST) for the value of the contract over the full contract period (including options to extend) is, or is expected to be:

Amount to Purchase	
Up to \$1,000	Direct purchase from suppliers requiring only two verbal quotations.
\$1,001 - \$19,999	Obtain at least three verbal or written quotations.
\$20,000 - \$39,999	Obtain at least three written quotations.
\$40,000 - \$99,999	Obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).
\$100,000 and above	Conduct a public tender process.

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Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$100,000 threshold (excluding GST). If a decision is made to seek public tenders for Contracts of less than \$100,000, a "Request for Tender" process that entails all the procedures for tendering outlined in this policy must be followed in full.

4.1 Up to \$1,000

Where the value of procurement of goods or services does not exceed \$1,000, purchase on the basis of at least two verbal quotations is permitted. However it is recommended to use professional discretion and occasionally undertake market testing with a greater number or more formal forms of quotation to ensure best value is maintained.

This purchasing method is suitable where the purchase is relatively small and low risk.

Record keeping requirements must be maintained in accordance with record keeping policies. The City of Vincent Purchasing and Tender Guide contains a sample form for recording verbal quotations.

4.2 \$1,001 to \$19,999

This category is for the procurement of goods or services where the value of such procurement ranges between \$1,001 and \$19,999.

At least three verbal or written quotations (or a combination of both) are required. Where this is not practical, e.g. due to limited suppliers, it must be noted through records relating to the process.

The general principles for obtaining verbal quotations are:

- Ensure that the requirement/specification is clearly understood by the City's employee seeking the verbal quotations.
- Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote.
- Read back the details to the Supplier contact person to confirm their accuracy.
- Written notes detailing each verbal quotation must be recorded.

Record keeping requirements must be maintained in accordance with record keeping policies. The Purchasing and Tender Guide produced by the Western Australian Local Government Association (WALGA) contains sample forms for recording verbal and written quotations.

4.3 \$20,000 to \$39,999

For the procurement of goods or services where the value exceeds \$20,000 but is less than \$39,999, it is required to obtain at least three written quotes (commonly a sufficient number of quotes would be sought according to the type and nature of purchase).

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies.

Notes: The general principles relating to written quotations are:

- An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.
- The request for written quotation should include as a minimum:
 - Written Specification;
 - Selection Criteria to be applied;
 - Price Schedule;
 - Conditions of responding;
 - Validity period of offer.
- Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
- Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
- Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
- Respondents should be advised in writing as soon as possible after the final determination is made and approved.

The Purchasing and Tender Guide produced by the Western Australian Local Government Association (WALGA) should be consulted for further details and guidance.

4.4 \$40,000 to \$99,999

For the procurement of goods or services where the value exceeds \$40,000 but is less than \$99,999, it is required to obtain at least three written quotations containing price and a sufficient amount of information relating to the specification of goods and services being purchased.

The WALGA Purchasing and Tender Guide has a series of forms including a Request for Quotation Template which can assist with recording details. Record keeping requirements must be maintained in accordance with record keeping policies.

For this procurement range, the selection should not be based on price alone, and it is strongly recommended to consider some of the qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience and any other relevant factors as part of the assessment of the quote.

5. REGULATORY COMPLIANCE

5.1 Tender Exemption

In the following instances public tenders or quotation procedures are not required (regardless of the value of expenditure):

- An emergency situation as defined by the Local Government Act 1995;
- The purchase is under a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (permitted Common Use Arrangements), Regional Council, or another local government;
- The purchase is under auction which has been authorised by Council;
- The contract is for petrol, oil, or other liquid or gas used for internal combustion engines;
- Any of the other exclusions under Regulation 11 of the Functions and General Regulations apply.

5.2 Sole Source of Supply (Monopoly Suppliers)

The procurement of goods and/or services available from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources must be made. Written confirmation of this must be kept on file for later audit.

Note: The application of provision "*sole source of supply*" should only occur in limited cases and procurement experience indicates that generally more than one supplier is able to provide the requirements.

5.3 Anti-Avoidance

The City shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of \$100,000, thereby avoiding the need to publicly tender.

5.4 Tender Criteria

The City shall, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.

The evaluation panel shall be established prior to the advertising of a tender and include a mix of skills and experience relevant to the nature of the purchase.

For Requests with a total estimated (Ex GST) price of:

- Between \$40,000 and \$99,999, the panel must contain a minimum of 2 members; and
- \$100,000 and above, the panel must contain a minimum of 3 members.

5.5 Advertising Tenders

Tenders are to be advertised in a state wide publication e.g. "The West Australian" newspaper, Local Government Tenders section, preferably on a Wednesday or Saturday.

The tender must remain open for at least 14 days after the date the tender is advertised. Care must be taken to ensure that 14 full days are provided as a minimum.

The notice must include:

- a brief description of the goods or services required;
- information as to where and how tenders may be submitted;
- the date and time after which tenders cannot be submitted;
- particulars identifying a person from who more detailed information as to tendering may be obtained;
- detailed information shall include:
 - such information as the City decides should be disclosed to those interested in submitting a tender;
 - detailed specifications of the goods or services required;
 - the criteria for deciding which tender should be accepted;
 - whether or not the City has decided to submit a tender; and
 - whether or not tenders can be submitted by facsimile or other electronic means, and if so, how tenders may so be submitted.

5.6 Issuing Tender Documentation

Tenders will not be made available (counter, mail, internet, referral, or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation.

This is essential as if clarifications, addendums or further communication is required prior to the close of tenders, all potential tenderers must have equal access to this information in order for the City not to compromise its "*Duty to be Fair*".

5.7 Tender Deadline

A tender that is not received in full in the required format by the advertised Tender Deadline shall be rejected.

5.8 Opening of Tenders

No tenders are to be removed from the tender box, or opened (read or evaluated) prior to the Tender Deadline.

Tenders are to be opened in the presence of the Chief Executive Officer's delegated nominee and preferably at least one other Council Officer. The details of all tenders received and opened shall be recorded in the Tenders Register.

Tenders are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the tender opening, and price information should be regarded as *commercial-in-confidence* to the City. Members of the public are entitled to be present.

The Tenderer's Offer form, Price Schedule and other appropriate pages from each tender shall be date stamped and initialled by at least two of the City's Officers present at the opening of tenders.

5.9 No Tenders Received

Where the City has invited tenders, however no compliant submissions have been received, direct purchases can be arranged on the basis of the following:

- a sufficient number of quotations are obtained;
- the process follows the guidelines for seeking quotations between \$40,000 & \$99,999 (listed above);
- the specification for goods and/or services remains unchanged;
- purchasing is arranged within 6 months of the closing date of the lapsed tender.

5.10 Tender Evaluation

Tenders that have not been rejected shall be assessed by the City by means of a written evaluation against the pre-determined criteria. The tender evaluation panel shall assess each tender that has not been rejected to determine which tender is most advantageous.

5.11 Addendum to Tender

If, after the tender has been publicly advertised, any changes, variations or adjustments to the tender document and/or the conditions of tender are required, the City may vary the initial information by taking reasonable steps to give each person who has sought copies of the tender documents notice of the variation.

5.12 Minor Variation

If after the tender has been publicly advertised and a successful tenderer has been chosen but before the City and tenderer have entered into a Contract, a minor variation may be made by the City.

A minor variation will not alter the nature of the goods and/or services procured, nor will it materially alter the specification or structure provided for by the initial tender.

5.13 Notification of Outcome

Each tenderer shall be notified of the outcome of the tender following Council resolution. Notification shall include:

- The name of the successful tenderer; and
- The total value of consideration of the winning offer.

The details and total value of consideration for the winning offer must also be entered into the Tenders Register at the conclusion of the tender process.

5.14 Records Management

All records associated with the tender process or a direct purchase process must be recorded and retained. For a tender process this includes:

- Tender documentation;
- Internal documentation;
- Evaluation documentation;
- Enquiry and response documentation;
- Notification and award documentation.

For a direct purchasing process this includes:

- Quotation documentation;
- Internal documentation;
- Order forms and requisitions.

Record retention shall be in accordance with the minimum requirements of the State Records Act, and the City's internal Records Management Policy.

6 PURCHASE OF CATERING

At the Ordinary Meeting of Council held on 11 June 2013 the Council considered a Notice of Motion (Item 10.1) from Mayor Hon. Alannah MacTiernan and resolved as follows:

The catering for City functions, Advisory Group meetings and any other receptions are to be sourced from businesses or persons located primarily within the City of Vincent wherever possible.

Purchasing Policy

1 POLICY

City of Vincent (the “City”) is committed to the purchasing of goods, services and works that align with the principles of transparency, probity and good governance and complies with the *Local Government Act 1995* (the “Act”) and Part 4 of the *Local Government (Functions and General) Regulations 1996*, (the “Regulations”).

2 OBJECTIVES

The objectives of this Policy are to ensure that all purchasing activities:

- demonstrate that value for money is attained for the City;
- are compliant with relevant legislation, codes and standards, including the Act and Regulations;
- are recorded in compliance with the *State Records Act 2000* and associated records management practices and procedures of the City;
- demonstrate probity by establishing consistent processes that promote openness, transparency, fairness and equity to all potential suppliers;
- ensure that the sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment;
- ensure that goods and services to be procured are necessary and fit for purpose;
- properly evaluate and consider the safety and health characteristics of any goods/services prior to being introduced into the City’s workplaces;
- are supported by Budget provisions or comply with section 6.8(1) of the Act; and
- are conducted in a consistent and efficient manner across the City and that ethical decision making is demonstrated.

3 VALUE FOR MONEY

Value for money is the difference between the total benefit derived from a good or a service against its total cost, when assessed over the period the goods or services are to be used. Achieving best value for money at the individual purchase level requires that assessments consider cost and non-cost factors, where relevant, the overall objective of the procurement and make a value judgement about the best outcome.

In addition to a qualitative assessment of the procurement, an assessment of the value for money outcome for any purchasing process should consider:

- an initial needs assessment to determine the ongoing relevance and necessity for the procurement and mode of delivery;
- the up-front, after purchase and fit-for-purpose costs and risks associated with the procurement;
- all relevant total costs of ownership and benefits including up-front price, transaction costs associated with acquisition, delivery, use, holding, maintenance and disposal (including where appropriate residual or resale values);

- **overall objectives of the procurement and outcome being sought.** The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.
- **non-cost factors such as fitness for purpose, quality, delivery, service, support and sustainability impacts.**
- the supplier's financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable;
- the safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers;
- purchasing of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility; and
- providing opportunities for businesses within the City's boundaries to be given the opportunity to quote for providing goods and services wherever possible.

4 PURCHASING REQUIREMENTS

4.1 Values

Purchasing that is **\$150,000 or below in total value** (excluding GST) must be in accordance with the purchasing requirements under the relevant threshold as defined under section 4.4 of this Purchasing Policy.

Purchasing that **exceeds \$150,000 in total value** (excluding GST) must be put to public Tender when it is determined that a regulatory Tendering exemption, as stated under 4.7 of this Policy is not deemed to be suitable.

4.2 Purchasing Value Definition

Determining purchasing value is to be based on the following considerations:

1. Exclusive of Goods and Services Tax (GST);
2. The actual or expected value of a contract over the full contract period, including all options to extend; or the extent to which it could be reasonably expected that the City will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased; and
3. If a purchasing threshold would be reached within three years for a particular contract for procurement, then the purchasing requirement under the relevant threshold (including the tender threshold) would need to be considered.

4.3 Purchasing from Existing Contracts

Where the City has an existing contract in place, it must ensure that goods and services required are purchased under these contracts to the extent that the scope of the contract allows.

4.4 Purchasing Thresholds

In addition to the other policy provisions the table below prescribes the purchasing request process that the City must follow to be applied, based on the proposed purchase value:

Purchase Value Threshold	Purchasing Requirement Open Market	Purchasing Requirement Pre-Qualified Suppliers
Up to \$200	Direct Purchase from the open market with zero quotations required. This purchasing method is suitable where the purchase is in a known market or is very low risk and where the cost of seeking quotes would be unreasonable on a cost to benefit analysis basis.	Purchase directly from: <ul style="list-style-type: none"> an existing panel of pre-qualified suppliers administered by the City; or a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA with zero quotations required.
Over \$200 and up to \$5,000	Seek two verbal or written* quotations from the open market. Officers may use their general knowledge of the market, advertisements, in-store price comparisons, catalogues, supplier web sites and any other reasonable means to determine whether the purchase represents value for money. *Where a written quote is not feasible a written note of the verbal quotation is to be recorded.	Purchase directly from: <ul style="list-style-type: none"> an existing panel of pre-qualified suppliers administered by the City; or a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA requiring one verbal written quotation. *Where a written quote is not feasible a written note of the verbal quotation is to be recorded.
Over \$5,000 and up to \$20,000	Seek two written quotations from the open market. Officers may use their general knowledge of the market, advertisements, in-store price comparisons, catalogues, supplier web sites and any other reasonable means to determine whether the purchase represents value for money. Different suppliers should be used from time to time to test value for money for regular purchases.	Purchase directly from: <ul style="list-style-type: none"> an existing panel of pre-qualified suppliers administered by the City; or a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA requiring one written quotation. Officers should seek more than one direct quotation if they are not satisfied that their first choice of supplier would represent value for money.
Over \$20,000 and up to \$50,000	Seek three written quotations from the open market including a brief outlining the specified requirement.	Seek two written quotations including a brief outlining the specified requirement from either:

CITY OF VINCENT POLICY MANUAL
CORPORATE SERVICES – FINANCIAL SERVICES
POLICY NO: 1.2.3
PURCHASING POLICY

Purchase Value Threshold	Purchasing Requirement Open Market	Purchasing Requirement Pre-Qualified Suppliers
		<ul style="list-style-type: none"> an existing panel of pre-qualified suppliers administered by the City; or a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA
Over \$50,000 and up to \$150,000	<p>Seek at least three written quotations from the open market by formal invitation under a Request for Quotation (RFQ), containing pricing schedule and detailed specification of goods and services required.</p> <p>The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.</p>	<p>Seek three written quotations from a pre-qualified panel of suppliers (whether administered by the City through the WALGA preferred supply program or State Government CUA) are not required to be invited using a RFQ form.</p>
Over \$150,000	<p>Conduct a public Request for Tender process in accordance with Part 4 of the <i>Local Government (Functions and General) Regulations 1996</i>, this policy and the City's tender procedures.</p> <p>(Council Approval or Delegated Authority)</p>	<p>Where the purchase is expected to be within \$150,000 - \$250,000:</p> <p>Obtain at least three written quotations from suppliers by formal invitation under a Request for Quotation (RFQ), containing price and detailed specification of goods and services required.</p> <p>The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.</p> <p>(CEO Approval)</p>

4.5 Sole Source of Supply

The procurement of goods and/or services available from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources and goods/services must be made, with a written confirmation of this recorded.

Once determined, the justification for a sole source of supply must be endorsed by the Chief Executive Officer or Director, prior to a contract being entered into, or a purchase order raised.

4.6 Sustainable Procurement

The City is committed to sustainable procurement and **will adopt strategies to avoid unnecessary consumption and manage demand**. Where appropriate, **the City** shall endeavour to design quotations and tenders to provide an advantage

to goods, services and processes that minimise negative social and environmental impacts while maximising social and environmental benefits.

These considerations must however, be balanced against value for money outcomes to ensure the City's economic viability, essential to its long term sustainability.

4.7 Tendering Exemptions

The City limits the discretion from the requirement to call tenders provided under section 11(2) of the Regulations, to values under \$250,000. Accordingly, tenders do not have to be publicly invited for contracts under \$250,000 in the following instances:

- the purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA).
- the purchase is from a Regional Local Government or another Local Government;
- the purchase is acquired from a person registered on the WA Aboriginal Business Directory, as published by the Small Business Development Corporation, where the consideration under contract is worth \$250,000 or less and represents value for money;
- the purchase is acquired from an Australian Disability Enterprise and represents value for money;
- the purchase is from a pre-qualified supplier under a Panel established by the City; or
- any of the other exclusions under Regulation 11 of the Regulations apply.

Notwithstanding the above, in circumstances that meet the requirements of section 11(2) of the Regulations and where it can be demonstrated to the satisfaction and approval of the CEO, that value for money outcomes will not be achieved or some other relevant imperative, public tenders will not need to be invited for contracts expected to be worth more than \$250,000.

4.8 Council Approvals

The Regulations provide that Council is required to Accept tenders (subject to approved Delegations of Authority). For the avoidance of doubt, Council approval is not required for the provision of goods or services when public tenders are not required to be invited (and are not invited), providing the expenditure is authorised through the annual budget or approved in accordance with section 6.8(1) of the Act.

Section 13 of the Regulations specify that if:

"a local government, although not required by this Division to invite tenders before entering into a contract for another person to supply goods or services, decides to invite tenders, the tenders are to be publicly invited to the requirements of this Division."

5 PANELS OF PRE-QUALIFIED SUPPLIERS

5.1 Policy Objectives

In accordance with Regulation 24AC of the *Local Government (Functions and General) Regulations 1996*, a Panel of Pre-qualified Suppliers ("Panel") may be created where most of the following factors apply:

- the City determines that a range of similar goods and services are required to be purchased on a continuing and regular basis;
- there are numerous potential suppliers in the local and regional procurement-related market sector(s) that satisfy the test of 'value for money';
- the purchasing activity under the intended Panel is assessed as being of a low to medium risk;
- the Panel will streamline and will improve procurement processes; and
- the City has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel.

The City will endeavour to ensure that Panels will not be created unless most of the above factors are firmly and quantifiably established.

5.2 Application

If the City determines it beneficial for a Panel to be created, it must do so in accordance with Part 4, Division 3 of the *Local Government (Functions and General) Regulations 1996*.

5.3 Purchasing from the panel

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

The City will take into account its purchasing thresholds when distributing work among panel members.

Each quotation process, including the invitation to quote, communications with panel members, quotations received, evaluation of quotes and notification of award (via purchase order) communications must all be captured on the City's electronic records system. A record is to be maintained for each quotation process made under each Panel that captures all communications between the City and Panel members.

6. RECORDS MANAGEMENT

Records of all purchasing activity must be retained in compliance with the *State Records Act 2000 (WA)*, the City's Records Management Policy and associated procurement procedures.

CITY OF VINCENT POLICY MANUAL
CORPORATE SERVICES – FINANCIAL SERVICES
POLICY NO: 1.2.3
PURCHASING POLICY

7. ADOPTION

Adoption of this Purchasing Policy was endorsed by the Council:

Date Adopted		Item Number:
Date Amended		
Date Reviewed		
Date of Next Review		

Policy/Procedure Links:

	Policy Number	Reference
Records Management Policy		
Procurement Procedures		

POLICY NO: 1.2.4**INVESTMENT POLICY
OBJECTIVES**

To:

- take a conservative approach to investments, but with a focus to add value through prudent investment of funds;
- have investment funds achieve an overall return of the UBS Bank Bill Index;
- achieve a high level of security of the overall portfolio by using recognised rating criteria;
- maintain an adequate level of diversification;
- give preference to investments with institutions that are assessed to have higher social and environmental responsibility rating; and
- have ready access to funds for day to day requirements, without penalty.

POLICY STATEMENT**1. AUTHORITY FOR INVESTMENT**

All investments are to be made in accordance with:

- *Local Government Act 1995* – Section 6.14.
- *The Trustees Amendment Act 1997* – point 6, re: Part 111 Investments.
- *Local Government (Financial Management) Regulations 1996* – Regulations 19, 19C, 28 and 49.
- Australian Accounting Standards

2. DELEGATION OF AUTHORITY

Chief Executive Officer or his delegated representative has authority to invest surplus funds.

3. PRUDENT PERSON STANDARD

The investment will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolios to safeguard the portfolios in accordance with the spirit of this Investment Policy, and not for speculative purposes.

4. ETHICS AND CONFLICTS OF INTEREST

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the CEO.

5. AUTHORISED INVESTMENTS

Authorised Investment shall be limited to:

- Fixed and floating rate interest bearing deposits with a term to maturity of 12 months or less with authorised institutions;
- State and Commonwealth Government Bonds with a term to maturity of 3 years or less; and
- Specific securities approved by Council.

6. PROHIBITED INVESTMENTS

This Policy prohibits the use of leveraging (borrowing to invest) of an investment.

7. RISK PROFILE

When exercising the power of investment the following are to be given consideration:

- The purpose of the investment, and its needs together with the circumstances.
- The nature of and the risk associated with the different investments.
- The need to maintain the real value of capital and income.
- The risk of capital loss or income loss.
- The likely income return and the timing that return.
- The liquidity and the marketability of the proposed investment during, and at the determination of the term of, the proposed investment.
- The aggregate value of the investment.
- The costs (including commissions, fees, charges and duties payable) of making the proposed investment.

8. DIVESTMENT PROFILE OF INSTITUTIONS

When exercising the power of investment, preference is to be given to investments with institutions that have been assessed to **have no current record of funding fossil fuels**, providing that doing so will secure a rate of return that is at least equal to alternatives offered by other institutions.

Where an investment is made with an institution that has a lower rating of demonstrated social and environmental responsibility due to providing a higher rate of return the additional return generated will be invested back into **carbon abatement** initiatives within the City of Vincent.

9. VARIATION TO POLICY

The Chief Executive Officer or their delegated representative be authorised to approve variations to this policy if the investment is to Council's advantage and/or due to revised legislation.

All changes to this policy are to be reported to Council within 14 days.

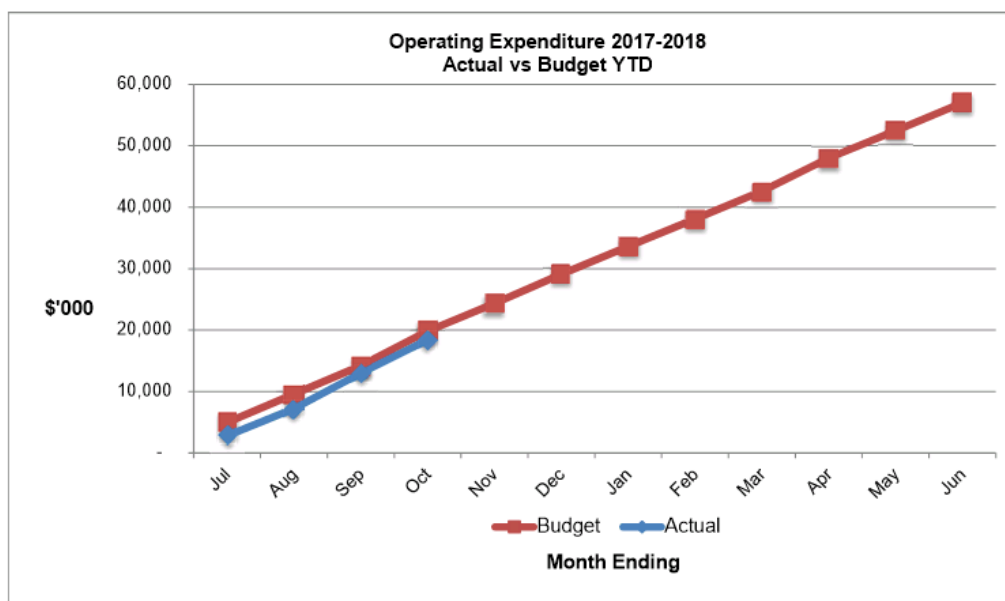
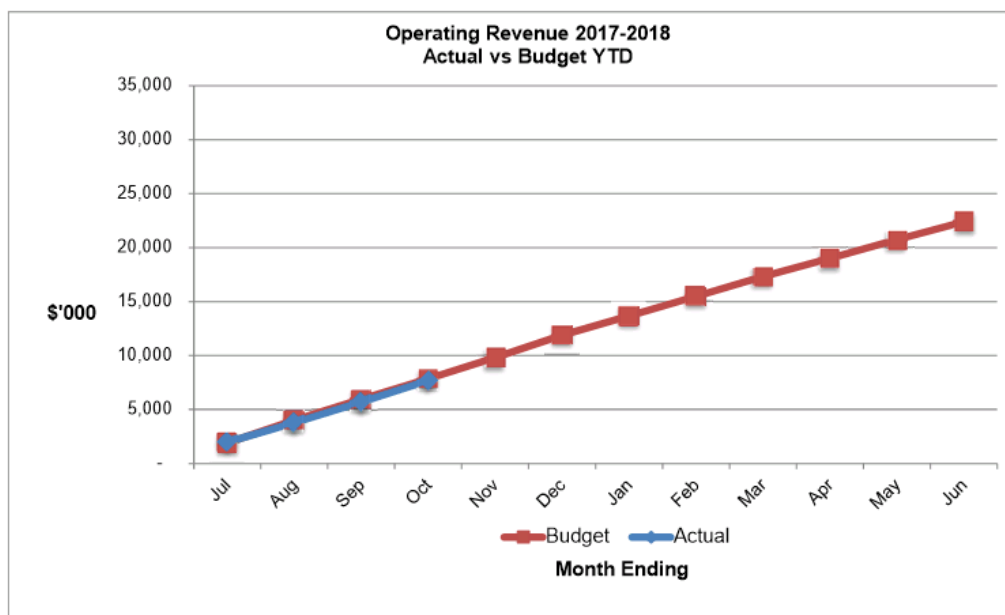
Date Adopted:	24 February 1997
Date Amended:	27 March 2001, 27 June 2006, 12 August 2008, 28 July 2009, 14 January 2014, 23 August 2016.
Date Reviewed:	23 August 2016
Date of Next Review:	23 August 2019

CITY OF VINCENT
NOTE 1 - STATEMENT OF FINANCIAL ACTIVITY
BY PROGRAMME
AS AT 31 OCTOBER 2017

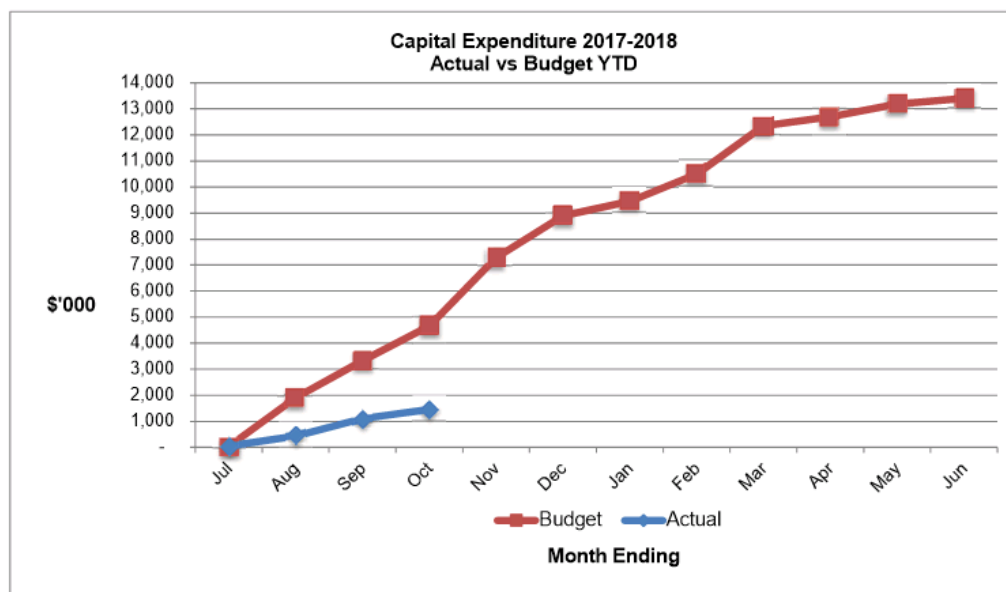
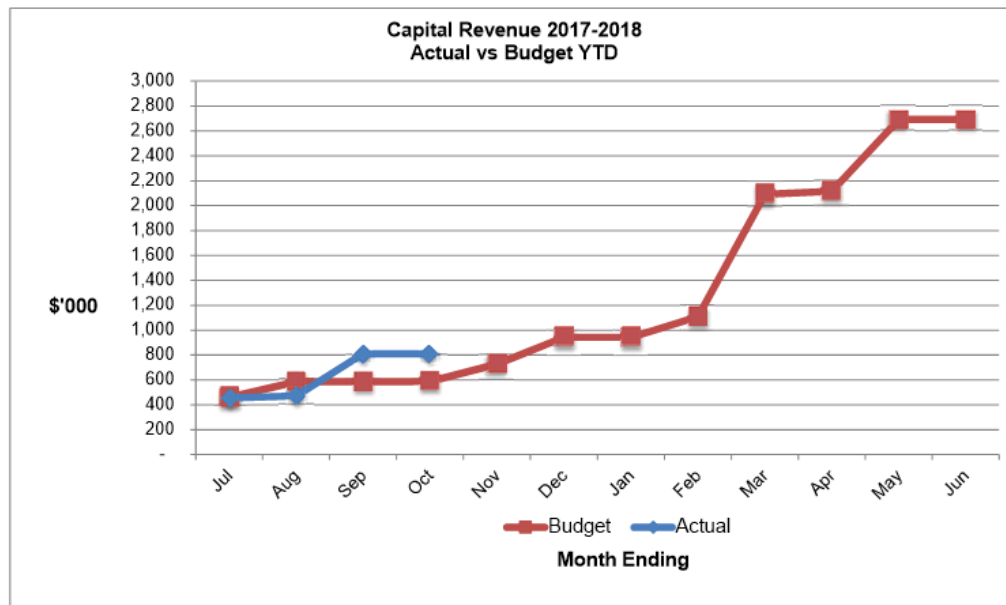


	Adopted Budget 2017/18 \$	YTD Budget 2017/18 \$	YTD Actual 2017/18 \$	YTD Variance 2017/18 \$	YTD Variance 2017/18 %
REVENUE FROM OPERATING ACTIVITIES (EXCLUDING RATES)					
Governance	65,140	32,216	34,086	1,870	6%
General Purpose Funding	1,915,975	888,713	892,969	4,256	0%
Law, Order, Public Safety	187,510	77,872	70,115	(7,757)	-10%
Health	330,940	154,574	217,716	63,142	41%
Education and Welfare	216,015	81,553	67,409	(14,144)	-17%
Community Amenities	1,074,130	535,386	550,752	15,366	3%
Recreation and Culture	10,027,350	3,316,618	3,189,244	(127,374)	-4%
Transport	7,767,140	2,631,384	2,455,112	(176,272)	-7%
Economic Services	241,410	81,804	103,227	21,423	26%
Other Property and Services	570,883	54,676	110,743	56,067	103%
	22,396,493	7,854,796	7,691,372	(163,424)	-2%
EXPENDITURE FROM OPERATING ACTIVITIES					
Governance	(3,601,990)	(1,399,974)	(1,274,115)	125,859	-9%
General Purpose Funding	(803,155)	(425,932)	(449,358)	(23,426)	5%
Law, Order, Public Safety	(1,370,625)	(451,837)	(426,232)	25,605	-6%
Health	(1,230,110)	(417,857)	(401,059)	16,798	-4%
Education and Welfare	(1,317,045)	(432,174)	(349,926)	82,248	-19%
Community Amenities	(11,376,900)	(3,722,630)	(3,354,156)	368,474	-10%
Recreation and Culture	(22,465,875)	(7,636,065)	(7,097,668)	538,397	-7%
Transport	(12,310,410)	(4,417,632)	(4,246,960)	170,672	-4%
Economic Services	(783,355)	(276,543)	(248,678)	27,865	-10%
Other Property and Services	(1,760,965)	(667,885)	(587,672)	80,213	-12%
	(57,020,430)	(19,848,529)	(18,435,824)	1,412,705	-7%
NET RESULT EXCLUDING GENERAL RATES	(34,623,937)	(11,993,733)	(10,744,452)	1,249,281	-10%
OPERATING ACTIVITIES EXCLUDED FROM BUDGET					
NON-CASH EXPENDITURE AND REVENUE					
Add Deferred Rates Adjustment	0	0	6,712	6,712	0%
(Profit)/Loss on Asset Disposals	(411,373)	(32,390)	(93,560)	(61,170)	189%
Add Back Depreciation	9,663,980	3,221,276	3,433,016	211,740	7%
AMOUNT ATTRIBUTABLE TO OPERATING ACTIVITIES	9,252,607	3,188,886	3,346,168	157,282	5%
INVESTING ACTIVITIES					
Non-Operating Grants, Subsidies and Contributions	2,692,344	588,000	809,666	221,666	38%
Purchase Land and Buildings	(2,343,358)	(1,220,258)	(241,875)	978,383	-80%
Purchase Infrastructure Assets	(8,358,501)	(2,791,613)	(842,210)	1,949,403	-70%
Purchase Plant and Equipment	(1,597,846)	(322,636)	(273,162)	49,474	-15%
Purchase Furniture and Equipment	(1,111,615)	(329,615)	(107,340)	222,275	-67%
Proceeds from Joint Venture Operations	333,333	0	0	0	0%
Proceeds from Disposal of Assets	204,500	96,000	240,196	144,196	150%
	(10,181,143)	(3,980,122)	(414,725)	3,565,397	-90%
FINANCING ACTIVITIES					
Repayments of Debentures	(881,398)	(285,716)	(285,715)	1	0%
Transfers to Reserves (Restricted Assets)	(1,850,534)	(507,672)	(122,490)	385,182	-76%
Transfers from Reserves (Restricted Assets)	1,309,605	120,290	30,367	(89,923)	-75%
	(1,422,327)	(673,098)	(377,838)	295,260	-44%
 Plus: Surplus/(Deficiency) Brought Fwd 1 July 2017	 4,035,268	 4,035,268	 4,475,026	 439,759	 11%
 Surplus/(Deficiency) before General Rates	 (32,939,532)	 (9,422,799)	 (3,715,820)	 5,706,979	 -61%
Total Amount raised from General Rates	32,939,532	32,719,937	32,565,027	(154,910)	0%
NET CURRENT ASSETS C/FWD - SURPLUS/(DEFICIT)	0	23,297,138	28,849,206	5,552,069	24%

CITY OF VINCENT
 NOTE 1 - STATEMENT OF FINANCIAL ACTIVITY
 BY PROGRAMME - GRAPH
 AS AT 30 SEPTEMBER 2017



CITY OF VINCENT
NOTE 5 - CAPITAL REVENUE / EXPENDITURE PROGRAM
AS AT 30 SEPTEMBER 2017



CITY OF VINCENT
NOTE 2 - STATEMENT OF COMPREHENSIVE INCOME
BY NATURE AND TYPE
AS AT 31 OCTOBER 2017



	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance Oct-17 \$	YTD Variance Oct-17 %
REVENUE					
Rates	32,939,532	32,719,937	32,565,027	(154,910)	0%
Operating Grants, Subsidies and Contributions	1,818,620	598,099	537,586	(60,513)	-10%
Fees and Charges	18,888,300	6,675,616	6,470,421	(205,195)	-3%
Interest Earnings	958,080	439,688	416,876	(22,812)	-5%
Other Revenue	320,120	109,003	168,389	59,386	54%
	54,924,652	40,542,343	40,158,298	(384,045)	-1%
EXPENDITURE					
Employee Costs	(25,939,930)	(8,920,517)	(8,503,711)	416,806	-5%
Materials and Contracts	(17,749,340)	(6,476,032)	(5,689,150)	786,882	-12%
Utilities Charges	(1,955,570)	(625,482)	(510,369)	115,113	-18%
Interest Expenses	(995,630)	(302,746)	(302,748)	(2)	0%
Insurance Expenses	(889,760)	(296,592)	(219,874)	76,718	-26%
Depreciation on Non-Current Assets	(9,663,980)	(3,221,276)	(3,433,016)	(211,740)	7%
Other Expenditure	173,780	(5,884)	227,585	233,469	-3968%
	(57,020,430)	(19,848,529)	(18,431,284)	1,417,245	-7%
Non-Operating Grants, Subsidies and Contributions	2,692,344	588,000	809,666	221,666	38%
Profit on Asset Disposals	411,373	32,390	98,100	65,710	203%
Loss on Asset Disposals	-	-	(4,540)	(4,540)	0%
	3,103,717	620,390	903,226	282,836	46%
NET RESULT	1,007,939	21,314,204	22,630,241	1,316,037	6%
OTHER COMPREHENSIVE INCOME					
Changes on Revaluation of Non-Current Assets	-	-	-	-	0%
TOTAL OTHER COMPREHENSIVE INCOME	1,007,939	21,314,204	22,630,241	1,316,037	6%
TOTAL COMPREHENSIVE INCOME	1,007,939	21,314,204	22,630,241	1,316,037	6%

**CITY OF VINCENT
NOTE 3 - NET CURRENT FUNDING POSITION
AS AT 31 OCTOBER 2017**



	Actual 31-Oct-17 \$	Estimated Actual 30-Jun-17 \$
Current Assets		
Cash - Unrestricted	23,841,410	8,515,883
Cash - Restricted Reserves	9,000,242	8,908,119
Trade and Other Receivables - Rates	12,333,899	218,492
Trade and Other Receivables - Other Debtors	4,262,626	4,748,353
Inventories	265,527	181,244
Total Current Assets	49,703,705	22,572,091
Less: Current Liabilities		
Sundry and Other Creditors	(7,503,612)	(5,102,188)
Provisions - Current	(3,750,645)	(3,486,758)
Total Current Liabilities	(11,254,256)	(8,588,946)
Less:		
Reserves - Restricted Cash	(9,000,242)	(8,908,119)
Trade and Other Receivables - Other Debtors - Restricted Grant	(600,000)	(600,000)
Net Current Funding Position	28,849,206	4,475,026

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2017



	Adopted Budget 2017/18 \$	October 2017 Budget YTD \$	October 2017 Actual YTD \$	% YTD Budget
Operating Revenue By Service Area				
Chief Executive Officer	(200)	(68)	0	0%
Other Governance	(26,620)	(540)	(28,022)	5189%
Human Resources	(36,320)	(30,940)	(5,560)	18%
Director Corporate Services	(1,376,695)	(426,230)	(420,850)	99%
Rates Services	(33,616,632)	(33,220,469)	(33,072,956)	100%
Finance Services	(1,050)	(348)	(576)	165%
Record Management	(2,000)	(668)	(505)	76%
Beatty Park Leisure Centre	(7,650,030)	(2,500,547)	(2,447,878)	98%
Library & Local History Services	(24,970)	(8,064)	(8,077)	100%
Community Partnerships	(71,000)	(14,738)	(2,156)	15%
Ranger Services	(7,829,710)	(2,648,076)	(2,491,169)	94%
Health Services	(330,940)	(154,574)	(217,716)	141%
Statutory Planning Services	(645,570)	(215,192)	(202,954)	94%
Compliance Services	(31,400)	(10,468)	(8,496)	81%
Policy and Place Services	(16,410)	(4,218)	(3,601)	85%
Building Services	(239,410)	(79,804)	(103,161)	129%
Engineering Design Services	(88,050)	(14,930)	(13,941)	93%
Environment Services	(24,500)	(8,168)	(7,559)	93%
Parks Services	(2,494,425)	(873,252)	(779,397)	89%
Waste Management Services	(269,610)	(267,200)	(302,385)	113%
Works & Operations Services	(149,110)	(63,849)	(41,339)	65%
Operating Revenue By Service Area Total	(54,924,652)	(40,542,343)	(40,158,298)	99%
Operating Expenditure By Service Area				
Chief Executive Officer	2,083,570	873,553	808,602	93%
Human Resources	36,320	30,940	5,560	18%
Director Corporate Services	78,200	37,840	2,037	5%
Other Governance	590,240	195,500	178,449	91%
Rates Services	803,155	425,932	449,358	105%
Record Management	2,000	668	505	76%
Finance Services	1,050	348	576	165%
Information Systems	0	0	(0)	0%
Director Community Engagement	0	0	0	0%
Marketing and Communications	891,860	299,981	281,503	94%
Customer Services	0	0	0	0%
Beatty Park Leisure Centre	8,283,150	2,866,141	2,876,254	100%
Community Partnerships	1,955,705	549,237	533,706	97%
Community Connections	270,985	73,826	96,376	131%
Library & Local History Services	1,855,030	641,406	566,813	88%
Ranger Services	6,100,800	2,341,956	1,960,560	84%
Director Development Services	0	0	0	0%
Health Services	1,230,110	417,857	401,059	96%
Statutory Planning Services	2,247,925	786,819	752,028	96%
Compliance Services	664,275	231,372	217,674	94%
Policy and Place Services	1,838,180	629,583	461,467	73%
Building Services	748,355	261,543	235,310	90%
Director Technical Services	0	0	0	0%
Engineering Design Services	2,238,965	741,708	658,208	89%
Environment Services	365,670	135,032	137,158	102%
Parks Services	14,039,885	4,874,044	4,422,243	91%
Waste Management Services	5,980,250	1,857,284	1,699,451	92%
Works & Operations Services	4,714,750	1,575,959	1,686,386	107%
Operating Expenditure By Service Area Total	57,020,430	19,848,529	18,431,284	93%

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2017



	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
Chief Executive Officer						
Chief Executive Officer Expenditure						
Employee Costs	450,130	155,303	132,696	(22,607)	-15%	\$7.3k variance due to reversal of June 17 salary accrual; and a part time position vacant.
Other Employee Costs	11,050	4,572	3,596	(976)	-21%	
Other Expenses	204,050	156,667	205,852	49,185	31%	\$7.5k legal cost not yet required and \$38k timing variance on management programmes.
Chief Executive Officer Expenditure Total	665,230	316,542	342,144	25,602	8%	
Chief Executive Officer Indirect Costs						
Allocations	(665,230)	(316,542)	(342,144)	(25,602)	8%	
Chief Executive Officer Indirect Costs Total	(665,230)	(316,542)	(342,144)	(25,602)	8%	
Chief Executive Officer Total	0	0	0	(0)		
Members of Council						
Members Of Council Revenue						
Revenue	(200)	(68)	0	68	-100%	
Members Of Council Revenue Total	(200)	(68)	0	68	-100%	
Members Of Council Expenditure						
Employee Costs	89,440	30,845	29,877	(968)	-3%	
Other Employee Costs	5,000	1,668	252	(1,416)	-85%	
Other Expenses	469,340	221,060	126,305	(94,755)	-43%	Timing variance on receipt of invoice from WA Electoral Commission.
Members Of Council Expenditure Total	563,780	253,573	156,433	(97,140)	-38%	
Members Of Council Indirect Costs						
Allocations	1,519,790	619,980	652,169	32,189	5%	
Members Of Council Indirect Costs Total	1,519,790	619,980	652,169	32,189	5%	
Members of Council Total	2,083,370	873,485	808,602	(64,883)	-7%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2017



	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
Other Governance						
Other Governance Revenue						
Revenue	(26,620)	(540)	(28,022)	(27,482)	5089%	\$27k LGIS Members Experience Bonus received earlier than expected.
Other Governance Revenue Total	(26,620)	(540)	(28,022)	(27,482)	5089%	
Other Governance Expenditure						
Employee Costs	248,230	85,649	85,756	107	0%	
Other Employee Costs	5,200	200	599	399	200%	
Other Expenses	112,630	30,116	13,800	(16,316)	-54%	\$10k audit fees not yet required and other favourable variances that are not individually material.
Other Governance Expenditure Total	366,060	115,965	100,155	(15,810)	-14%	
Other Governance Indirect Costs						
Allocations	224,180	79,535	78,294	(1,241)	-2%	
Other Governance Indirect Costs Total	224,180	79,535	78,294	(1,241)	-2%	
Other Governance Total	563,620	194,960	150,427	(44,533)	-23%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2017



	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
Human Resources						
Human Resources Revenue						
Revenue	(36,320)	(30,940)	(5,560)	25,380	-82%	Centrelink paid parental leave payment started in October 2017.
Human Resources Revenue Total	(36,320)	(30,940)	(5,560)	25,380	-82%	
Human Resources Expenditure						
Employee Costs	694,820	278,419	249,918	(28,501)	-10%	Favourable variance with Centrelink paid parental leave payments and City's paid parental leave provision.
Other Employee Costs	108,900	40,982	36,334	(4,648)	-11%	
Other Expenses	189,350	82,616	19,840	(62,776)	-76%	\$20k under in Management Programmes which will be spent by December 2017 and \$36k Legal costs not yet required.
Human Resources Expenditure Total	993,070	402,017	306,092	(95,925)	-24%	
Human Resources Indirect Costs						
Allocations	(956,750)	(371,077)	(300,532)	70,545	-19%	
Human Resources Indirect Costs Total	(956,750)	(371,077)	(300,532)	70,545	-19%	
Human Resources Total	0	0	0	0		
Director Corporate Services						
Director Corporate Services Expenditure						
Employee Costs	440,620	152,037	145,737	(6,300)	-4%	
Other Employee Costs	7,330	2,443	2,480	37	2%	
Other Expenses	5,040	1,652	1,051	(601)	-36%	
Director Corporate Services Expenditure Total	452,990	156,132	149,268	(6,864)	-4%	
Director Corporate Services Indirect Costs						
Allocations	(452,990)	(156,132)	(149,268)	6,864	-4%	
Director Corporate Services Indirect Costs Total	(452,990)	(156,132)	(149,268)	6,864	-4%	
Director Corporate Services Total	0	0	0	0		

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2017



	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Insurance Premium</u>						
Insurance Premium Expenditure						
Other Expenses	889,760	296,592	219,874	(76,718)	-26%	Variance due to change in premium calculation and payment by LGIS, it is still anticipated to pay the premium as per budget by end of 2017-18 financial year.
Insurance Premium Expenditure Total	889,760	296,592	219,874	(76,718)	-26%	
Insurance Premium Recovery						
Allocations	(889,760)	(296,592)	(219,874)	76,718	-26%	
Insurance Premium Recovery Total	(889,760)	(296,592)	(219,874)	76,718	-26%	
Insurance Premium Total	0	0	0	0		
<u>Insurance Claim</u>						
Insurance Claim Recoup						
Revenue	(45,000)	(15,000)	(16,195)	(1,195)	8%	
Insurance Claim Recoup Total	(45,000)	(15,000)	(16,195)	(1,195)	8%	
Insurance Claim Expenditure						
Other Expenses	30,000	10,000	2,037	(7,963)	-80%	
Insurance Claim Expenditure Total	30,000	10,000	2,037	(7,963)	-80%	
Insurance Claim Total	(15,000)	(5,000)	(14,158)	(9,158)	183%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2017



	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Mindarie Regional Council</u>						
Mindarie Regional Council Revenue						
Revenue	(92,820)	(23,049)	(19,615)	3,434	-15%	
Mindarie Regional Council Revenue Total	(92,820)	(23,049)	(19,615)	3,434	-15%	
Mindarie Regional Council Expenditure						
Other Expenses	48,200	27,840	0	(27,840)	-100%	Timing in receipt of rates notice from City of Wanneroo.
Mindarie Regional Council Expenditure Total	48,200	27,840	0	(27,840)	-100%	
Mindarie Regional Council Total	(44,620)	4,791	(19,615)	(24,406)	-509%	
<u>General Purpose Revenue</u>						
General Purpose Revenue						
Revenue	(1,238,875)	(388,181)	(385,040)	3,141	-1%	
General Purpose Revenue Total	(1,238,875)	(388,181)	(385,040)	3,141	-1%	
General Purpose Revenue Total	(1,238,875)	(388,181)	(385,040)	3,141	-1%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 OCTOBER 2017



	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Rates Services</u>						
Rates Services Revenue						
Revenue	(33,616,632)	(33,220,469)	(33,072,956)	147,513	0%	
Rates Services Revenue Total	(33,616,632)	(33,220,469)	(33,072,956)	147,513	0%	
Rates Services Expenditure						
Employee Costs	261,150	90,085	86,705	(3,380)	-4%	
Other Employee Costs	2,300	768	0	(768)	-100%	
Other Expenses	343,500	262,988	288,599	25,611	10%	
Rates Services Expenditure Total	606,950	353,841	375,304	21,463	6%	
Rates Services Indirect Costs						
Allocations	196,205	72,091	74,054	1,963	3%	
Rates Services Indirect Costs Total	196,205	72,091	74,054	1,963	3%	
Rates Services Total	(32,813,477)	(32,794,537)	(32,623,598)	170,939	-1%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2017



	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Finance Services</u>						
Finance Services Revenue						
Revenue	(1,050)	(348)	(576)	(228)	65%	
Finance Services Revenue Total	(1,050)	(348)	(576)	(228)	65%	
Finance Services Expenditure						
Employee Costs	743,140	256,371	253,903	(2,468)	-1%	
Other Employee Costs	11,700	3,901	3,696	(205)	-5%	
Other Expenses	58,000	12,332	10,594	(1,738)	-14%	
Finance Services Expenditure Total	812,840	272,604	268,194	(4,410)	-2%	
Finance Services Indirect Costs						
Allocations	(811,790)	(272,256)	(267,618)	4,638	-2%	
Finance Services Indirect Costs Total	(811,790)	(272,256)	(267,618)	4,638	-2%	
Finance Services Total	0	0	0	0		
<u>Information Technology</u>						
Information Technology Expenditure						
Employee Costs	399,370	137,817	111,876	(25,941)	-19%	Variance due to a full time position still vacant, recruitment process completed and employee to start in November 2017.
Other Employee Costs	29,500	15,550	6,279	(9,271)	-60%	
Information Technology Expenditure Total	1,375,300	576,773	513,233	(63,540)	-11%	
Information Technology Indirect Costs						
Allocations	(1,375,300)	(576,773)	(513,233)	63,540	-11%	
Information Technology Indirect Costs Total	(1,375,300)	(576,773)	(513,233)	63,540	-11%	
Information Technology Total	0	0	(0)	(0)		

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 OCTOBER 2017



	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Records Management</u>						
Revenue	(2,000)	(668)	(505)	163	-24%	
Records Management Revenue Total	(2,000)	(668)	(505)	163	-24%	
Records Management Expenditure						
Employee Costs	248,470	85,707	84,074	(1,633)	-2%	
Other Employee Costs	20,400	5,132	0	(5,132)	-100%	
Other Expenses	144,600	13,200	14,697	1,497	11%	
Records Management Expenditure Total	413,470	104,039	98,771	(5,268)	-5%	
Records Management Indirect Costs						
Allocations	(411,470)	(103,371)	(98,266)	5,105	-5%	
Records Management Indirect Costs Total	(411,470)	(103,371)	(98,266)	5,105	-5%	
Records Management Total	0	0	0	0		

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2017



	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Director Community Engagement Expenditure</u>						
Director Community Engagement Expenditure						
Employee Costs	285,290	98,440	96,215	(2,225)	-2%	
Other Employee Costs	7,070	2,357	2,728	371	16%	
Other Expenses	3,490	1,148	672	(476)	-41%	
Director Community Engagement Expenditure Total	295,850	101,945	99,615	(2,330)	-2%	
Director Community Engagement Expenditure Total	295,850	101,945	99,615	(2,330)	-2%	
<u>Director Community Engagement Indirect Costs</u>						
Director Community Engagement Indirect Costs						
Allocations	(295,850)	(101,945)	(99,615)	2,330	-2%	
Director Community Engagement Indirect Costs Total	(295,850)	(101,945)	(99,615)	2,330	-2%	
Director Community Engagement Indirect Costs Total	(295,850)	(101,945)	(99,615)	2,330	-2%	
<u>Marketing and Communications Expenditure</u>						
Marketing and Communications Expenditure						
Employee Costs	461,460	159,144	181,886	22,742	14%	Variance due to department restructure and voluntary redundancy payments.
Other Employee Costs	6,550	1,645	446	(1,199)	-73%	
Other Expenses	261,820	80,342	39,895	(40,447)	-50%	\$11k timing variance on subscription renewals, \$9k timing on website design works and other favourable variances that are not individually material.
Marketing and Communications Expenditure Total	729,830	241,131	222,227	(18,904)	-8%	
Marketing and Communications Expenditure Total	729,830	241,131	222,227	(18,904)	-8%	
<u>Marketing and Communications Indirect Costs</u>						
Marketing and Communications Indirect Costs						
Allocations	162,030	58,850	59,276	426	1%	
Marketing and Communications Indirect Costs Total	162,030	58,850	59,276	426	1%	
Marketing and Communications Indirect Costs Total	162,030	58,850	59,276	426	1%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 OCTOBER 2017



	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
Customer Service Centre						
Customer Services Centre Expenditure						
Employee Costs	456,780	157,558	263,566	106,008	67%	Variance due to department restructure and voluntary redundancy payments, use of casual staff during recruitment process.
Other Employee Costs	8,900	6,800	156	(6,644)	-98%	
Other Expenses	39,400	14,272	11,864	(2,408)	-17%	
Customer Services Centre Expenditure Total	505,080	178,630	275,586	96,956	54%	
Customer Services Centre Indirect Costs						
Allocations	(505,080)	(178,630)	(275,586)	(96,956)	54%	
Customer Services Centre Indirect Costs Total	(505,080)	(178,630)	(275,586)	(96,956)	54%	
Customer Service Centre Total	0	0	0	0		

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2017



	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Beatty Park Leisure Centre Administration</u>						
Beatty Park Leisure Centre Admin Revenue						
Revenue	(2,468,550)	(839,180)	(845,261)	(6,081)	1%	
Beatty Park Leisure Centre Admin Revenue Total	(2,468,550)	(839,180)	(845,261)	(6,081)	1%	
Beatty Park Leisure Centre Admin Indirect Revenue						
Allocations	2,468,550	839,180	845,261	6,081	1%	
Beatty Park Leisure Centre Admin Indirect Revenue Total	2,468,550	839,180	845,261	6,081	1%	
Beatty Park Leisure Centre Admin Expenditure						
Employee Costs	855,720	295,500	278,434	(17,066)	-6%	
Other Employee Costs	15,880	4,703	957	(3,746)	-80%	
Other Expenses	273,920	108,960	101,755	(7,205)	-7%	
Beatty Park Leisure Centre Admin Expenditure Total	1,145,520	409,163	381,146	(28,017)	-7%	
Beatty Park Leisure Centre Admin Indirect Costs						
Allocations	(1,145,520)	(409,163)	(381,146)	28,017	-7%	
Beatty Park Leisure Centre Admin Indirect Costs Total	(1,145,520)	(409,163)	(381,146)	28,017	-7%	
Beatty Park Leisure Centre Administration Total	0	0	0	0		

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2017



	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Beatty Park Leisure Centre Building</u>						
Beatty Park Leisure Centre Building Revenue						
Revenue	(159,350)	(54,288)	(53,168)	1,120	-2%	
Beatty Park Leisure Centre Building Revenue Total	(159,350)	(54,288)	(53,168)	1,120	-2%	
Beatty Park Leisure Centre Occupancy Costs						
Building Maintenance	581,500	183,382	102,357	(81,025)	-44%	No major maintenance works yet required.
Ground Maintenance	41,500	15,168	8,509	(6,659)	-44%	
Other Expenses	1,495,660	525,682	706,620	180,938	34%	\$153k unfavourable variance due to increase in depreciation cost after revaluation of building assets.
Beatty Park Leisure Centre Occupancy Costs Total	2,118,660	724,232	817,485	93,253	13%	
Beatty Park Leisure Centre Indirect Costs						
Allocations	(1,959,310)	(669,944)	(764,317)	(94,373)	14%	
Beatty Park Leisure Centre Indirect Costs Total	(1,959,310)	(669,944)	(764,317)	(94,373)	14%	
Beatty Park Leisure Centre Building Total	0	0	(0)	0		

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2017



	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
Swimming Pool Areas						
Swimming Pool Areas Revenue						
Revenue	(1,857,630)	(526,558)	(489,237)	37,321	-7%	
Swimming Pool Areas Revenue Total	(1,857,630)	(526,558)	(489,237)	37,321	-7%	
Swimming Pool Areas Indirect Revenue						
Allocations	(388,550)	(132,088)	(133,044)	(956)	1%	
Swimming Pool Areas Indirect Revenue Total	(388,550)	(132,088)	(133,044)	(956)	1%	
Swimming Pool Areas Expenditure						
Employee Costs	966,550	334,077	311,321	(22,756)	-7%	
Other Employee Costs	20,000	6,432	6,887	455	7%	
Other Expenses	176,310	58,385	83,755	25,370	43%	\$10k bulk chemical purchase leading up to summer season and other unfavourable variances that are not individually material.
Swimming Pool Areas Expenditure Total	1,162,860	398,894	401,963	3,069	1%	
Swimming Pool Areas Indirect Costs						
Allocations	2,385,900	831,290	871,022	39,732	5%	
Swimming Pool Areas Indirect Costs Total	2,385,900	831,290	871,022	39,732	5%	
Swimming Pool Areas Total	1,302,580	571,538	650,704	79,166	14%	

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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
Swim School						
Swim School Revenue						
Revenue	(1,495,000)	(556,697)	(569,366)	(12,669)	2%	
Swim School Revenue Total	(1,495,000)	(556,697)	(569,366)	(12,669)	2%	
Swim School Indirect Revenue						
Allocations	(1,970)	(672)	(676)	(4)	1%	
Swim School Indirect Revenue Total	(1,970)	(672)	(676)	(4)	1%	
Swim School Expenditure						
Employee Costs	832,100	287,887	307,324	19,437	7%	
Other Employee Costs	5,500	1,808	1,825	17	1%	
Other Expenses	26,970	15,021	13,525	(1,496)	-10%	
Swim School Expenditure Total	864,570	304,716	322,673	17,957	6%	
Swim School Indirect Costs						
Allocations	191,210	67,350	65,641	(1,709)	-3%	
Swim School Indirect Costs Total	191,210	67,350	65,641	(1,709)	-3%	
Swim School Total	(441,190)	(185,303)	(181,728)	3,575	-2%	

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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
Café						
Cafe Revenue						
Revenue	(714,000)	(225,235)	(209,661)	15,574	-7%	
Cafe Revenue Total	(714,000)	(225,235)	(209,661)	15,574	-7%	
Cafe Indirect Revenue						
Allocations	(1,970)	(672)	(676)	(4)	1%	
Cafe Indirect Revenue Total	(1,970)	(672)	(676)	(4)	1%	
Cafe Expenditure						
Employee Costs	356,640	123,303	133,084	9,781	8%	
Other Employee Costs	0	0	191	191		
Other Expenses	301,480	85,997	95,373	9,376	11%	\$22k stock purchase for busy period.
Cafe Expenditure Total	658,120	209,300	228,648	19,348	9%	
Cafe Indirect Costs						
Allocations	102,910	35,971	34,397	(1,574)	-4%	
Cafe Indirect Costs Total	102,910	35,971	34,397	(1,574)	-4%	
Café Total	45,060	19,364	52,707	33,343	172%	

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NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
Retail						
Retail Revenue						
Revenue	(517,000)	(143,080)	(143,500)	(420)	0%	
Retail Revenue Total	(517,000)	(143,080)	(143,500)	(420)	0%	
Retail Indirect Revenue						
Allocations	(490)	(167)	(169)	(2)	1%	
Retail Indirect Revenue Total	(490)	(167)	(169)	(2)	1%	
Retail Expenditure						
Employee Costs	50,000	17,246	15,896	(1,350)	-8%	
Other Employee Costs	1,500	750	0	(750)	-100%	
Other Expenses	276,490	74,363	49,822	(24,541)	-33%	Timing variance on stock purchase during busy period.
Retail Expenditure Total	327,990	92,359	65,718	(26,641)	-29%	
Retail Indirect Costs						
Allocations	81,200	28,605	27,757	(848)	-3%	
Retail Indirect Costs Total	81,200	28,605	27,757	(848)	-3%	
Retail Total	(108,300)	(22,283)	(50,194)	(27,911)	125%	

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 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
Health and Fitness						
Health and Fitness Revenue						
Revenue	(221,500)	(86,123)	(66,546)	19,577	-23%	\$19k under for personal training due to lower demand, program under review.
Health and Fitness Revenue Total	(221,500)	(86,123)	(66,546)	19,577	-23%	
Health and Fitness Indirect Revenue						
Allocations	(1,374,500)	(467,254)	(470,641)	(3,387)	1%	
Health and Fitness Indirect Revenue Total	(1,374,500)	(467,254)	(470,641)	(3,387)	1%	
Health and Fitness Expenditure						
Employee Costs	554,520	191,704	180,897	(10,807)	-6%	
Other Employee Costs	9,000	4,500	1,780	(2,720)	-60%	
Other Expenses	212,040	92,260	88,259	(4,001)	-4%	
Health and Fitness Expenditure Total	775,560	288,464	270,936	(17,528)	-6%	
Health and Fitness Indirect Costs						
Allocations	541,810	189,741	186,598	(3,143)	-2%	
Health and Fitness Indirect Costs Total	541,810	189,741	186,598	(3,143)	-2%	
Health and Fitness Total	(278,630)	(75,172)	(79,653)	(4,481)	6%	

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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
Group Fitness						
Group Fitness Revenue						
Revenue	(170,500)	(55,308)	(53,112)	2,196	-4%	
Group Fitness Revenue Total	(170,500)	(55,308)	(53,112)	2,196	-4%	
Group Fitness Indirect Revenue						
Allocations	(466,560)	(158,604)	(159,754)	(1,150)	1%	
Group Fitness Indirect Revenue Total	(466,560)	(158,604)	(159,754)	(1,150)	1%	
Group Fitness Expenditure						
Employee Costs	275,940	95,531	90,971	(4,560)	-5%	
Other Employee Costs	900	382	262	(120)	-31%	
Other Expenses	116,020	44,612	33,266	(11,346)	-25%	\$6k timing on music licences and other favourable variances that are not individually material.
Group Fitness Expenditure Total	392,860	140,525	124,499	(16,026)	-11%	
Group Fitness Indirect Costs						
Allocations	169,050	59,013	63,778	4,765	8%	
Group Fitness Indirect Costs Total	169,050	59,013	63,778	4,765	8%	
Group Fitness Total	(75,150)	(14,374)	(24,590)	(10,216)	71%	

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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Aqua Fitness</u>						
Aqua Fitness Revenue						
Revenue	(30,000)	(8,404)	(8,167)	237	-3%	
Aqua Fitness Revenue Total	(30,000)	(8,404)	(8,167)	237	-3%	
Aqua Fitness Indirect Revenue						
Allocations	(196,990)	(66,966)	(67,452)	(486)	1%	
Aqua Fitness Indirect Revenue Total	(196,990)	(66,966)	(67,452)	(486)	1%	
Aqua Fitness Expenditure						
Employee Costs	33,110	11,462	10,005	(1,458)	-13%	
Other Expenses	8,500	3,249	3,193	(56)	-2%	
Aqua Fitness Expenditure Total	41,610	14,711	13,198	(1,513)	-10%	
Aqua Fitness Indirect Costs						
Allocations	98,660	35,031	36,760	1,729	5%	
Aqua Fitness Indirect Costs Total	98,660	35,031	36,760	1,729	5%	
Aqua Fitness Total	(86,720)	(25,628)	(25,661)	(33)	0%	

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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Creche</u>						
Creche Revenue						
Revenue	(16,500)	(5,674)	(9,860)	(4,186)	74%	
Creche Revenue Total	(16,500)	(5,674)	(9,860)	(4,186)	74%	
Creche Indirect Revenue						
Allocations	(37,520)	(12,757)	(12,848)	(91)	1%	
Creche Indirect Revenue Total	(37,520)	(12,757)	(12,848)	(91)	1%	
Creche Expenditure						
Employee Costs	231,780	80,096	75,756	(4,340)	-5%	
Other Employee Costs	1,650	1,233	215	(1,018)	-83%	
Other Expenses	1,950	1,613	23	(1,590)	-99%	
Creche Expenditure Total	235,380	82,942	75,993	(6,949)	-8%	
Creche Indirect Costs						
Allocations	94,110	32,941	33,505	564	2%	
Creche Indirect Costs Total	94,110	32,941	33,505	564	2%	
Creche Total	275,470	97,452	86,790	(10,662)	-11%	

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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Community Partnership Mgmt Administration</u>						
Community Partnerships Management Administration						
Employee Costs	527,930	182,063	147,693	(34,370)	-19%	Manager position was vacant.
Other Employee Costs	1,150	288	625	337	117%	
Other Expenses	192,500	65,108	27,035	(38,073)	-58%	Timing variance on use of consultants.
Community Partnerships Management Administration Total	721,580	247,459	175,353	(72,106)	-29%	
Community Partnerships Mgmt Admin Indirect Costs						
Allocations	128,975	47,283	45,482	(1,801)	-4%	
Community Partnerships Mgmt Admin Recove	(850,555)	(294,742)	(220,836)	73,906	-25%	
Community Partnerships Mgmt Admin Indirect Costs Total	(721,580)	(247,459)	(175,353)	72,106	-29%	
Community Partnership Mgmt Administration Total	0	0	0	0		
<u>Community Connections</u>						
Community Connections Expenditure						
Employee Costs	89,440	30,845	29,521	(1,324)	-4%	
Other Employee Costs	4,910	1,637	1,637	0	0%	
Other Expenses	126,200	23,254	47,971	24,717	106%	\$11k CCTV maintenance expense incorrectly costed which is budgeted under Rangers administration, to be corrected in November 2017.
Community Connections Expenditure Total	220,550	55,736	79,129	23,393	42%	
Community Connections Indirect Costs						
Allocations	50,435	18,090	17,247	(843)	-5%	
Community Connections Indirect Costs Total	50,435	18,090	17,247	(843)	-5%	
Community Connections Total	270,985	73,826	96,376	22,550	31%	

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BY SERVICE AREAS
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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Recreation, Arts and Culture</u>						
Recreation, Arts and Culture Revenue						
Revenue	(18,000)	(3,000)	(121)	2,879	-96%	
Recreation, Arts and Culture Revenue Total	(18,000)	(3,000)	(121)	2,879	-96%	
<u>Recreation, Arts and Culture Expenditure</u>						
Employee Costs	92,220	31,805	116,051	84,246	265%	\$57k paid to employees for voluntary redundancy as part of department restructure and salary cost to be reallocated to correct department.
Other Employee Costs	4,950	1,911	1,326	(585)	-31%	
Other Expenses	433,370	47,452	33,599	(13,853)	-29%	\$10k timing variance on Community Arts Programme and other favourable variances that are not individually material.
Recreation, Arts and Culture Expenditure Total	530,540	81,168	150,976	69,808	86%	
Recreation, Arts and Culture Indirect Costs						
Allocations	123,915	46,009	50,753	4,744	10%	
Community Partnerships Mgmt Admin Alloca	382,750	132,635	99,376	(33,259)	-25%	
Recreation, Arts and Culture Indirect Costs Total	506,665	178,644	150,129	(28,515)	-16%	
Recreation, Arts and Culture Total	1,019,205	256,812	300,984	44,172	17%	

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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
Senior, Disability and Youth Services						
Senior, Disability and Youth Services Revenue						
Revenue	(53,000)	(11,738)	(2,035)	9,703	-83%	
Senior, Disability and Youth Services Revenue Total	(53,000)	(11,738)	(2,035)	9,703	-83%	
Senior, Disability and Youth Services Expenditure						
Employee Costs	178,870	61,693	69,030	7,337	12%	
Other Employee Costs	2,050	1,458	844	(614)	-42%	
Other Expenses	269,470	61,075	29,344	(31,731)	-52%	\$29k Community Support Grant not yet spent.
Senior, Disability and Youth Services Expenditure Total	450,390	124,226	99,217	(25,009)	-20%	
Senior, Disability and Youth Serv Indirect Costs						
Allocations	127,885	47,303	45,049	(2,254)	-5%	
Community Partnerships Mgmt Admin Alloca	340,225	117,896	88,334	(29,562)	-25%	
Senior, Disability and Youth Serv Indirect Costs Total	468,110	165,199	133,384	(31,815)	-19%	
Senior, Disability and Youth Services Total	865,500	277,687	230,566	(47,121)	-17%	

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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Library Services</u>						
Library Services Revenue						
Revenue	(24,970)	(8,064)	(8,077)	(13)	0%	
Library Services Revenue Total	(24,970)	(8,064)	(8,077)	(13)	0%	
Library Services Expenditure						
Employee Costs	912,920	315,114	279,407	(35,707)	-11%	Positions not back filled while permanent staff on leave.
Other Employee Costs	7,290	570	375	(195)	-34%	
Other Expenses	92,300	30,227	29,145	(1,082)	-4%	
Library Services Expenditure Total	1,012,510	345,911	308,927	(36,984)	-11%	
Library Services Indirect Costs						
Allocations	433,300	161,321	145,575	(15,746)	-10%	
Community Partnerships Mgmt Admin Alloca	127,580	44,211	33,125	(11,086)	-25%	
Library Services Indirect Costs Total	560,880	205,532	178,700	(26,832)	-13%	
Library Services Total	1,548,420	543,379	479,550	(63,829)	-12%	
<u>Library Building</u>						
Library Occupancy Costs						
Building Maintenance	99,300	34,543	18,446	(16,097)	-47%	No major maintenance work yet required.
Other Expenses	176,910	53,612	59,111	5,499	10%	
Library Occupancy Costs Total	276,210	88,155	77,557	(10,598)	-12%	
Library Indirect Costs						
Allocations	5,430	1,808	1,629	(179)	-10%	
Library Indirect Costs Total	5,430	1,808	1,629	(179)	-10%	
Library Building Total	281,640	89,963	79,186	(10,777)	-12%	

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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Ranger Services Administration</u>						
Ranger Services Administration Revenue						
Revenue	(3,870)	(1,288)	(1,011)	277	-22%	
Ranger Services Administration Revenue Total	(3,870)	(1,288)	(1,011)	277	-22%	
Ranger Services Administration Expenditure						
Employee Costs	2,379,630	820,573	703,053	(117,520)	-14%	Variance due to vacant positions and staff on leave without pay.
Other Employee Costs	36,680	13,786	14,894	1,108	8%	
Other Expenses	153,680	48,955	24,715	(24,240)	-50%	\$10k legal costs not yet required and various favourable variances that are not individually material.
Ranger Services Administration Expenditure Total	2,569,990	883,314	742,662	(140,652)	-16%	
Ranger Services Administration Indirect Costs						
Allocations	(2,566,120)	(882,026)	(741,651)	140,375	-16%	
Ranger Services Administration Indirect Costs Total	(2,566,120)	(882,026)	(741,651)	140,375	-16%	
Ranger Services Administration Total	0	0	(0)	(0)		
<u>Fire Prevention</u>						
Fire Prevention Revenue						
Revenue	(5,000)	(1,668)	954	2,622	-157%	
Fire Prevention Revenue Total	(5,000)	(1,668)	954	2,622	-157%	
Fire Prevention Indirect Costs						
Allocations	214,940	75,145	68,173	(6,972)	-9%	
Fire Prevention Indirect Costs Total	214,940	75,145	68,173	(6,972)	-9%	
Fire Prevention Total	209,940	73,477	69,127	(4,350)	-6%	

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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Animal Control</u>						
Animal Control Revenue						
Revenue	(107,700)	(40,732)	(35,953)	4,779	-12%	
Animal Control Revenue Total	(107,700)	(40,732)	(35,953)	4,779	-12%	
Animal Control Expenditure						
Other Expenses	16,650	4,469	5,753	1,284	29%	
Animal Control Expenditure Total	16,650	4,469	5,753	1,284	29%	
Animal Control Indirect Costs						
Allocations	214,940	75,145	66,573	(8,572)	-11%	
Animal Control Indirect Costs Total	214,940	75,145	66,573	(8,572)	-11%	
Animal Control Total	123,890	38,882	36,372	(2,510)	-6%	
<u>Local Laws (Law and Order)</u>						
Local Laws (Law and Order) Revenue						
Revenue	(54,000)	(18,004)	(19,403)	(1,399)	8%	
Local Laws (Law and Order) Revenue Total	(54,000)	(18,004)	(19,403)	(1,399)	8%	
Local Laws (Law and Order) Indirect Costs						
Allocations	422,870	147,706	130,196	(17,510)	-12%	
Local Laws (Law and Order) Indirect Costs Total	422,870	147,706	130,196	(17,510)	-12%	
Local Laws (Law and Order) Total	368,870	129,702	110,793	(18,909)	-15%	

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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Abandoned Vehicles</u>						
Abandoned Vehicles Revenue						
Revenue	(21,000)	(7,000)	(12,497)	(5,497)	79%	
Abandoned Vehicles Revenue Total	(21,000)	(7,000)	(12,497)	(5,497)	79%	
Abandoned Vehicles Expenditure						
Other Expenses	17,500	5,832	3,813	(2,019)	-35%	
Abandoned Vehicles Expenditure Total	17,500	5,832	3,813	(2,019)	-35%	
Abandoned Vehicles Indirect Costs						
Allocations	214,940	75,145	66,573	(8,572)	-11%	
Abandoned Vehicles Indirect Costs Total	214,940	75,145	66,573	(8,572)	-11%	
Abandoned Vehicles Total	211,440	73,977	57,889	(16,088)	-22%	
<u>Inspectorial Control</u>						
Inspectorial Control Revenue						
Revenue	(2,483,800)	(842,932)	(680,613)	162,319	-19%	Parking infringements and fines lower than budget estimates due to extended cold weather resulting in lower patronage; Issuing caution notice instead of infringement due to new restriction at North Perth; and no major event at nib stadium during this time of the year.
Inspectorial Control Revenue Total	(2,483,800)	(842,932)	(680,613)	162,319	-19%	
Inspectorial Control Expenditure						
Other Expenses	1,034,630	638,040	515,278	(122,762)	-19%	\$62k timing variance on software licence, which will be incurred once handheld enforcement devices are set up; and \$62.5k timing variance on fines lodgment fees.
Inspectorial Control Expenditure Total	1,034,630	638,040	515,278	(122,762)	-19%	
Inspectorial Control Indirect Costs						
Allocations	2,469,470	862,573	760,032	(102,541)	-12%	
Inspectorial Control Indirect Costs Total	2,469,470	862,573	760,032	(102,541)	-12%	
Inspectorial Control Total	1,020,300	657,681	594,697	(62,984)	-10%	

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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Car Park Control</u>						
Car Park Control Revenue						
Revenue	(2,758,160)	(937,724)	(928,832)	8,892	-1%	
Car Park Control Revenue Total	(2,758,160)	(937,724)	(928,832)	8,892	-1%	
Car Park Control Expenditure						
Ground Maintenance	193,280	60,917	47,719	(13,198)	-22%	Made up of various favourable variances that are not individually material.
Other Expenses	760,620	236,977	184,252	(52,725)	-22%	\$12k timing variance on Parking revenue reimbursement; and \$17k saving due to rates expense being incorrectly budgeted for Brisbane Street carpark (non-ratable).
Car Park Control Expenditure Total	953,900	297,894	231,970	(65,924)	-22%	
Car Park Control Total	(1,804,260)	(639,830)	(696,862)	(57,032)	9%	
<u>Kerbside Parking Control</u>						
Kerbside Parking Control Revenue						
Revenue	(2,396,180)	(798,728)	(813,815)	(15,087)	2%	
Kerbside Parking Control Revenue Total	(2,396,180)	(798,728)	(813,815)	(15,087)	2%	
Kerbside Parking Control Expenditure						
Other Expenses	526,220	154,543	109,727	(44,816)	-29%	\$44k favourable variance as no major equipment maintenance yet required.
Kerbside Parking Control Expenditure Total	526,220	154,543	109,727	(44,816)	-29%	
Kerbside Parking Control Total	(1,869,960)	(644,185)	(704,087)	(59,902)	9%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2017



	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Dog Pound Expenditure</u>						
Dog Pound Expenditure						
Building Maintenance	5,150	2,268	1,461	(807)	-36%	
Other Expenses	5,720	1,908	0	(1,908)	-100%	
Dog Pound Expenditure Total	10,870	4,176	1,461	(2,715)	-65%	
Dog Pound Expenditure Total	10,870	4,176	1,461	(2,715)	-65%	
<u>Director Development Services</u>						
Director Development Services Expenditure						
Employee Costs	411,410	141,965	133,414	(8,551)	-6%	
Other Employee Costs	2,440	2,214	474	(1,740)	-79%	
Other Expenses	37,830	1,608	22,840	21,232	1320%	\$21k timing variance on subscription and publications.
Director Development Services Expenditure Total	451,680	145,787	156,728	10,941	8%	
Director Development Services Indirect Costs						
Allocations	(451,680)	(145,787)	(156,728)	(10,941)	8%	
Director Development Services Indirect Costs Total	(451,680)	(145,787)	(156,728)	(10,941)	8%	
Director Development Services Total	0	0	0	0		

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NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
Health Administration and Inspection						
Health Administration and Inspection Revenue						
Revenue	(309,860)	(144,234)	(207,992)	(63,758)	44%	One off payment of \$15k received from nib Stadium for the Regulation 19B application and timing variance.
Health Administration and Inspection Revenue Total	(309,860)	(144,234)	(207,992)	(63,758)	44%	
Health Administration and Inspection Expenditure						
Employee Costs	670,120	231,190	217,998	(13,192)	-6%	
Other Employee Costs	22,380	7,385	6,892	(493)	-7%	
Other Expenses	78,800	15,932	15,370	(562)	-4%	
Health Administration and Inspection Expenditure Total	771,300	254,507	240,260	(14,247)	-6%	
Health Administration and Inspection Indirect Cost						
Allocations	339,850	123,354	121,349	(2,005)	-2%	
Health Administration and Inspection Indirect Cost Total	339,850	123,354	121,349	(2,005)	-2%	
Health Administration and Inspection Total	801,290	233,627	153,617	(80,010)	-34%	
Food Control						
Food Control Revenue						
Revenue	(2,000)	(500)	0	500	-100%	
Food Control Revenue Total	(2,000)	(500)	0	500	-100%	
Food Control Expenditure						
Other Expenses	21,500	5,250	8,521	3,271	62%	
Food Control Expenditure Total	21,500	5,250	8,521	3,271	62%	
Food Control Total	19,500	4,750	8,521	3,771	79%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 OCTOBER 2017



	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
Health Clinics						
Health Clinics Revenue						
Revenue	(19,080)	(9,840)	(9,724)	116	-1%	
Health Clinics Revenue Total	(19,080)	(9,840)	(9,724)	116	-1%	
Health Clinics Expenditure						
Building Maintenance	29,530	12,544	6,563	(5,981)	-48%	
Ground Maintenance	0	0	1,522	1,522		
Other Expenses	65,530	21,402	22,123	721	3%	
Health Clinics Expenditure Total	95,060	33,946	30,208	(3,738)	-11%	
Health Clinics Indirect Costs						
Allocations	2,400	800	722	(78)	-10%	
Health Clinics Indirect Costs Total	2,400	800	722	(78)	-10%	
Health Clinics Total	78,380	24,906	21,206	(3,700)	-15%	

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 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Statutory Planning Services</u>						
Statutory Planning Services Revenue						
Revenue	(645,570)	(215,192)	(202,954)	12,238	-6%	
Statutory Planning Services Revenue Total	(645,570)	(215,192)	(202,954)	12,238	-6%	
Statutory Planning Services Expenditure						
Employee Costs	1,255,300	433,028	349,444	(83,584)	-19%	Positions vacant, agency staff used.
Other Employee Costs	24,810	8,267	51,404	43,137	522%	Agency staff used to fill vacant positions.
Other Expenses	266,900	88,964	75,410	(13,554)	-15%	Made up of various favourable variances that are not individually material.
Statutory Planning Services Expenditure Total	1,547,010	530,259	476,258	(54,001)	-10%	
Statutory Planning Services Indirect Costs						
Allocations	700,915	256,560	275,770	19,210	7%	
Statutory Planning Services Indirect Costs Total	700,915	256,560	275,770	19,210	7%	
Statutory Planning Services Total	1,602,355	571,627	549,074	(22,553)	-4%	

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NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Compliance Services</u>						
Compliance Services Revenue						
Revenue	(31,400)	(10,468)	(8,496)	1,972	-19%	
Compliance Services Revenue Total	(31,400)	(10,468)	(8,496)	1,972	-19%	
Compliance Services Expenditure						
Employee Costs	350,100	120,786	114,678	(6,108)	-5%	
Other Employee Costs	6,960	2,320	1,941	(379)	-16%	
Other Expenses	57,900	19,300	10,668	(8,632)	-45%	
Compliance Services Expenditure Total	414,960	142,406	127,287	(15,119)	-11%	
Compliance Services Indirect Costs						
Allocations	249,315	88,966	90,386	1,420	2%	
Compliance Services Indirect Costs Total	249,315	88,966	90,386	1,420	2%	
Compliance Services Total	632,875	220,904	209,177	(11,727)	-5%	
<u>Policy and Place Services</u>						
Policy and Place Services Revenue						
Revenue	(16,410)	(4,218)	(3,601)	617	-15%	
Policy and Place Services Revenue Total	(16,410)	(4,218)	(3,601)	617	-15%	
Policy and Place Serv Expenditure						
Employee Costs	896,520	309,314	278,164	(31,150)	-10%	Variance due to coordinator position vacant and administration position is currently part time.
Other Employee Costs	15,260	5,370	4,598	(772)	-14%	
Other Expenses	565,520	181,677	49,345	(132,332)	-73%	Timing variance, \$40k on Strategic Planning Programmes, \$11k on Place Management Programmes, \$26k on Grants and Donation and \$12k on Data acquisition.
Policy and Place Serv Expenditure Total	1,477,300	496,361	332,106	(164,255)	-33%	
Policy and Place Services Indirect Cost						
Allocations	360,880	133,222	129,361	(3,861)	-3%	
Policy and Place Services Indirect Cost Total	360,880	133,222	129,361	(3,861)	-3%	
Policy and Place Services Total	1,821,770	625,365	457,866	(167,499)	-27%	

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NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Building Control</u>						
Building Control Revenue						
Revenue	(239,410)	(79,804)	(103,161)	(23,357)	29%	Building Licence applications higher than budget estimates.
Building Control Revenue Total	(239,410)	(79,804)	(103,161)	(23,357)	29%	
Building Control Expenditure						
Employee Costs	391,530	135,054	110,259	(24,795)	-18%	Part-time pool inspection positions still vacant.
Other Employee Costs	10,590	3,532	2,618	(914)	-26%	
Other Expenses	44,500	14,832	6,659	(8,173)	-55%	
Building Control Expenditure Total	446,620	153,418	119,536	(33,882)	-22%	
Building Control Indirect Costs						
Allocations	301,735	108,125	115,774	7,649	7%	
Building Control Indirect Costs Total	301,735	108,125	115,774	7,649	7%	
Building Control Total	508,945	181,739	132,150	(49,589)	-27%	
<u>Director Technical Services</u>						
Director Technical Services Expenditure						
Employee Costs	378,680	130,673	62,269	(68,404)	-52%	DTS position currently vacant.
Other Employee Costs	10,520	3,477	5,804	2,327	67%	
Other Expenses	65,200	16,564	2,141	(14,423)	-87%	Made up of various positive variances that are not individually material.
Director Technical Services Expenditure Total	454,400	150,714	70,214	(80,500)	-53%	
Director Technical Services Indirect Costs						
Allocations	(454,400)	(150,714)	(70,214)	80,500	-53%	
Director Technical Services Indirect Costs Total	(454,400)	(150,714)	(70,214)	80,500	-53%	
Director Technical Services Total	0	0	0	0		

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NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Engineering Design Services</u>						
Engineering Design Services Revenue						
Revenue	(6,050)	(2,430)	(2,554)	(124)	5%	
Engineering Design Services Revenue Total	(6,050)	(2,430)	(2,554)	(124)	5%	
Engineering Design Services Expenditure						
Employee Costs	495,550	170,976	196,435	25,459	15%	\$13k long service leave cashed out.
Other Employee Costs	11,100	4,842	17,223	12,381	256%	
Other Expenses	250,750	91,731	37,250	(54,481)	-59%	\$23.5k not yet required for Asset data collection and building condition survey and other favourable variances that are not individually material.
Engineering Design Services Expenditure Total	757,400	267,549	250,907	(16,642)	-6%	
Engineering Design Services Indirect Costs						
Allocations	369,635	133,368	117,823	(15,545)	-12%	
Engineering Design Services Indirect Costs Total	369,635	133,368	117,823	(15,545)	-12%	
Engineering Design Services Total	1,120,985	398,487	366,176	(32,311)	-8%	
<u>Bike Station Expenditure</u>						
Bike Station Expenditure						
Other Expenses	6,000	1,500	0	(1,500)	-100%	
Bike Station Expenditure Total	6,000	1,500	0	(1,500)	-100%	
Bike Station Expenditure Total	6,000	1,500	0	(1,500)	-100%	

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BY SERVICE AREAS
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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
Street Lighting						
Street Lighting Revenue						
Revenue	(23,000)	0	0	0		
Street Lighting Revenue Total	(23,000)	0	0	0		
Street Lighting Expenditure						
Other Expenses	840,000	277,500	217,896	(59,604)	-21%	Timing variance on invoices from Synergy for electricity expenses.
Street Lighting Expenditure Total	840,000	277,500	217,896	(59,604)	-21%	
Street Lighting Total	817,000	277,500	217,896	(59,604)	-21%	
Underground Power Project						
Underground Power Project Revenue						
Revenue	0	0	(30)	(30)		
Underground Power Project Revenue Total	0	0	(30)	(30)		
Underground Power Project Total	0	0	(30)	(30)		
Bus Shelter						
Bus Shelter Revenue						
Revenue	(59,000)	(12,500)	(11,358)	1,142	-9%	Timing variance, revenue to be received in October 2017.
Bus Shelter Revenue Total	(59,000)	(12,500)	(11,358)	1,142	-9%	
Bus Shelter Expenditure						
Other Expenses	45,930	14,123	36,374	22,251	158%	\$13k unfavourable variance in depreciation expense, to be reviewed in mid year budget review.
Bus Shelter Expenditure Total	45,930	14,123	36,374	22,251	158%	
Bus Shelter Total	(13,070)	1,623	25,016	23,393	1441%	

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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Parking and Street Name Signs Expenditure</u>						
Parking and Street Name Signs Expenditure						
Other Expenses	91,000	22,750	21,468	(1,282)	-6%	\$10k favourable variance on general maintenance as no major works yet required.
Parking and Street Name Signs Expenditure Total	91,000	22,750	21,468	(1,282)	-6%	
Parking and Street Name Signs Expenditure Total	91,000	22,750	21,468	(1,282)	-6%	
<u>Crossovers</u>						
Crossovers Expenditure						
Other Expenses	15,000	3,750	2,925	(825)	-22%	
Crossovers Expenditure Total	15,000	3,750	2,925	(825)	-22%	
Crossovers Total	15,000	3,750	2,925	(825)	-22%	
<u>Roads Linemarking Expenditure</u>						
Roads Linemarking Expenditure						
Other Expenses	60,000	20,000	9,367	(10,633)	-53%	Timing variance.
Roads Linemarking Expenditure Total	60,000	20,000	9,367	(10,633)	-53%	
Roads Linemarking Expenditure Total	60,000	20,000	9,367	(10,633)	-53%	
<u>Tree Lighting Leederville Expenditure</u>						
Tree Lighting Leederville Expenditure						
Other Expenses	50,000	0	0	0		
Tree Lighting Leederville Expenditure Total	50,000	0	0	0		
Tree Lighting Leederville Expenditure Total	50,000	0	0	0		

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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Parklets Expenditure</u>						
Parklets Expenditure						
Other Expenses	4,000	1,168	1,449	281	24%	
Parklets Expenditure Total	4,000	1,168	1,449	281	24%	
Parklets Expenditure Total	4,000	1,168	1,449	281	24%	
<u>Environmental Services</u>						
Environmental Services Revenue						
Revenue	(24,500)	(8,168)	(7,559)	609	-7%	
Environmental Services Revenue Total	(24,500)	(8,168)	(7,559)	609	-7%	
Environmental Services Expenditure						
Employee Costs	87,200	30,086	29,092	(994)	-3%	
Other Expenses	224,940	85,804	93,646	7,842	9%	
Environmental Services Expenditure Total	312,140	115,890	122,738	6,848	6%	
Environmental Services Indirect Costs						
Allocations	53,530	19,142	14,421	(4,721)	-25%	
Environmental Services Indirect Costs Total	53,530	19,142	14,421	(4,721)	-25%	
Environmental Services Total	341,170	126,864	129,599	2,735	2%	

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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Property Management Administration</u>						
Property Management Administration Revenue						
Revenue	(2,810)	(936)	(775)	161	-17%	
Property Management Administration Revenue Total	(2,810)	(936)	(775)	161	-17%	
Property Management Administration Expenditure						
Employee Costs	319,640	110,195	98,818	(11,377)	-10%	Timing variance on annual salary increment.
Other Employee Costs	4,060	1,353	1,353	0	0%	
Other Expenses	42,930	848	2,153	1,305	154%	
Property Management Administration Expenditure Total	366,630	112,396	102,324	(10,072)	-9%	
Property Management Administration Indirect Costs						
Allocations	208,445	74,148	56,540	(17,608)	-24%	
Property Management Administration Indirect Costs Total	208,445	74,148	56,540	(17,608)	-24%	
Property Management Administration Total	572,265	185,608	158,089	(27,519)	-15%	
<u>Civic Centre Building</u>						
Civic Centre Building Expenditure						
Building Maintenance	236,800	139,154	153,617	14,463	10%	Parks and garden costs incorrectly allocated to this account; to be corrected in November 2017.
Ground Maintenance	73,000	41,582	38,568	(3,014)	-7%	
Other Expenses	426,430	130,620	218,863	88,243	68%	\$98k unfavourable variance due to increase in depreciation cost after revaluation of building assets and \$9k favourable variance on rates and levy due to timing.
Civic Centre Building Expenditure Total	736,230	311,356	411,047	99,691	32%	
Civic Centre Building Indirect Costs						
Allocations	(736,230)	(311,356)	(411,047)	(99,691)	32%	
Civic Centre Building Indirect Costs Total	(736,230)	(311,356)	(411,047)	(99,691)	32%	
Civic Centre Building Total	0	0	0	0		

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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Child Care Centres and Play Groups</u>						
Child Care Centres and Play Groups Revenue						
Revenue	(21,580)	(11,056)	(5,957)	5,099	-46%	
Child Care Centres and Play Groups Revenue Total	(21,580)	(11,056)	(5,957)	5,099	-46%	
Child Care Centres and Play Groups Expenditure						
Building Maintenance	12,000	6,225	2,679	(3,546)	-57%	
Ground Maintenance	0	0	130	130		
Other Expenses	79,220	26,320	14,453	(11,867)	-45%	\$11k favourable variance due to decrease in depreciation cost after revaluation of building assets.
Child Care Centres and Play Groups Expenditure Total	91,220	32,545	17,261	(15,284)	-47%	
Child Care Centres and Play Groups Indirect Costs						
Allocations	2,920	972	876	(96)	-10%	
Child Care Centres and Play Groups Indirect Costs Total	2,920	972	876	(96)	-10%	
Child Care Centres and Play Groups Total	72,560	22,461	12,181	(10,280)	-46%	
<u>Pre Schools and Kindergartens</u>						
Pre Schools and Kindergartens Revenue						
Revenue	(53,765)	(23,380)	(20,646)	2,734	-12%	
Pre Schools and Kindergartens Revenue Total	(53,765)	(23,380)	(20,646)	2,734	-12%	
Pre Schools and Kindergartens Expenditure						
Building Maintenance	12,175	6,388	1,371	(5,017)	-79%	
Ground Maintenance	400	132	528	396	300%	
Other Expenses	53,010	18,894	16,077	(2,817)	-15%	
Pre Schools and Kindergartens Expenditure Total	65,585	25,414	17,976	(7,438)	-29%	
Pre Schools and Kindergartens Indirect Costs						
Allocations	2,080	692	623	(69)	-10%	
Pre Schools and Kindergartens Indirect Costs Total	2,080	692	623	(69)	-10%	
Pre Schools and Kindergartens Total	13,900	2,726	(2,048)	(4,774)	-175%	

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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Community and Welfare Centres</u>						
Community and Welfare Centres Revenue						
Revenue	(87,670)	(35,379)	(38,771)	(3,392)	10%	
Community and Welfare Centres Revenue Total	(87,670)	(35,379)	(38,771)	(3,392)	10%	
 Community and Welfare Centres Expenditure						
Building Maintenance	35,100	17,536	18,131	595	3%	
Ground Maintenance	5,500	2,168	1,351	(818)	-38%	
Other Expenses	188,020	60,714	58,670	(2,044)	-3%	
Community and Welfare Centres Expenditure Total	228,620	80,418	78,152	(2,266)	-3%	
 Community and Welfare Centres Indirect Costs						
Allocations	8,120	2,708	2,437	(271)	-10%	
Community and Welfare Centres Indirect Costs Total	8,120	2,708	2,437	(271)	-10%	
Community and Welfare Centres Total	149,070	47,747	41,818	(5,929)	-12%	

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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Department of Sports and Recreation Building</u>						
Dept of Sports and Recreation Building Revenue						
Revenue	(759,570)	(252,700)	(250,022)	2,678	-1%	
Dept of Sports and Recreation Building Revenue Total	(759,570)	(252,700)	(250,022)	2,678	-1%	
Dept of Sports and Recreation Building Expenditure						
Building Maintenance	143,550	53,318	91,204	37,886	71%	Painting service at DSR earlier than planned.
Ground Maintenance	9,900	3,628	4,004	376	10%	
Other Expenses	584,690	183,401	212,470	29,069	16%	\$29k unfavourable variance due to increase in depreciation cost after revaluation of building assets.
Dept of Sports and Recreation Building Expenditure Total	738,140	240,347	307,678	67,331	28%	
Dept of Sports and Recreation Building Indirect Costs						
Allocations	14,170	4,724	4,252	(472)	-10%	
Dept of Sports and Recreation Building Indirect Costs Total	14,170	4,724	4,252	(472)	-10%	
Department of Sports and Recreation Building Total	(7,260)	(7,629)	61,908	69,537	-911%	
<u>nib Stadium</u>						
nib Stadium Revenue						
Revenue	(27,050)	(27,050)	(27,111)	(61)	0%	
nib Stadium Revenue Total	(27,050)	(27,050)	(27,111)	(61)	0%	
nib Stadium Expenditure						
Other Expenses	576,830	192,276	5,933	(186,343)	-97%	nib building assets not to be depreciated for the duration of lease with State Government, to be adjusted in mid year budget review.
nib Stadium Expenditure Total	576,830	192,276	5,933	(186,343)	-97%	
nib Stadium Total	549,780	165,226	(21,177)	(186,403)	-113%	

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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Leederville Oval</u>						
Leederville Oval Revenue						
Revenue	(213,010)	(71,005)	(72,242)	(1,237)	2%	
Leederville Oval Revenue Total	(213,010)	(71,005)	(72,242)	(1,237)	2%	
Leederville Oval Expenditure						
Building Maintenance	38,700	11,850	7,529	(4,321)	-36%	
Ground Maintenance	100,000	33,332	27,894	(5,438)	-16%	
Other Expenses	423,770	142,989	141,020	(1,969)	-1%	
Leederville Oval Expenditure Total	562,470	188,171	176,443	(11,728)	-6%	
Leederville Oval Indirect Costs						
Allocations	10,340	3,448	3,101	(347)	-10%	
Leederville Oval Indirect Costs Total	10,340	3,448	3,101	(347)	-10%	
Leederville Oval Total	359,800	120,614	107,302	(13,312)	-11%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2017



	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
Loftus Centre						
Loftus Centre Revenue						
Revenue	(696,280)	(224,818)	(209,861)	14,957	-7%	
Loftus Centre Revenue Total	(696,280)	(224,818)	(209,861)	14,957	-7%	
Loftus Centre Expenditure						
Building Maintenance	126,400	46,277	36,326	(9,951)	-22%	
Ground Maintenance	21,700	7,900	14,490	6,590	83%	
Other Expenses	922,420	288,823	324,925	36,102	12%	\$35k subsidy paid to Loftus Community Centre which was phased to be paid in later part of the financial year.
Loftus Centre Expenditure Total	1,070,520	343,000	375,741	32,741	10%	
Loftus Centre Indirect Costs						
Allocations	22,980	7,656	6,897	(759)	-10%	
Loftus Centre Indirect Costs Total	22,980	7,656	6,897	(759)	-10%	
Loftus Centre Total	397,220	125,838	172,776	46,938	37%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2017



	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
Public Halls						
Public Halls Revenue						
Revenue	(232,750)	(79,763)	(51,982)	27,781	-35%	Budget not in line with updated fees and charges, to be reviewed in mid year budget review.
Public Halls Revenue Total	(232,750)	(79,763)	(51,982)	27,781	-35%	
Public Halls Expenditure						
Building Maintenance	189,750	86,812	61,488	(25,324)	-29%	No major maintenance yet required.
Ground Maintenance	4,000	3,500	4,053	553	16%	
Other Expenses	231,760	76,125	77,862	1,737	2%	
Public Halls Expenditure Total	425,510	166,437	143,403	(23,034)	-14%	
Public Halls Indirect Costs						
Allocations	8,120	2,700	2,435	(265)	-10%	
Public Halls Indirect Costs Total	8,120	2,700	2,435	(265)	-10%	
Public Halls Total	200,880	89,374	93,856	4,482	5%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2017



	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Reserves Pavilions and Facilities</u>						
Reserves Pavilions and Facilities Revenue						
Revenue	(106,810)	(36,439)	(16,357)	20,082	-55%	Budget not in line with updated fees and charges, to be reviewed in mid year budget review.
Reserves Pavilions and Facilities Revenue Total	(106,810)	(36,439)	(16,357)	20,082	-55%	
Reserves Pavilions and Facilities Expenditure						
Building Maintenance	459,175	164,847	117,276	(47,571)	-29%	No major maintenance yet required.
Ground Maintenance	7,500	7,500	7,392	(108)	-1%	
Other Expenses	315,710	107,584	93,002	(14,582)	-14%	Made up of various favourable variances that are not individually material.
Reserves Pavilions and Facilities Expenditure Total	782,385	279,931	217,670	(62,261)	-22%	
Reserves Pavilions and Facilities Indirect Costs						
Allocations	8,270	2,744	2,486	(258)	-9%	
Reserves Pavilions and Facilities Indirect Costs Total	8,270	2,744	2,486	(258)	-9%	
Reserves Pavilions and Facilities Total	683,845	246,236	203,799	(42,437)	-17%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2017



	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Sporting Clubs Buildings</u>						
Sporting Clubs Buildings Revenue						
Revenue	(139,610)	(58,226)	(53,596)	4,630	-8%	
Sporting Clubs Buildings Revenue Total	(139,610)	(58,226)	(53,596)	4,630	-8%	
Sporting Clubs Buildings Expenditure						
Building Maintenance	64,570	36,224	21,328	(14,896)	-41%	No major maintenance yet required.
Ground Maintenance	14,500	14,500	1,584	(12,916)	-89%	No major maintenance yet required.
Other Expenses	866,270	291,302	220,764	(70,538)	-24%	\$56k favourable variance on depreciation expense after revaluation of buildings and \$14k timing variance on utilities.
Sporting Clubs Buildings Expenditure Total	945,340	342,026	243,676	(98,350)	-29%	
Sporting Clubs Buildings Indirect Costs						
Allocations	25,020	8,340	7,504	(836)	-10%	
Sporting Clubs Buildings Indirect Costs Total	25,020	8,340	7,504	(836)	-10%	
Sporting Clubs Buildings Total	830,750	292,140	197,583	(94,557)	-32%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2017



	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
Parks and Reserves Administration						
Parks and Reserves Administration Revenue						
Revenue	(4,870)	(1,620)	(1,065)	555	-34%	
Parks and Reserves Administration Revenue Total	(4,870)	(1,620)	(1,065)	555	-34%	
Parks and Reserves Administration Expenditure						
Employee Costs	1,110,330	381,684	382,087	403	0%	
Other Employee Costs	34,850	11,625	19,766	8,141	70%	
Other Expenses	155,760	51,920	42,897	(9,023)	-17%	
Parks and Reserves Administration Expenditure Total	1,300,940	445,229	444,750	(479)	0%	
Parks and Reserves Administration Indirect Costs						
Allocations	782,935	279,824	256,776	(23,048)	-8%	
On Costs Recovery	(1,440,000)	(480,000)	(449,937)	30,063	-6%	
Parks and Reserves Administration Indirect Costs Total	(657,065)	(200,176)	(193,161)	7,015	-4%	
Parks and Reserves Administration Total	639,005	243,433	250,524	7,091	3%	
Parks and Reserves						
Parks and Reserves Revenue						
Revenue	(68,650)	(22,884)	(17,235)	5,649	-25%	
Parks and Reserves Revenue Total	(68,650)	(22,884)	(17,235)	5,649	-25%	
Parks and Reserves Expenditure						
Ground Maintenance	2,150,595	716,740	606,276	(110,464)	-15%	No major maintenance yet required.
Other Expenses	838,220	275,580	258,755	(16,825)	-6%	
Parks and Reserves Expenditure Total	2,988,815	992,320	865,030	(127,290)	-13%	
Parks and Reserves Indirect Costs						
Allocations	370	124	112	(12)	-10%	
Parks and Reserves Indirect Costs Total	370	124	112	(12)	-10%	
Parks and Reserves Total	2,920,535	969,560	847,908	(121,652)	-13%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2017



	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Sporting Grounds</u>						
Sporting Grounds Revenue						
Revenue	(78,000)	(25,996)	(13,712)	12,284	-47%	Budget not in line with new fees and charges schedule, to be reviewed in mid year budget review.
Sporting Grounds Revenue Total	(78,000)	(25,996)	(13,712)	12,284	-47%	
 Sporting Grounds Expenditure						
Ground Maintenance	1,169,550	406,736	376,434	(30,302)	-7%	
Other Expenses	579,210	192,301	183,025	(9,276)	-5%	
Sporting Grounds Expenditure Total	1,748,760	599,037	559,459	(39,578)	-7%	
Sporting Grounds Total	1,670,760	573,041	545,747	(27,294)	-5%	
 <u>Road Reserves Expenditure</u>						
Road Reserves Expenditure						
Ground Maintenance	394,250	131,332	85,716	(45,616)	-35%	No major maintenance yet required, also delayed maintenance due to bad weather.
Other Expenses	16,190	7,704	2,652	(5,052)	-66%	
Road Reserves Expenditure Total	410,440	139,036	88,368	(50,668)	-36%	
Road Reserves Expenditure Total	410,440	139,036	88,368	(50,668)	-36%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2017



	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Parks Other</u>						
Parks Other Revenue						
Revenue	(2,000)	(2,000)	(66)	1,934	-97%	
Parks Other Revenue Total	(2,000)	(2,000)	(66)	1,934	-97%	
Parks Other Expenditure						
Other Expenses	2,061,910	765,381	884,278	118,897	16%	Variance due to Street tree pruning completed earlier than expected.
Money/Monger Street Trees Surgery	22,000	22,000	0	(22,000)	-100%	Timing variance.
Parks Other Expenditure Total	2,083,910	787,381	884,278	96,897	12%	
Parks Other Total	2,081,910	785,381	884,212	98,831	13%	
<u>Processable Waste Collection</u>						
Processable Waste Collection Revenue						
Revenue	(268,410)	(266,800)	(301,103)	(34,303)	13%	Increase in fees from \$285 to \$430 for 240L additional garbage collection.
Processable Waste Collection Revenue Total	(268,410)	(266,800)	(301,103)	(34,303)	13%	
Processable Waste Collection Expenditure						
Employee Costs	564,130	194,032	173,718	(20,314)	-10%	\$10k favourable variance in wages and other favourable variance that are not individually material.
Other Employee Costs	5,000	1,668	0	(1,668)	-100%	
Other Expenses	3,814,250	1,269,155	1,246,783	(22,372)	-2%	
Processable Waste Collection Expenditure Total	4,383,380	1,464,855	1,420,500	(44,355)	-3%	
Processable Waste Collection Indirect Costs						
Allocations	356,120	127,077	108,987	(18,090)	-14%	
On Costs Recovery	(530,000)	(176,664)	(184,417)	(7,753)	4%	
Processable Waste Collection Indirect Costs Total	(173,880)	(49,587)	(75,431)	(25,844)	52%	
Processable Waste Collection Total	3,941,090	1,148,468	1,043,967	(104,501)	-9%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 OCTOBER 2017



	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Other Waste Services</u>						
Other Waste Services Revenue						
Revenue	(1,200)	(400)	(1,282)	(882)	220%	
Other Waste Services Revenue Total	(1,200)	(400)	(1,282)	(882)	220%	
Other Waste Services Expenditure						
Other Expenses	673,750	76,352	21,593	(54,759)	-72%	\$20k timing variance on Waste Management Programmes and \$27k on general maintenance that is yet not required.
Other Waste Services Expenditure Total	673,750	76,352	21,593	(54,759)	-72%	
Other Waste Services Total	672,550	75,952	20,311	(55,641)	-73%	
<u>Recycling Expenditure</u>						
Recycling Expenditure						
Other Expenses	1,097,000	365,664	332,788	(32,876)	-9%	
Recycling Expenditure Total	1,097,000	365,664	332,788	(32,876)	-9%	
Recycling Expenditure Total	1,097,000	365,664	332,788	(32,876)	-9%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2017



	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
Public Works Overhead						
Public Works Overhead Revenue						
Revenue	(49,110)	(13,849)	(12,472)	1,377	-10%	
Public Works Overhead Revenue Total	(49,110)	(13,849)	(12,472)	1,377	-10%	
Public Works Overhead Expenditure						
Employee Costs	503,800	173,207	118,697	(54,510)	-31%	\$33k variance due to a position being vacant, \$16k wages not yet required and other small favourable variances that are not individually material.
Other Employee Costs	20,000	5,004	6,360	1,356	27%	
Other Expenses	54,705	18,180	25,161	6,981	38%	
Public Works Overhead Expenditure Total	578,505	196,391	150,218	(46,173)	-24%	
Public Works Overhead Indirect Costs						
Allocations	606,175	216,617	193,305	(23,312)	-11%	
On Costs Recovery	(553,000)	(184,332)	(183,881)	452	0%	
Public Works Overhead Indirect Costs Total	53,175	32,285	9,425	(22,860)	-71%	
Public Works Overhead Total	582,570	214,827	147,171	(67,656)	-31%	
Plant Operating						
Plant Operating Expenditure						
Other Expenses	1,797,620	624,972	561,196	(63,776)	-10%	\$38k lower depreciation expense due to disposal of major plant which have not been replaced, and \$27k timing on plant operating cost.
Plant Operating Expenditure Total	1,797,620	624,972	561,196	(63,776)	-10%	
Plant Operating Indirect Costs						
Allocations	(1,837,620)	(612,536)	(503,664)	108,872	-18%	
Plant Operating Indirect Costs Total	(1,837,620)	(612,536)	(503,664)	108,872	-18%	
Plant Operating Total	(40,000)	12,436	57,532	45,096	363%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2017



	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
Recoverable Works						
Recoverable Works Revenue						
Revenue	(100,000)	(50,000)	(28,867)	21,133	-42%	Timing variance on completion of recoverable works.
Recoverable Works Revenue Total	(100,000)	(50,000)	(28,867)	21,133	-42%	
Recoverable Works Expenditure						
Other Expenses	100,000	50,000	49,109	(891)	-2%	
Recoverable Works Expenditure Total	100,000	50,000	49,109	(891)	-2%	
Recoverable Works Total	0	0	20,241	20,241		
Drainage Expenditure						
Drainage Expenditure						
Other Expenses	279,250	94,618	123,574	28,956	31%	\$28k unfavourable variance due to higher general maintenance required.
Drainage Expenditure Total	279,250	94,618	123,574	28,956	31%	
Drainage Expenditure Total	279,250	94,618	123,574	28,956	31%	
Footpaths/Cycleways Expenditure						
Footpaths/Cycleways Expenditure						
Other Expenses	799,900	247,424	282,891	35,467	14%	\$35k unfavourable variance due to higher general maintenance required.
Footpaths/Cycleways Expenditure Total	799,900	247,424	282,891	35,467	14%	
Footpaths/Cycleways Expenditure Total	799,900	247,424	282,891	35,467	14%	
Rights of Way Expenditure						
Rights of Way Expenditure						
Other Expenses	192,830	62,188	70,025	7,837	13%	
Rights of Way Expenditure Total	192,830	62,188	70,025	7,837	13%	
Rights of Way Expenditure Total	192,830	62,188	70,025	7,837	13%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2017



	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Roads Expenditure</u>						
Roads Expenditure						
Other Expenses	1,853,090	607,445	691,796	84,351	14%	\$72k depreciation expense higher than budget estimates, to be reviewed in mid year budget review.
Roads Expenditure Total	1,853,090	607,445	691,796	84,351	14%	
Roads Expenditure Total	1,853,090	607,445	691,796	84,351	14%	
<u>Street Cleaning Expenditure</u>						
Street Cleaning Expenditure						
Other Expenses	724,000	241,336	228,277	(13,059)	-5%	
Street Cleaning Expenditure Total	724,000	241,336	228,277	(13,059)	-5%	
Street Cleaning Expenditure Total	724,000	241,336	228,277	(13,059)	-5%	
<u>Traffic Control for Roadworks Expenditure</u>						
Traffic Control for Roadworks Expenditure						
Other Expenses	171,000	31,668	23,110	(8,558)	-27%	
Traffic Control for Roadworks Expenditure Total	171,000	31,668	23,110	(8,558)	-27%	
Traffic Control for Roadworks Expenditure Total	171,000	31,668	23,110	(8,558)	-27%	
<u>Roadwork Signs and Barricades Expenditure</u>						
Roadwork Signs and Barricades Expenditure						
Other Expenses	500	168	431	263	156%	
Roadwork Signs and Barricades Expenditure Total	500	168	431	263	156%	
Roadwork Signs and Barricades Expenditure Total	500	168	431	263	156%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 31 OCTOBER 2017



	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Sump Expenditure</u>						
Sump Expenditure						
Other Expenses	2,500	0	0	0		
Sump Expenditure Total	2,500	0	0	0		
Sump Expenditure Total	2,500	0	0	0		
<u>Works Depot</u>						
Works Depot Expenditure						
Employee Costs	158,740	54,777	51,524	(3,253)	-6%	
Other Employee Costs	5,330	913	2,775	1,862	204%	
Other Expenses	4,170	566	3,020	2,454	434%	
Works Depot Expenditure Total	168,240	56,256	57,318	1,062	2%	
Works Depot Indirect Costs						
Allocations	(168,240)	(56,256)	(57,318)	(1,062)	2%	
Works Depot Indirect Costs Total	(168,240)	(56,256)	(57,318)	(1,062)	2%	
Works Depot Total	0	0	0	0		

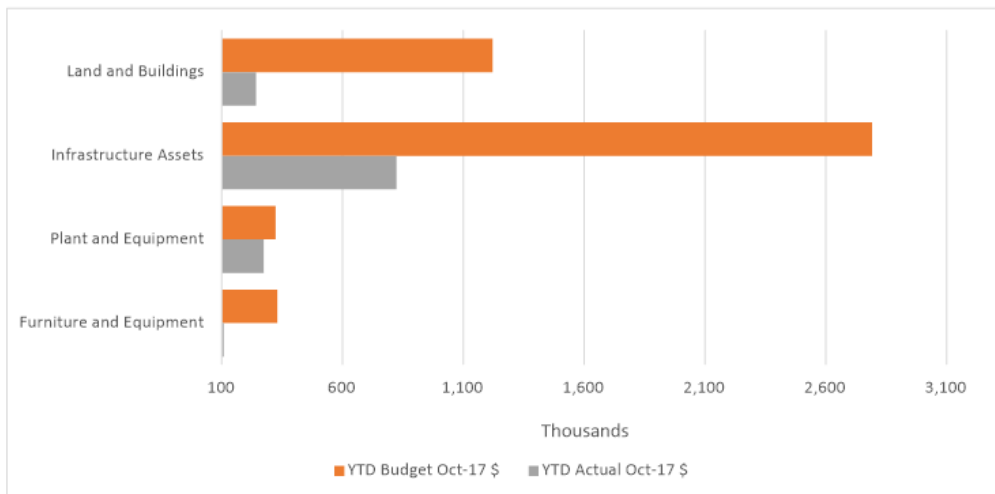
CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2017



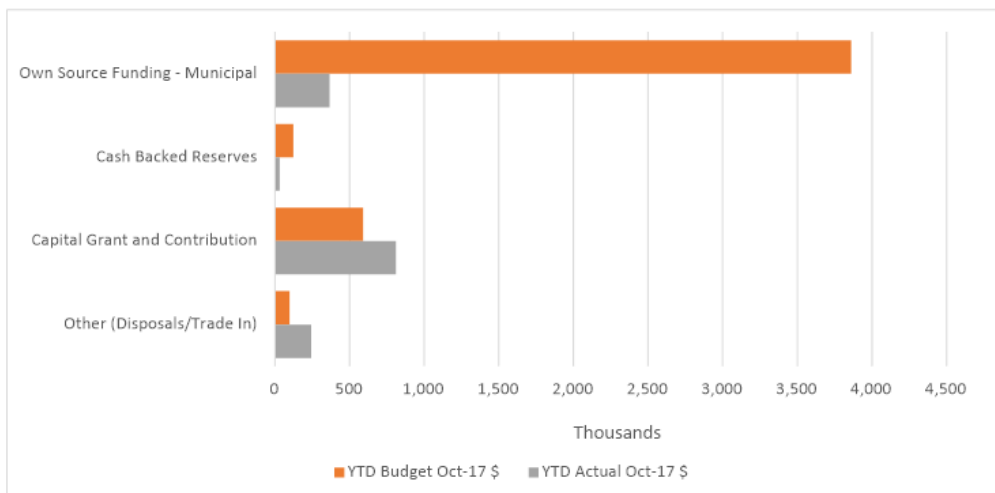
	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Depot Building</u>						
Depot Occupancy Costs						
Building Maintenance	93,650	29,732	36,161	6,429	22%	
Ground Maintenance	0	0	734	734		
Other Expenses	198,540	78,101	91,201	13,100	17%	\$14k unfavourable variance due to increase in depreciation cost after revaluation of building assets.
Depot Occupancy Costs Total	292,190	107,833	128,097	20,264	19%	
Depot Indirect Costs						
Allocations	(292,190)	(107,833)	(128,097)	(20,264)	19%	
Depot Indirect Costs Total	(292,190)	(107,833)	(128,097)	(20,264)	19%	
Depot Building Total	0	0	0	(0)		
Net Operating	2,095,778	(20,693,814)	(21,727,015)	(1,033,201)	5%	

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2017/18
AS AT 31 OCTOBER 2017

CAPITAL EXPENDITURE	Adopted Budget	YTD Budget	YTD Actual	YTD Variance	Variance
	2017/18	Oct-17	Oct-17		
	\$	\$	\$	\$	%
Land and Buildings	2,343,358	1,220,258	241,875	(978,383)	-80%
Infrastructure Assets	8,358,501	2,791,613	822,857	(1,968,756)	-71%
Plant and Equipment	1,597,846	322,636	273,162	(49,474)	-15%
Furniture and Equipment	1,111,615	329,615	107,340	(222,275)	-67%
Total	13,411,320	4,664,122	1,445,234	(3,218,888)	-69%



FUNDING	Adopted Budget	YTD Budget	YTD Actual	YTD Variance	Variance
	2017/18	Oct-17	Oct-17		
	\$	\$	\$	\$	%
Own Source Funding - Municipal	9,204,871	3,859,832	365,004	(3,494,828)	-91%
Cash Backed Reserves	1,309,605	120,290	30,367	(89,923)	-75%
Capital Grant and Contribution	2,692,344	588,000	809,666	221,666	38%
Other (Disposals/Trade In)	204,500	96,000	240,196	144,196	150%
Total	13,411,320	4,664,122	1,445,234	(3,218,888)	-69%



CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2017/18
AS AT 31 OCTOBER 2017



	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance	Variance	Commentary
LAND & BUILDING ASSETS						
ADMINISTRATION & CIVIC CENTRE						
Fitout and relocation	700	700	4,261	3,561	509%	
Fire compliance upgrade.	100,000	0	0	0	0%	
Administration & Civic Centre, Workforce Accommodation Upgrade	270,000	0	19,665	19,665	100%	Timing variance.
Community Partnerships - Workforce Relocation	30,000	30,000	0	(30,000)	-100%	Timing variance, works due to be completed in November 2017.
BEATTY PARK LEISURE CENTRE						
Beatty Park Leisure Centre - Remedial Works (OMC 27/06/2017 - Item 10.3)	398,353	398,353	76,528	(321,825)	-81%	Timing variance.
Changeroom Tiles replacement	120,000	0	0	0	0%	
DEPARTMENT OF SPORTS AND RECREATION						
Zip Unit Renewal	10,000	0	0	0	0%	
Carpet replacement	140,000	0	0	0	0%	
LOFTUS RECREATION CENTRE						
Leveling Hardstand Escape Route for Drainage	8,000	8,000	0	(8,000)	-100%	
Refrigerated A/C Plant Renewal	100,000	0	0	0	0%	
Roof fall restraint system renewal	20,000	0	0	0	0%	
Renewal of ceiling fabric and upgrade of lights throughout centre	250,000	250,000	0	(250,000)	-100%	Project to commence in December 2017.
Escape Gate Upgrade	12,000	12,000	0	(12,000)	-100%	Timing variance, project commenced in October 2017.
LEEDERVILLE OVAL						
Stadium - Electrical upgrade	70,000	70,000	0	(70,000)	-100%	Project to commence in January 2018.

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2017/18
AS AT 31 OCTOBER 2017



	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance	Variance	Commentary
MANDATORY BUILDING COMPLIANCE UPGRADE						
Earlybird Playgroup Centre	4,137	4,137	0	(4,137)	-100%	
Dorrien Gardens (Azzurri Bocce Club)	10,120	10,120	0	(10,120)	-100%	Project delayed, to be completed by December 2017.
WORKS DEPOT						
Works Depot - Roof fall restraint system renewal	12,000	0	0	0	0%	
Roof sheet and screw renewal	20,000	0	0	0	0%	
Workplace Accommodation Depot staff computer kiosk	5,000	5,000	0	(5,000)	-100%	
MISCELLANEOUS						
Aircon re-gasification - various locations	70,000	70,000	0	(70,000)	-100%	Project to be scoped.
Anzac Cottage - Grant Interpretation	2,100	0	0	0	0%	
Birdwood Square Ablutions - Gas HWS Renewal	6,000	6,000	0	(6,000)	-100%	
Braithwaite Park public toilet block upgrade and refurbishment	270,000	150,000	18,520	(131,480)	-88%	Timing variance.
Dorrien Gardens - Perth Soccer Club	57,448	57,448	57,448	0	0%	
Earlybird Playgroup Centre - Replace ceilings	8,000	8,000	0	(8,000)	-100%	
Earlybird Playgroup Centre upgrade	20,000	20,000	0	(20,000)	-100%	Timing variance, project commenced in October 2017.
Earlybird Playgroup Centre - Switchboard Renewal	10,000	0	0	0	0%	
Forrest Park Croquet - Electrical HWS Renewal	4,000	4,000	0	(4,000)	-100%	
Highgate Child Health Clinic - Switchboard, lights and switches renewal	10,000	0	0	0	0%	
Highgate Child Health Clinic - Remove/Replace Lino Kitchen	5,000	5,000	5,000	0	0%	
Highgate Child Health Clinic - Replace ceilings	5,000	5,000	7,425	2,425	49%	
Leederville Child Health Clinic - Additional External Door	2,500	2,500	0	(2,500)	-100%	
Leederville Oval East Ablutions - Switchboard Renewal	4,000	0	0	0	0%	
Lycopodium - Misc Renewals	100,000	30,000	5,820	(24,180)	-81%	Project commenced in September 2017, to be completed by the end of financial year.
Mens Shed - Macerator Sewer Upgrade	50,000	0	0	0	0%	
Menzies Park Pavilion - Electric HWS Renewal	2,000	2,000	0	(2,000)	-100%	
North Perth Basketball club adjustable nets at Loftus Rec	15,000	15,000	0	(15,000)	-100%	Project delayed.

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2017/18
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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance	Variance	Commentary
North Perth Bowling Club - Switchboard supply renewal	10,000	10,000	0	(10,000)	-100%	Timing variance, project commenced in October 2017.
North Perth Tennis Club - Boundary retaining wall	20,000	20,000	18,491	(1,509)	-8%	
Royal Park Hall - Carpet Renewal	12,000	12,000	12,496	496	4%	
Royal Park Hall - Electrical Renewal	15,000	15,000	14,856	(144)	-1%	
Woodville Reserve - Power upgrade	40,000	0	0	0	0%	
Woodville Reserve - Replace slabbed building surrounds with concrete	25,000	0	1,364	1,364	100%	
FOR LAND & BUILDING ASSETS	2,343,358	1,220,258	241,875	(978,383)	-80%	

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NOTE 5 - CAPITAL WORKS SCHEDULE 2017/18
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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance	Variance	Commentary
INFRASTRUCTURE ASSETS						
TRAFFIC MANAGEMENT						
Improvements at Vincent/Oxford Streets	40,000	40,000	0	(40,000)	-100%	Project on hold, pending on Main Roads WA approval.
Intersections at Bourke and Loftus Streets	150,000	75,000	0	(75,000)	-100%	
Intersections at Vincent and Fitzgerald Streets	79,560	79,560	0	(79,560)	-100%	Project completed, awaiting invoices from Main Roads WA.
William and Bulwer Streets Pedestrian Phasing Signals	207,580	207,580	2,252	(205,328)	-99%	Project commenced in September 2017, to be completed by end of financial year.
Improved pedestrian crossings at signalised intersections	230,000	0	0	0	0%	
Miscellaneous Traffic Management	80,000	20,000	8,797	(11,203)	-56%	On going project, to be completed by end of financial year.
Mid-block signalised pedestrian 'Pelican' crossings	250,000	0	2,438	2,438	100%	
Replace Fitzgerald Street speed cushions	25,000	0	0	0	0%	
Proposed Killamey Street intersection modifications at Scarb Bch Rd	30,000	0	1,000	1,000	100%	
Proposed Anzac Road Traffic Calming	65,000	0	0	0	0%	
BLACK SPOT PROGRAM						
Newcastle and Palmerston Streets	40,000	20,000	0	(20,000)	-100%	
Walcott and Raglan Streets	0	0	450	450	100%	Expenses related to 2016-17 financial year, to be adjusted in carry forward adjustments.
William and Forrest Streets	12,000	5,000	0	(5,000)	-100%	
Green and Matlock Streets	30,000	11,900	6,854	(5,046)	-42%	
Ruby and Fitzgerald Streets	30,000	11,900	1,000	(10,900)	-92%	

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2017/18
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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance	Variance	Commentary
STREETSCAPE IMPROVEMENTS						
Axford Park Improvements	5,860	5,860	5,860	0	0%	
Streetscape improvements/Place Making - William Street - Street Furniture Improvements	30,000	0	0	0	0%	
Streetscape improvements/Place Making - Miscellaneous Renewals	30,000	5,000	0	(5,000)	-100%	
Streetscapes - Upgrade of street Litter bins	30,000	10,000	0	(10,000)	-100%	
Greening (Streetscapes)	300,000	90,000	55,594	(34,406)	-38%	Timing variance.
North Perth Public Open Space	114,000	114,000	0	(114,000)	-100%	Tender to be advertised in November 2017, works to start in February 2018 till end of financial year.
ROADWORKS - LOCAL ROADS PROGRAM						
Bennelong Street - Oxford St to Cul-de-sac	30,000	12,400	4,964	(7,436)	-60%	
Monmouth Street - York St to William St	30,000	12,400	570	(11,830)	-95%	
Gill Street - Charles St to London St	130,000	53,800	54,603	803	1%	
Ellesmere Street (Stage 1) - Charles St to London St	115,000	47,580	68,670	21,090	44%	Project commenced ahead of schedule.
Cleaver St - Carr St - Roundabout	50,000	20,700	0	(20,700)	-100%	Project delayed, to commence in February 2018.
Fleet Street - Richmond St to Bourke St	10,000	4,200	1,013	(3,187)	-76%	
Frame Court - Leederville Pde to Water Corp	30,000	12,400	336	(12,064)	-97%	
Hawthorn Street - Flinders St to Coogee St	30,000	12,400	19,713	7,313	59%	
Little Walcott Street - Mabel St to Blake St	50,000	20,700	336	(20,364)	-98%	Timing variance, project commenced in October 2017.
Norfolk Street - Vincent St to Chelmsford Rd	35,000	14,480	18,918	4,438	31%	
Westralia Street - East Pde to Joel Tce	25,000	10,320	17,826	7,506	73%	
Hutt Street - Grosvenor Rd to Raglan Rd	20,000	8,300	12,536	4,236	51%	
Dover Street - Scarborough Beach Rd to Matlock St	25,000	10,320	15,701	5,381	52%	

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2017/18
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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance	Variance	Commentary
ROADWORKS - REHABILITATION (MRRG PROGRAM)						
Beaufort/Brisbane Street Intersection Improvements	139,970	100,000	2,177	(97,823)	-98%	Project on hold, pending on Main Roads WA approval.
Brisbane Street - Beaufort to William Street	134,214	134,214	0	(134,214)	-100%	Project on hold, pending on Main Roads WA approval.
Beaufort Street - Brisbane to Parry Street	51,043	20,000	0	(20,000)	-100%	Project on hold, pending on Main Roads WA approval.
Vincent Street - William to Beaufort Street	110,082	110,082	9,059	(101,023)	-92%	Timing variance.
Angove Street - Daphne to Fitzgerald Street	153,200	0	0	0	0%	
Angove Street - Charles to Daphne Street	327,400	0	0	0	0%	
Fitzgerald Street - Raglan Road to Angove Street	142,700	0	0	0	0%	
Scarborough Beach Road - Oxford to Fairfield Street	72,600	0	0	0	0%	
ROADWORKS - ROADS TO RECOVERY PROGRAM						
Newcastle Street - Oxford Street to Carr Place	48,794	48,794	26,234	(22,560)	-46%	Timing variance, to be completed by November 2017.
Roads to Recovery Program (Deferred from 2016-17)	201,248	10,000	0	(10,000)	-100%	To be reviewed at mid year budget review.
Tennyson Street - Oxford St to Scott St	100,000	17,380	1,191	(16,189)	-93%	
Barnet Street - Richmond St to Bourke St	55,145	9,600	0	(9,600)	-100%	
Richmond Street - Loftus St to Elven St	100,000	17,380	3,946	(13,434)	-77%	
Randell Street - Fitzgerald St to Palmerston St	90,000	15,640	0	(15,640)	-100%	Project to commence in first quarter of 2018.
RIGHTS OF WAY						
Nova Lane	98,900	65,000	1,383	(63,618)	-98%	Project to commence in February 2018.
Solar Lighting of Laneways	29,647	29,647	0	(29,647)	-100%	Project to commence in January 2018.
Rights of Way - Cowle/Charles Streets, West Perth	26,000	26,000	27,573	1,573	6%	
Rights of Way - Ruby/Knitsford Street, North Perth	45,000	45,000	47,221	2,221	5%	
Rights of Way - Rehabilitation	120,000	25,000	48,957	23,957	96%	Project ahead of schedule.

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2017/18
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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance	Variance	Commentary
SLAB FOOTPATH PROGRAMME						
Newcastle St - Carr to Watercorp	85,000	50,000	0	(50,000)	-100%	Project on hold due to Watercorp works in the area.
Install Tactile pavers in Brisbane and Lake Streets, Perth	20,000	0	0	0	0%	
Kalgoorlie Street footpath, Berryman St to Scarborough Beach Road	36,000	0	0	0	0%	
Summer St footpath, Joel Terrace to the river	35,000	0	0	0	0%	
Purslowe Street - Brady St to East St	26,500	10,600	0	(10,600)	-100%	Project to commence in first quarter of 2018.
Ellesmere Street - Fairfield St to Shakespeare St	35,000	14,000	0	(14,000)	-100%	Project to commence in first quarter of 2018.
Anzac Road - Loftus St to Scarborough Beach Rd	0					
Cliveden Street - Walcot to No 19 (near Hunter St)	0					
Barnet Place - Barnet St to Cul-de-sac	6,000	2,400	0	(2,400)	-100%	
Gardiner Street - Zebina St to East Pde	10,000	4,000	0	(4,000)	-100%	
Lake Street - Glendower St to Primrose St	3,500	1,400	0	(1,400)	-100%	
Walcott Street - Alma St to Raglan Rd	0					
Alma Street - Fitzgerald St Cul-de-sac	7,000	2,800	0	(2,800)	-100%	
Ambleside Avenue - Lynton St to Cul-de-sac	10,000	4,000	0	(4,000)	-100%	
Angove Street - Albert St to Woodville St	8,000	3,200	0	(3,200)	-100%	
Barlee Street - Roy St to new development (45m)	5,500	2,200	0	(2,200)	-100%	
Brewer Street - Lacey St to Pier St	10,000	4,000	0	(4,000)	-100%	
Campsie Street - Bourke St RAB	0					
Bennelong Place - Oxford St to Cul-de-sac	0					
Emmerson Street - Loftus St to Alto Ln	6,000	2,400	0	(2,400)	-100%	
Farmer Street - Angove St to Pansy St	9,000	3,600	0	(3,600)	-100%	
Greenway Street - Beaufort St to Stirling St	0					
Fore Street - Beaufort St to 25m west	8,500	3,400	0	(3,400)	-100%	
Kalgoorlie Street - Berryman St to Scarborough Beach Rd	0					
William Street - Glendower St to Vincent St	5,000	2,000	0	(2,000)	-100%	
Charles Street - Carr St to Newcastle St	90,000	36,000	0	(36,000)	-100%	Project to commence in February 2018.
Robinson Avenue - Wellman St to William St	10,000	4,000	0	(4,000)	-100%	

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2017/18
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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance	Variance	Commentary
BICYCLE NETWORK						
Bike Plan Network 2015-16 Implementation (Palmerston to Lord)	45,007	45,007	30,367	(14,640)	-33%	Project to be completed by November 2017.
Bicycle Network Oxford - Anzac to Scarb Bch Rd	190,000	20,000	0	(20,000)	-100%	Project on hold due to Watercorp works in the area.
Oxford Street Green - Bike Box	25,000	10,000	0	(10,000)	-100%	Awaiting Main Roads WA approval.
Bike Boulevard Stage 2	1,100,000	0	7,150	7,150	100%	
Bike Parking	15,000	5,000	2,778	(2,222)	-44%	
Carr/Cleaver Street - bike lanes	50,000	0	0	0	0%	
CAR PARK DEVELOPMENT						
Beatty Park Reserve car park - Lighting	2,500	2,500	0	(2,500)	-100%	
Berryman and The Boulevard - Angle Parking	90,000	0	0	0	0%	
Brisbane Street Car Park - Lighting	35,000	0	0	0	0%	
Chelmsford Road Car Park	78,000	0	0	0	0%	
Glebe Street - Angle Parking	85,000	0	0	0	0%	
North Perth ACROD Parking Bays	5,000	5,000	0	(5,000)	-100%	
Pansy Street Car Park - Lighting	1,600	1,600	0	(1,600)	-100%	
Parking Restriction Implementation	143,682	40,000	33,487	(6,513)	-16%	
Raglan Road Car Park - Resurfacing & Lighting	70,000	0	0	0	0%	
DRAINAGE						
Beatty Park Reserve - Flood Mitigation Works	3,033	3,033	0	(3,033)	-100%	
Beatty Park Reserve - Drainage Improvements	150,000	150,000	0	(150,000)	-100%	Project to commence in February 2018.
Gully Soakwell Program	75,000	40,000	63,890	23,890	60%	Project commenced ahead of schedule, to be completed by January 2018.
Lawler Street Sump - Infill	198,000	198,000	0	(198,000)	-100%	Project to commence in January 2018.
Miscellaneous Improvements	55,000	10,000	0	(10,000)	-100%	Requests not yet received.
Muriel Place Drainage Upgrade	20,000	20,000	0	(20,000)	-100%	Project to commence in first quarter of 2018.

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2017/18
AS AT 31 OCTOBER 2017



	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance	Variance	Commentary
PARKS AND RESERVES						
Axford Park - Redevelopment	200,000	0	0	0	0%	
Banks Reserve - Foreshore restoration stage 2	185,300	120,000	20,000	(100,000)	-83%	Timing variance.
Central Control Irrigation System (Stage 3)	60,000	30,000	32,622	2,622	9%	
Charles Veryard Reserve - Full/Partial Dog Exercise Fence & Landscaping	15,000	5,000	0	(5,000)	-100%	
Greening Plan - Oxford St, Scarb Bch Rd, Lord	0	0	8,032	8,032	100%	Expenses related to 2016-17. Project to be reviewed during carry forward adjustments.
Hyde Park - Re-asphalt pathways	72,336	72,336	53,639	(18,697)	-26%	Timing variance.
Kyilla Park - Replace/upgrade in ground reticulation system	65,000	0	0	0	0%	
Leake Street Public Open Space - Eco Zoning	5,000	5,000	3,456	(1,544)	-31%	
Les Lilleyman Reserve - Basketball and Netball installation	20,000	20,000	4,400	(15,600)	-78%	Timing variance, project commenced in October 2017.
Les Lilleyman Reserve - Eco-zoning	30,000	7,500	0	(7,500)	-100%	
Menzies Park - Replace groundwater bore	40,000	40,000	0	(40,000)	-100%	Project delayed, to commence in December 2017.
Miscellaneous - Parks and Reserves Upgrade	20,000	0	11,578	11,578	100%	
Parks BBQ installations	9,500	9,500	3,173	(6,327)	-67%	
Roads to Parks Demonstration Project - Hyde Street Park Mt Lawley	120,000	20,000	0	(20,000)	-100%	Project to commence in December 2017.
Synthetic Cricket Wicket Surfacing Program	25,000	0	11,430	11,430	100%	Timing variance.
Venables Park - Re-asphalt pathways and install barrier kerbing	20,000	20,000	2,408	(17,592)	-88%	

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2017/18
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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance	Variance	Commentary
MISCELLANEOUS						
Axford Park - Uplighting trees	60,000	60,000	60,000	0	0%	
Install a pit and pump at Depot Dog Pound	41,000	20,000	0	(20,000)	-100%	Project under review.
New Parklets - Mt Hawthorn & North Perth	24,600	24,600	0	(24,600)	-100%	Project in planning stage, to be spend from January 2018.
Proposed Pedestrian Safety Ballustrade intersection Oxford and Bourke Streets, Leederville	8,000	8,000	7,273	(727)	-9%	
Robertson Park - Restump concrete boardwalk	15,000	15,000	0	(15,000)	-100%	Project to commence in November 2017.
Bus Shelters	40,000	0	0	0	0%	
Upgrade and install new street lighting	15,000	5,000	0	(5,000)	-100%	
TOTAL EXPENDITURE FOR INFRASTRUCTURE ASSETS	8,358,501	2,791,613	822,857	(1,968,756)	-71%	

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2017/18
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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance	Variance	Commentary
<u>PLANT & EQUIPMENT ASSETS</u>						
LIGHT FLEET VEHICLE REPLACEMENT PROGRAMME						
Light Fleet - Annual Changeovers	280,500	198,000	166,609	(31,391)	-16%	Timing of vehicle change over impacted by availability of replacements.
MAJOR PLANT REPLACEMENT PROGRAMME						
Road Safety Trailer	29,500	29,500	29,220	(280)	-1%	
Side Loader Rubbish Compactor	380,000	0	0	0	0%	
Single Axle Truck (Flocon)	200,000	0	0	0	0%	
Tractor - Parks	120,000	0	0	0	0%	
Ride-on Rotary mower (zero turn) - Parks	42,000	0	0	0	0%	
All Terrain vehicle (ATV) - Hyde Park	30,000	0	0	0	0%	
ADMINISTRATION & CIVIC CENTRE						
Beatty Park Server	19,000	19,000	0	(19,000)	-100%	Project on hold.
Upgrade of CCTV	42,800	0	0	0	0%	
BEATTY PARK LEISURE CENTRE						
Boiler Replacement	199,000	0	0	0	0%	
Upgrade fire panel	25,000	0	0	0	0%	
Ventilation in spa plant room	8,500	8,500	0	(8,500)	-100%	
Switchboard in top level of plantroom	12,500	0	0	0	0%	
25m pool pump	7,500	7,500	0	(7,500)	-100%	
Dry Chlorine feeder	12,000	12,000	0	(12,000)	-100%	Timing variance, project commenced in October 2017.
POLICY AND PLACE						
Installation of Device Sensors for Town Centre Performance	1,236	1,236	0	(1,236)	-100%	

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2017/18
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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance	Variance	Commentary
COMMUNITY SERVICES						
Replace Autocite Units (mobile infringement hardware)	40,000	40,000	32,682	(7,318)	-18%	
5x 'Pay by Plate' parking ticket machines - Avenue Car Park	6,900	6,900	0	(6,900)	-100%	
Frame Court Car Park - Pay-by-Plate Parking Machines	50,000	0	34,071	34,071	100%	Project commenced ahead of schedule.
Parking Machines Asset Replacement Program	40,000	0	10,580	10,580	100%	Project commenced ahead of schedule.
Parking Sensors Pilot Project	51,410	0	0	0	0%	
TOTAL EXPENDITURE						
FOR PLANT & EQUIPMENT ASSETS	1,597,846	322,636	273,162	(49,474)	-15%	

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2017/18
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	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance	Variance Commentary
<u>FURNITURE & EQUIPMENT ASSETS</u>					
CORPORATE SERVICES					
Corporate Systems - Re-Implementation or Replacement	37,500	37,500	22,422	(15,078)	-40% Under review.
BEATTY PARK LEISURE CENTRE					
Replacement of Gym Equipment for Loftus Centre	54,615	54,615	53,750	(865)	-2%
Stereo upgrades - RPM studio, Studio 1&2 and Gym (Currently Leased)	41,000	0	0	0	0%
Pool Lane rope replacement	7,000	7,000	0	(7,000)	-100%
INFORMATION TECHNOLOGY					
Upgrade of IT Firewall	80,000	0	0	0	0%
Replace IT Servers	50,000	50,000	0	(50,000)	-100% Project to commence in December 2017.
Replacement PC Fleet (Currently Leased)	350,000	0	0	0	0%
Redevelopment of Website (stage 2)	30,000	30,000	520	(29,480)	-98% Ongoing project, to be completed by June 2018.
Upgrade of AV Devices	30,000	30,000	0	(30,000)	-100% Project to commence in January 2018.
Upgrade IT Network Remote Access Facility	30,000	0	0	0	0%
SOE Development	15,000	15,000	0	(15,000)	-100% Project linked to PC replacement project.
Online Lodgement of Applications	100,000	0	1,353	1,353	100%
Replacement of CARS Systems	60,000	0	0	0	0%
Upgrade Two Way Radio Fleet	100,000	0	0	0	0%
LOFTUS RECREATION CENTRE					
Loftus Recreation Equipment replacement	44,000	44,000	8,713	(35,287)	-80% Timing variance.
Replacement Stereo - Loftus Recreation	15,000	0	0	0	0%

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2017/18
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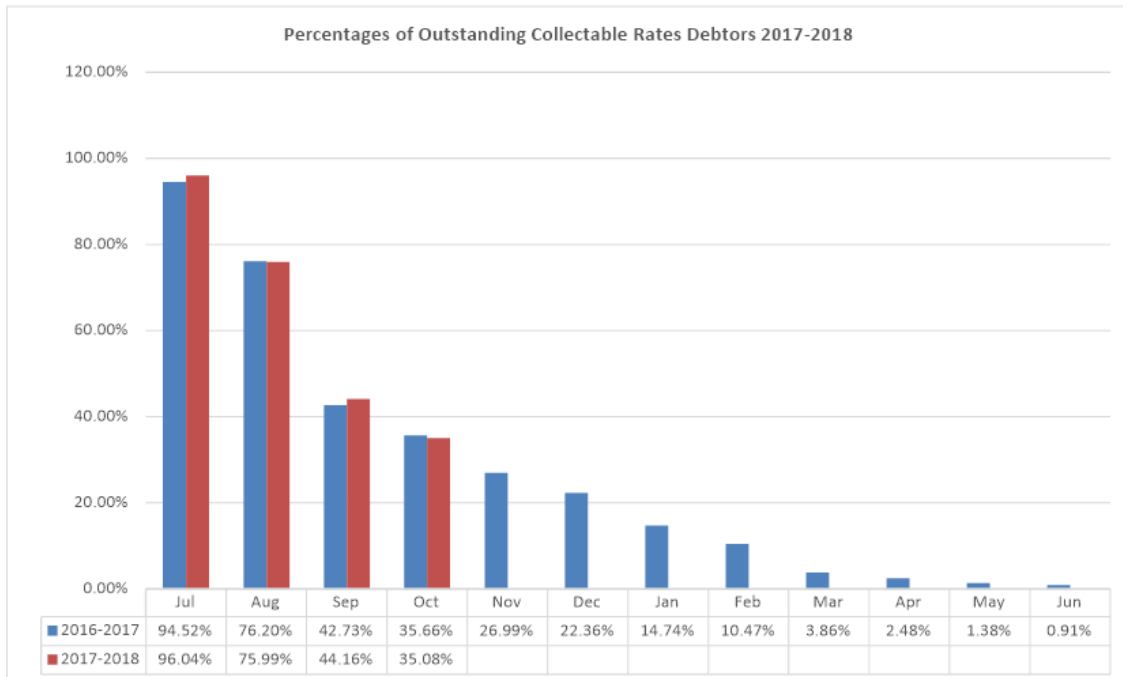
	Adopted Budget 2017/18 \$	YTD Budget Oct-17 \$	YTD Actual Oct-17 \$	YTD Variance	Variance	Commentary
PUBLIC HALLS						
Renewal of furniture for municipal halls	6,000	0	0	0	0%	
Halls, Pavilions and Operational Buildings - Non Fixed Assets - Renewal	60,000	60,000	19,222	(40,778)	-68%	Ongoing project, to be completed by June 2018.
WORKS DEPOT						
New letter folding machine at the depot	1,500	1,500	1,360	(140)	-9%	
TOTAL EXPENDITURE FOR FURNITURE & EQUIPMENT ASSETS	1,111,615	329,615	107,340	(222,275)	-67%	
TOTAL CAPITAL EXPENDITURE	13,411,320	4,664,122	1,445,234	(3,218,888)	-69%	

CITY OF VINCENT
NOTE 6 - CASH BACKED RESERVES
AS AT 31 OCTOBER 2017



Reserve Particulars	Budget Opening Balance 01-Jul-17 \$	Estimated Opening Balance 01-Jul-17 \$	FY Budget Transfers From Muni Funds \$	YTD Actual Transfers From Muni Funds \$	FY Budget Interest Earned \$	YTD Actual Interest Earned \$	FY Budget Transfers To Muni Funds \$	YTD Actual Transfers To Muni Funds \$	Budget Balance 30-Jun-18 \$	Actual Balance 31-Oct-17 \$
Administration Centre Reserve	11,418	10,587	0	0	178	96	(10,440)	0	1,156	10,683
Aged Persons and Senior Citizens Reserve	0	0	0	0	0	0	0	0	0	0
Asset Sustainability Reserve	3,246,209	3,251,804	0	0	92,983	29,371	0	0	3,339,192	3,281,175
Beatty Park Leisure Centre Reserve	252,933	253,819	0	0	4,739	2,515	(175,000)	0	82,672	256,334
Capital Reserve	8,264	7,470	0	0	237	68	0	0	8,501	7,538
Cash in Lieu Parking Reserve	782,114	781,449	60,000	13,213	20,756	7,102	(175,000)	0	687,870	801,764
Electronic Equipment Reserve	52,666	52,589	0	0	1,509	475	0	0	54,175	53,064
Hyde Park Lake Reserve	148,486	148,177	0	0	4,253	1,339	0	0	152,739	149,516
Land and Building Acquisition Reserve	277,340	276,761	0	0	7,944	2,499	0	0	285,284	279,260
Leederville Oval Reserve	217,145	216,694	0	0	5,217	1,957	(70,000)	0	152,362	218,651
Leederville Tennis Reserve	1,976	1,981	970	481	70	19	0	0	3,016	2,481
Light Fleet Replacement Reserve	0	0	0	0	0	0	0	0	0	0
Loftus Community Centre Reserve	17,899	17,811	6,150	3,081	601	172	0	0	24,650	21,064
Loftus Recreation Centre Reserve	39,329	39,123	57,060	18,971	1,380	418	(39,375)	0	58,394	58,512
North Perth Tennis Reserve	42,094	42,049	4,670	2,338	1,273	387	0	0	48,037	44,774
Office Building Reserve - 246 Vincent Street	528,131	527,031	0	0	12,979	4,760	(150,000)	0	391,110	531,791
Parking Facility Reserve	98,461	98,182	0	0	2,788	959	(2,250)	0	98,999	99,141
Parking Funded City Upgrade Reserve	0	0	0	0	0	0	0	0	0	0
Parking Funded Transport Initiatives Reserve	0	0	0	0	0	0	0	0	0	0
Percentage For Public Art Reserve	0	0	0	0	0	0	0	0	0	0
Plant and Equipment Reserve	303,210	300,763	0	0	4,539	2,716	(289,500)	0	18,249	303,479
State Gymnastics Centre Reserve	96,746	96,639	10,750	3,591	2,925	886	0	0	110,421	101,116
Strategic Waste Management Reserve	20,884	20,842	0	0	598	188	0	0	21,482	21,030
Tamala Park Land Sales Reserve	1,991,393	2,022,698	1,452,514	0	77,298	18,189	(48,040)	(30,367)	3,473,165	2,010,520
Underground Power Reserve	195,835	195,426	0	0	5,609	1,765	0	0	201,444	197,191
Waste Management Plant and Equipment Reserve	543,138	546,224	0	0	10,544	4,934	(350,000)	0	203,682	551,158
	8,875,671	8,908,119	1,592,114	41,675	258,420	80,815	(1,309,605)	(30,367)	9,416,600	9,000,242

CITY OF VINCENT
NOTE 7 - RATING INFORMATION GRAPH
AS AT 31 OCTOBER 2017



**CITY OF VINCENT
NOTE 8 - RATING INFORMATION
FOR THE MONTH ENDED 31 OCTOBER 2017**



	Rateable Value	Rate in Dollar Cents	Budget	Actual	Rates Levied to Budget %
	\$		\$	\$	%
Rate Revenue					
General Rate					
12936 Residential	304,582,890	6.289	19,164,597	19,155,218	100.0%
1607 Other	125,576,961	6.489	8,197,230	8,156,417	99.5%
50 Vacant Other	2,659,300	12.236	331,449	325,392	98.2%
Minimum Rate					
3129 Residential @ \$1,007	62,344,682	6.289	4,699,200	4,712,400	100.3%
94 Other @ \$1,007	1,423,005	6.489	136,400	141,900	104.0%
0 Vacant Other @ \$1,414	41,700	12.236	5,656	5,656	100.0%
Interim Rates	0		375,000	68,044	18.1%
Back Rates	0		30,000	0	0.0%
Total Amount Made up from Rates	496,628,538		32,939,532	32,565,027	
Non Payment Penalties					
Instalment Interest @ 5.5%			176,260	154,303	87.5%
Penalty Interest @ 11%			80,000	45,940	57.4%
Administration Charge - \$13 per instalment			200,000	241,352	120.7%
Legal Costs Recovered			25,000	4,529	18.1%
Other Reimbursements			600	260	43.3%
Interest Write Off			(200)	0	0.0%
			33,421,192	33,011,409	
Other Revenue					
Exempt Bins - Non Rated Properties			147,000	128,562	87.5%
Commercial / Residential Additional Bins			119,000	171,668	144.3%
Swimming Pools Inspection Fees			12,000	12,895	107.5%
			33,699,192	33,324,535	
Opening Balance				218,492	
Total Collectable			33,699,192	33,543,027	99.54%
Less					
Cash Received				20,874,164	
Overpayments of Rates 2016-17				(115,942)	
Rebates Allowed				1,017,508	
Refunds Allowed				0	
Rates Balance To Be Collected			33,699,192	11,767,298	34.92%
Add					
ESL Debtors				286,552	
Pensioner Rebates Not Yet Claimed				370,262	
ESL Rebates Not Yet Claimed				12,437	
Less					
Deferred Rates Debtors				(102,650)	
Current Rates Debtors Balance				12,333,899	

CITY OF VINCENT
DEBTOR REPORT
FOR THE MONTH ENDED 31 OCTOBER 2017



DESCRIPTION	CURRENT \$	31-59 DAYS \$	60-89 DAYS \$	OVER 90 DAYS \$	BALANCE \$
DEBTOR CONTROL - HEALTH LICENCES					0
DEBTOR CONTROL - RUBBISH CHARGES					0
DEBTOR CONTROL - CASH IN LIEU CAR PARKING	14,043	(1,215)		432,987	445,815
DEBTOR CONTROL - PROPERTY INCOME	145,354	17,540	24,716	44,279	231,889
DEBTOR CONTROL - RECOVERABLE WORKS	(50,310)	5,322	4,217	109,751	68,980
DEBTOR CONTROL - BEATTY PARK LEISURE CENTRE	1,520	(380)			1,140
DEBTOR CONTROL - OTHER	4,383	1,020	595	40,250	46,248
DEBTOR CONTROL - % ART CONTRIBUTIONS					0
DEBTOR CONTROL - GST	53,490	(201,421)	159,303	42,118	53,490
DEBTOR CONTROL - INFRINGEMENT	107,780	108,495	60,438	2,168,554	2,445,266
PROVISION FOR DOUBTFUL DEBT					0
TOTAL DEBTORS OUTSTANDING AS AT 31/10/2017	276,260	(70,639)	249,269	2,837,939	3,292,828
UNDERGROUND POWER					58,156
ACCRUED INCOME					526,139
ACCRUED INTEREST					220,170
PREPAYMENTS					164,792
TOTAL TRADE AND OTHER RECEIVABLES					4,262,085

DATE	DEBTOR OVER 60 DAYS	AMOUNT	DEBT DETAILS & COMMENTS
25/02/2015	Subiaco Football Club	41,830.17	Turf maintenance & top dressing <i>Comment: Pending discussions on annual maintenance plan</i>
24/06/2016	Belgravia Leisure Pty Ltd	2,696.88	Maintenance recoup, Variable Outgoings <i>Comment: Pending confirmation on lease terms</i>
25/02/2015	East Perth Football Club	41,540.25	Turf maintenance & top dressing <i>Comment: Pending discussions on annual maintenance plan</i>
14/04/2016	Loftus Community Centre	1,417.97	FESA Levy 15/16 & Security Alarm Response <i>Comment: Request for write off</i>
12/09/2016	Tuart Hill Cricket Club	6,680.00	Charles Veryard Reserve for training/matches <i>Comment: Pending negotiation of ground hire</i>
30/03/2017	Vietnam Veterans Association of Australia	901.62	Pest treatment and statutory compliance costs <i>Comment: Negotiating on lease responsibilities</i>
01/05/2017	Department of Sports and Recreations	58,190.63	Variable Outgoings 2016/17 <i>Comment: Pending audit of variable outgoings</i>
04/11/2016	C Caferelli	28,600.00	Breaches of Planning Development Act <i>Comment: Referred to Fines Enforcement Registry</i>
BALANCE OF 60 DAY DEBTORS OVER \$500.00		181,857.52	

CITY OF VINCENT
NOTE 9 - BEATTY PARK LEISURE CENTRE FINANCIAL POSITION
AS AT 31 OCTOBER 2017



	Full Year Budget 2017/18 \$	YTD Budget 2017/18 \$	YTD Actuals Oct-17 \$	YTD Actuals Oct-16 \$	Month Actuals Oct-17 \$	Month Actuals Oct-16 \$
Administration						
Expenditure	0	0	(0)	0	(0)	0
Revenue	0	0	(0)	0	(0)	0
Surplus/(Deficit)	0	0	(0)	0	(0)	0
Swimming Pools Area						
Expenditure	(3,548,760)	(1,230,184)	(1,272,985)	(1,068,756)	(382,986)	(343,842)
Revenue	2,246,180	658,646	622,281	605,156	186,232	180,021
Surplus/(Deficit)	(1,302,580)	(571,538)	(650,704)	(463,599)	(196,754)	(163,820)
Swim School						
Expenditure	(1,055,780)	(372,066)	(388,315)	(404,858)	(132,082)	(135,918)
Revenue	1,496,970	557,369	570,043	545,876	155,974	157,305
Surplus/(Deficit)	441,190	185,303	181,728	141,018	23,892	21,386
Café						
Expenditure	(761,030)	(245,271)	(263,045)	(242,124)	(95,646)	(81,817)
Revenue	715,970	225,907	210,338	200,928	64,340	64,949
Surplus/(Deficit)	(45,060)	(19,364)	(52,707)	(41,196)	(31,305)	(16,868)
Retail Shop						
Expenditure	(409,190)	(120,964)	(93,475)	(104,316)	(48,919)	(46,178)
Revenue	517,490	143,247	143,669	134,775	48,892	47,331
Surplus/(Deficit)	108,300	22,283	50,194	30,460	(27)	1,154
Health & Fitness						
Expenditure	(1,317,370)	(478,205)	(457,534)	(495,920)	(155,045)	(180,846)
Revenue	1,596,000	553,377	537,187	506,563	134,845	118,966
Surplus/(Deficit)	278,630	75,172	79,653	10,643	(20,200)	(61,880)
Group Fitness						
Expenditure	(561,910)	(199,538)	(188,277)	(172,788)	(57,133)	(60,358)
Revenue	637,060	213,912	212,867	201,487	53,516	48,267
Surplus/(Deficit)	75,150	14,374	24,590	28,699	(3,617)	(12,091)
Aquarobics						
Expenditure	(140,270)	(49,742)	(49,958)	(44,893)	(16,547)	(13,753)
Revenue	226,990	75,370	75,619	70,521	19,120	17,168
Surplus/(Deficit)	86,720	25,628	25,661	25,628	2,573	3,415
Creche						
Expenditure	(329,490)	(115,883)	(109,498)	(110,310)	(34,791)	(36,514)
Revenue	54,020	18,431	22,708	27,740	5,216	6,838
Surplus/(Deficit)	(275,470)	(97,452)	(86,790)	(82,571)	(29,575)	(29,676)
Surplus/(Deficit)	(633,120)	(365,594)	(428,376)	(350,918)	(255,013)	(258,380)
Less: Depreciation	(546,950)	(182,316)	(386,968)	(179,397)	(96,656)	(45,517)
Cash Surplus/(Deficit)	(86,170)	(183,278)	(41,408)	(171,521)	(158,357)	(212,863)

Creditors Report - Payments by EFT 20/10/2017 to 22/11/2017				
<i>Creditor</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
2160.6524-01	23/10/2017	Cr J Topelberg	Council meeting fee	\$ 1,916.66
2160.6524-01	23/10/2017	Cr J Topelberg	Information and communication technology allowance	\$ 1,750.00
2160.8808-01	23/10/2017	Cr J Hallett	Council meeting fee	\$ 1,916.66
2160.8808-01	23/10/2017	Cr J Hallett	Information and communication technology allowance	\$ 1,750.00
2161.2008-01	25/10/2017	Alinta Energy	Electricity and gas charges - various locations	\$ 54,135.23
2161.2029-01	25/10/2017	Bunnings Building Supplies	Hardware supplies	\$ 203.80
2161.2030-01	25/10/2017	Benara Nurseries	Supply of plants	\$ 2,889.15
2161.2033-01	25/10/2017	BOC Gases Australia Limited	Oxygen supplies	\$ 1,216.89
2161.2036-01	25/10/2017	Cabcharge Australia Pty Ltd	Cabcharge account keeping fee	\$ 6.09
2161.2043-01	25/10/2017	Chadson Engineering Pty Ltd	Repairs to aquatic wheel chairs	\$ 2,511.30
2161.2049-01	25/10/2017	City Of Perth	Cleaning of protected cycle lanes	\$ 353.99
2161.2051-01	25/10/2017	Cleansweep (WA) Pty Ltd	Road sweeper hire	\$ 3,687.75
2161.2052-01	25/10/2017	Cobblestone Concrete	Concrete extension to basketball court	\$ 4,345.00
2161.2053-01	25/10/2017	Coca-Cola Amatil (Aust) Pty Limited	Beatty Park Café supplies	\$ 909.32
2161.2072-01	25/10/2017	Landgate	Gross rental valuations	\$ 390.76
2161.2074-01	25/10/2017	Dickies Tree Service	Tree lopping services	\$ 5,544.00
2161.2087-01	25/10/2017	Department of Fire and Emergency Services (DFES)	Emergency services levy	\$ 71,046.51
2161.2106-01	25/10/2017	Programmed Integrated Workforce Ltd	Temporary staff	\$ 4,408.51
2161.2119-01	25/10/2017	Line Marking Specialists	Line marking services	\$ 343.20
2161.2122-01	25/10/2017	Bucher Municipal Pty Ltd	Plant repairs and maintenance	\$ 1,482.36
2161.2126-01	25/10/2017	Mayday Earthmoving	Bobcat and truck hire	\$ 14,883.55
2161.2136-01	25/10/2017	Mindarie Regional Council	Processable and non processable waste	\$ 104,456.52
2161.2188-01	25/10/2017	Running Bare Australia Pty Ltd	Apparel for retail	\$ 5,612.75
2161.2189-01	25/10/2017	SAS Locksmiths	Key cutting and lock maintenance service	\$ 559.50
2161.2192-01	25/10/2017	Sigma Chemicals	Chemical supplies	\$ 2,721.12
2161.2199-01	25/10/2017	Speedo Australia Pty Ltd	Apparel for retail	\$ 8,030.00
2161.2204-01	25/10/2017	Telstra Corporation Ltd	Telephone and internet charges	\$ 55.01
2161.2221-01	25/10/2017	Turfmaster Facility Management	Turf maintenance	\$ 7,110.13
2161.2232-01	25/10/2017	Walshy All Round Tradesman	Parks and Reserves repairs and maintenance	\$ 7,339.20
2161.2234-01	25/10/2017	Water Corporation	Hydrant standpipe charges	\$ 853.64
2161.3001-01	25/10/2017	Hays Specialist Recruitment (Australia) Pty Ltd	Temporary staff	\$ 8,741.85
2161.3013-01	25/10/2017	Bollinger & Co Pty Ltd	Repair depot gates	\$ 219.01
2161.3038-01	25/10/2017	St John Ambulance Australia	Workplace first aid kit	\$ 660.00
2161.3057-01	25/10/2017	European Foods Wholesalers Pty Ltd.	Beatty Park Café supplies	\$ 1,464.43
2161.3091-01	25/10/2017	Sam's Repairs & Maintenance	Sign installation and maintenance	\$ 1,485.00

Creditor	Date	Payee	Description	Amount
2161.3096-01	25/10/2017	Toolmart Australia Pty Ltd	Gas torch and refill	\$ 98.00
2161.3150-01	25/10/2017	Northshore Unit Inc. - SES	FESA contribution	\$ 17,222.70
2161.3161-01	25/10/2017	Enzed Perth & Enzed Wangara	Hose clips	\$ 56.35
2161.3170-01	25/10/2017	Elliotts Irrigation Pty Ltd	Reticulation repairs and maintenance	\$ 2,797.42
2161.3213-01	25/10/2017	Domus Nursery	Supply of plants	\$ 1,493.86
2161.3215-01	25/10/2017	Les Mills	Licence fees for fitness classes	\$ 1,071.63
2161.3222-01	25/10/2017	Securepay Pty Ltd	Web payment fees	\$ 490.93
2161.3235-01	25/10/2017	My Best Friend Veterinary Centre	Vet services	\$ 1,487.71
2161.3239-01	25/10/2017	Award Contracting Pty Ltd	Locating services	\$ 10,659.00
2161.3246-01	25/10/2017	Ellenby Tree Farm Pty Ltd	Supply of plants and trees	\$ 1,787.50
2161.3299-01	25/10/2017	Baileys Fertilisers	Potting mix supplies	\$ 1,075.80
2161.3315-01	25/10/2017	RPG Auto Electrics	Truck repairs	\$ 1,894.64
2161.3337-01	25/10/2017	E Bentley	Reimbursement of expenses - digital music kits	\$ 143.97
2161.3359-01	25/10/2017	Department of Mines, Industry Regulation and Safety	Levy collection	\$ 11,374.95
2161.3397-01	25/10/2017	Fuji Xerox Australia Pty Ltd	Copy cost charges	\$ 3,073.52
2161.3410-01	25/10/2017	Allmark and Associates Pty Ltd	Name plates	\$ 238.15
2161.3424-01	25/10/2017	Lynford Motors Pty Ltd Osborne Park	Vehicle services and repairs	\$ 1,922.00
2161.3470-01	25/10/2017	Blyth Enterprises Pty Ltd	Supply of platform ladder; hardware supplies	\$ 658.90
2161.3492-01	25/10/2017	The West Australian Newspaper Ltd	Newspapers for resale	\$ 169.10
2161.3496-01	25/10/2017	Orbit Health & Fitness Solutions	Transport indoor walkers from Beatty park to auction	\$ 764.50
2161.3511-01	25/10/2017	City of Stirling	Meals on Wheels	\$ 915.35
2161.3560-01	25/10/2017	Winc Australia Pty Ltd	Office supplies and consumables	\$ 247.74
2161.3584-01	25/10/2017	KMart Australia Ltd	Microwave for customers - Beatty Park Leisure Centre	\$ 119.00
2161.3613-01	25/10/2017	Donegan Enterprises Pty Ltd	Playground repairs - Les Lilleyman Reserve	\$ 495.00
2161.3913-01	25/10/2017	Kennards Hire	Equipment hire - excavator	\$ 468.00
2161.3994-01	25/10/2017	Lasso Entertainment & Promotions Pty Ltd	Advertising services	\$ 770.00
2161.4017-01	25/10/2017	Trisley's Hydraulic Services Pty Ltd	Pool pump maintenance	\$ 359.30
2161.4034-01	25/10/2017	Penske Power System	Ad blue	\$ 582.27
2161.4085-01	25/10/2017	Parks and Leisure Australia	Staff training course	\$ 242.00
2161.4103-01	25/10/2017	Asphaltech Pty Ltd	Asphalt supplies	\$ 3,424.94
2161.4177-01	25/10/2017	W.A. Limestone Co	Limestone supplies	\$ 4,406.75
2161.4192-01	25/10/2017	Loftus Community Centre	Subsidy - Community budget bid	\$ 35,000.00
2161.4210-01	25/10/2017	Beaver Tree Services	Street trees & parks pruning/removal	\$ 11,039.60
2161.4214-01	25/10/2017	Kerbing West	Kerbing services	\$ 1,751.64
2161.4221-01	25/10/2017	Suez Recycling & Recovery Pty Ltd	Waste collection	\$ 2,794.90
2161.4272-01	25/10/2017	International Auto Services	Plant repairs	\$ 120.00
2161.4367-01	25/10/2017	Academy Services WA Pty Ltd	Cleaning services - various locations	\$ 45,961.80
2161.4418-01	25/10/2017	West-Sure Group Pty Ltd	Cash collection services	\$ 282.15
2161.4447-01	25/10/2017	Blackwoods Atkins	Hardware supplies	\$ 2,976.77

Creditor	Date	Payee	Description	Amount
2161.4481-01	25/10/2017	QuickMail	Supply & print envelopes	\$ 985.20
2161.4493-01	25/10/2017	Tom Lawton - Bobcat Hire	Bobcat hire and tipping fees	\$ 20,901.10
2161.4627-01	25/10/2017	Flexi Staff Pty Ltd	Temporary staff	\$ 18,858.13
2161.4637-01	25/10/2017	Multi Mix Concrete Pty Ltd	Concrete supplies	\$ 2,176.02
2161.4707-01	25/10/2017	Richgro Garden Products	Fertilizer supplies	\$ 980.00
2161.4768-01	25/10/2017	Optus Billing Services Pty Ltd	Telephone and internet charges	\$ 12,539.53
2161.4872-01	25/10/2017	Parkonsult Pty Ltd	Daily checks and minor maintenance	\$ 4,026.74
2161.4889-01	25/10/2017	Officeworks Superstores Pty Ltd	Paper supplies	\$ 499.00
2161.4971-01	25/10/2017	Totally Workwear	Uniform supplies	\$ 2,208.15
2161.5041-01	25/10/2017	Alsco Pty Ltd	Mat supplies	\$ 460.91
2161.5080-01	25/10/2017	Repco Auto Parts	Trailer parts	\$ 92.69
2161.5106-01	25/10/2017	Way Funky Company	Apparel for retail	\$ 7,082.68
2161.5193-01	25/10/2017	Protector Fire Services Pty Ltd	Service fire equipment - various locations	\$ 2,055.35
2161.5294-01	25/10/2017	A Team Printing	Printing services	\$ 347.60
2161.5301-01	25/10/2017	Kott Gunning	Employment advice	\$ 9,239.12
2161.5366-01	25/10/2017	WA Safety Tape & Mesh	Barricade tape supplies	\$ 385.00
2161.5368-01	25/10/2017	Tamala Park Regional Council	GST receivable from ATO for sale of land	\$ 27,009.34
2161.5398-01	25/10/2017	Subaru Osborne Park	Vehicle services and repairs	\$ 601.50
2161.5424-01	25/10/2017	T-Quip	Parts supplies	\$ 176.50
2161.5500-01	25/10/2017	Workwear Group Pty Ltd	Uniform supplies	\$ 412.25
2161.5553-01	25/10/2017	Structerre Consulting Engineers	Consultancy - structural engineering report	\$ 528.00
2161.5598-01	25/10/2017	Total Eden Pty Ltd	Supply of water meter	\$ 2,428.90
2161.5683-01	25/10/2017	Tourism Brochure Exchange	Distribution services	\$ 165.00
2161.5737-01	25/10/2017	Massey's Herd Milk Supply	Milk supplies	\$ 642.60
2161.5973-01	25/10/2017	Guardian Tactile Systems Pty Ltd	Supply and install tactile paving	\$ 3,122.25
2161.6072-01	25/10/2017	PFD Food Services Pty Ltd	Beatty Park Café supplies	\$ 4,676.75
2161.6081-01	25/10/2017	Boral Construction Materials Group	Concrete supplies	\$ 223.28
2161.6184-01	25/10/2017	Data 3	Annual security suite licensing	\$ 6,557.46
2161.6218-01	25/10/2017	Devco Builders	Small maintenance and repairs - various locations	\$ 1,985.92
2161.6258-01	25/10/2017	Sanderson's Outdoor Power Equipment	Chainsaw repairs	\$ 332.00
2161.6259-01	25/10/2017	Australian HVAC Services Pty Ltd	Airconditioning maintenance & repairs - various locations	\$ 2,588.91
2161.6278-01	25/10/2017	T&H Wilkes Pty Ltd	Gravel supplies	\$ 1,056.00
2161.6390-01	25/10/2017	Eric Hood Pty Ltd	Painting services	\$ 1,160.50
2161.6421-01	25/10/2017	Pirtek Pty Ltd	Bobcat repairs	\$ 795.05
2161.6451-01	25/10/2017	MizCo	Repairs to BMS system - Department of Sport & Recreation	\$ 5,830.00
2161.6458-01	25/10/2017	Specialised Security Shredding	Document shredding services	\$ 115.50
2161.6482-01	25/10/2017	Department of Transport	Vehicle ownership searches	\$ 26.80
2161.6486-01	25/10/2017	Blue Heeler Trading	Uniform supplies	\$ 468.60
2161.6524-01	25/10/2017	Cr J Topelberg	Refund of nomination bond	\$ 80.00

Creditor	Date	Payee	Description	Amount
2161.6557-01	25/10/2017	Disco Cantito Association	Kidsport voucher	\$ 200.00
2161.6628-01	25/10/2017	Hart Sport	Whistle and lanyard supplies	\$ 392.50
2161.6640-01	25/10/2017	Vertical Telecoms Pty Ltd	Two way radio repairs	\$ 632.06
2161.6650-01	25/10/2017	Thrifty Car Rental	Rental vehicle	\$ 290.99
2161.6743-01	25/10/2017	Elizabeth Richards School Supplies Pty Ltd	Library supplies	\$ 49.50
2161.6766-01	25/10/2017	Iredale Pedersen Hook Architects	Design advisory fees	\$ 440.00
2161.6799-01	25/10/2017	Beaufort Street Network Inc.	2017/18 Festival funding	\$ 1,477.00
2161.6815-01	25/10/2017	City Motors (1981) Pty Ltd	Vehicle services and repairs	\$ 359.60
2161.6872-01	25/10/2017	Truck Centre (WA) Pty Ltd	Truck repairs	\$ 174.08
2161.6903-01	25/10/2017	APARC Pty Ltd	Modification of parking meters - from credit card to coin	\$ 5,148.00
2161.6933-01	25/10/2017	Mackay Urbandesign	Design advisory fees	\$ 440.00
2161.7003-01	25/10/2017	Sonic HealthPlus Pty Ltd	Pre employment medicals	\$ 445.50
2161.7026-01	25/10/2017	Enviroblast Cannington	Pressure cleaning services	\$ 7,612.00
2161.7073-01	25/10/2017	Atom Supply	Hardware supplies - shovels	\$ 1,092.14
2161.7087-01	25/10/2017	Hans Andresen	Repair of street banners	\$ 291.50
2161.7118-01	25/10/2017	C Wood Distributors	Beatty Park Café supplies	\$ 1,453.78
2161.7189-01	25/10/2017	Steann Pty Ltd	Collect & dispose of illegally dumped goods	\$ 660.00
2161.7335-01	25/10/2017	Canningvale Flooring Xtra	Supply and install carpet tiles - Royal Park Hall	\$ 13,745.60
2161.7382-01	25/10/2017	Turf Developments (WA) Pty Ltd	Turf replacement - various parks	\$ 21,494.72
2161.7388-01	25/10/2017	Vorgee Pty Ltd	Swim accessories for retail	\$ 1,840.30
2161.7431-01	25/10/2017	BM Perich	Street tree services	\$ 5,853.10
2161.7445-01	25/10/2017	Scott Print	Printing services	\$ 503.80
2161.7477-01	25/10/2017	Expo Group	Printing services	\$ 317.90
2161.7480-01	25/10/2017	F Sauzier	Reimbursement of expenses - catering for various events	\$ 517.86
2161.7481-01	25/10/2017	Regents Commercial	Rent and variable outgoings - Barlee Street car park	\$ 11,799.51
2161.7505-01	25/10/2017	Imagesource	Printing services	\$ 1,804.00
2161.7593-01	25/10/2017	Yoshino Sushi	Beatty Park Café supplies	\$ 306.90
2161.7605-01	25/10/2017	Centropak	Beatty Park Cafe supplies	\$ 2,176.00
2161.7612-01	25/10/2017	Crimea Growers Market	Beatty Park Café supplies	\$ 1,428.54
2161.7654-01	25/10/2017	Worldwide Printing Solutions East Perth	Printing services	\$ 1,782.00
2161.7705-01	25/10/2017	D B Chenik and G Bentley	Heritage assistance fund	\$ 1,013.00
2161.7777-01	25/10/2017	Daniela Toffali	Fitness instructor fees	\$ 284.00
2161.7799-01	25/10/2017	Bent Logic	RFID card supplies	\$ 2,502.50
2161.7816-01	25/10/2017	Beilby Corporation	Advertising service	\$ 3,773.00
2161.7818-01	25/10/2017	The Pest Guys	Pest control services	\$ 1,097.36
2161.7886-01	25/10/2017	North Perth Community Garden Inc.	Community funding donation	\$ 450.00
2161.7906-01	25/10/2017	Price Consulting Group Pty Ltd	HR consulting services - CEO performance review	\$ 3,583.80
2161.7950-01	25/10/2017	Rawlicious Delights	Beatty Park Café supplies	\$ 254.10
2161.7955-01	25/10/2017	Synergy	Electricity charges	\$ 3,095.00

Creditor	Date	Payee	Description	Amount
2161.7959-01	25/10/2017	Rosemount Hotel	Catering services	\$ 70.00
2161.8009-01	25/10/2017	Marketforce Express Pty Ltd	Advertising services	\$ 10,360.46
2161.8040-01	25/10/2017	Wilson Security	Security services	\$ 71.50
2161.8108-01	25/10/2017	Leo Heaney Pty Ltd	Street tree services	\$ 53,649.30
2161.8118-01	25/10/2017	Vendpro Vending Services	Vending machine hire	\$ 235.40
2161.8180-01	25/10/2017	Pedaling Beans	Supply of coffee - Ride to Work Breakfast	\$ 316.00
2161.8317-01	25/10/2017	J O'Keefe	Refund of nomination bond	\$ 80.00
2161.8318-01	25/10/2017	Spirit Gymsports	Kidsport vouchers	\$ 330.00
2161.8352-01	25/10/2017	Designworks Clothing Co Pty Ltd	Yoga mats for resale	\$ 217.14
2161.8383-01	25/10/2017	Roadline Removal	Line marking removal services	\$ 1,361.25
2161.8398-01	25/10/2017	Jean-Paul Barbier	Fitness instructor fees	\$ 238.00
2161.8423-01	25/10/2017	Organic Websites	Subscription	\$ 231.00
2161.8493-01	25/10/2017	Bike Dr Cycle Services Pty Ltd	Popup Bike Dr session	\$ 3,451.00
2161.8498-01	25/10/2017	Wheelers Books	Library books	\$ 309.33
2161.8510-01	25/10/2017	Brittany M King	Fitness instructor fees	\$ 55.00
2161.8515-01	25/10/2017	Institute of Public Administration Australia WA	Staff training course	\$ 550.00
2161.8519-01	25/10/2017	Non Organic Disposals	Rubbish tipping	\$ 5,837.60
2161.8520-01	25/10/2017	Transition Town Vincent	Compost & worm farming workshops	\$ 500.00
2161.8527-01	25/10/2017	Shanthi Bhavana Meditation & Yoga	Fitness instructor fees	\$ 89.10
2161.8547-01	25/10/2017	AWB Building Co.	Plumbing and painting services - various locations	\$ 40,669.37
2161.8576-01	25/10/2017	Work Metrics Pty Ltd	Online inductions	\$ 110.00
2161.8586-01	25/10/2017	Tree Amigos	Street trees & parks pruning/removal	\$ 5,192.88
2161.8593-01	25/10/2017	Colleagues Nagels	Integrated transferable parking permits	\$ 3,744.25
2161.8613-01	25/10/2017	Imperial Calisthenic College	Kidsport vouchers	\$ 400.00
2161.8620-01	25/10/2017	Boyan Electrical Services	Electrical services - various locations	\$ 18,843.15
2161.8628-01	25/10/2017	AV Trucks Services Pty Ltd	Truck repairs	\$ 384.07
2161.8631-01	25/10/2017	West Perth Glass	Bus shelter repairs - various locations	\$ 3,998.50
2161.8646-01	25/10/2017	Apollo Plumbing and Gas Pty Ltd	Plumbing services	\$ 300.00
2161.8649-01	25/10/2017	Club 55 Travel	Bus hire - seniors outing	\$ 1,917.50
2161.8672-01	25/10/2017	Brownes Food Operations Pty Ltd	Beatty Park Café supplies	\$ 1,487.98
2161.8684-01	25/10/2017	Ip Khalsa Pvt Ltd	Mail delivery service	\$ 86.66
2161.8698-01	25/10/2017	Empire Catering	Catering services	\$ 88.00
2161.8724-01	25/10/2017	Bamboo Catering	Catering services	\$ 1,606.88
2161.8737-01	25/10/2017	Unilever Australia Ltd	Beatty Park Café supplies	\$ 2,143.26
2161.8743-01	25/10/2017	Konica Minolta Business Solutions	Copy costs	\$ 1,372.68
2161.8744-01	25/10/2017	ZOHO Corporation Pvt Ltd	Licences	\$ 198.00
2161.8752-01	25/10/2017	Jackie Barron	Fitness instructor fees	\$ 227.54
2161.8757-01	25/10/2017	Suez Recycling & Recovery (Perth) Pty Ltd	Recycling services	\$ 90,997.85
2161.8763-01	25/10/2017	StrataGreen	Garden equipment and weedkiller supplies	\$ 2,159.18

Creditor	Date	Payee	Description	Amount
2161.8793-01	25/10/2017	Nightlife Music Pty Ltd	Crowd DJ	\$ 553.30
2161.8808-01	25/10/2017	Cr J Hallett	Refund of nomination bond	\$ 80.00
2161.8809-01	25/10/2017	Safari Building Products	Concrete tool supplies	\$ 469.92
2161.8820-01	25/10/2017	Inhouse Group Pty Ltd	Trendwise visitor analytics	\$ 999.96
2161.8833-01	25/10/2017	Noma Pty Ltd	Design advisory fees	\$ 440.00
2161.8834-01	25/10/2017	SIA Architects Pty Ltd	Design advisory fees	\$ 1,925.00
2161.8845-01	25/10/2017	Gymcare	Refurbishment of Beatty Park gym equipment	\$ 60,580.25
2161.8854-01	25/10/2017	Tyres 4U Pty Ltd	Tyre replacements and maintenance	\$ 1,332.67
2161.8878-01	25/10/2017	Cirrus Networks	Cisco licences and upgrades	\$ 4,725.16
2161.8890-01	25/10/2017	Vigilant Traffic Management	Traffic management services	\$ 15,698.25
2161.8899-01	25/10/2017	SJR Civil Consulting Pty Ltd	Administration and management cover	\$ 3,872.00
2161.8915-01	25/10/2017	Metal Artwork Creations	Name badges	\$ 88.00
2161.8922-01	25/10/2017	Hill Top Group Pty Ltd	Supply & install flooring at Highgate Child Health Centre	\$ 16,667.89
2161.8938-01	25/10/2017	Atmos Foods Pty Ltd	Beatty Park Café supplies	\$ 237.60
2161.8944-01	25/10/2017	RSA Signs Pty Ltd	Sign supplies	\$ 705.76
2161.8959-01	25/10/2017	KP Electric (Australia) Pty Ltd	Electrical services - various locations	\$ 1,510.87
2161.8960-01	25/10/2017	Hanes Brands Inc.	Apparel for retail	\$ 59.84
2161.8972-01	25/10/2017	Nao Williams	Fitness instructor fees	\$ 500.00
2161.8976-01	25/10/2017	Stott Hoare	Monitor supplies	\$ 2,480.50
2161.8994-01	25/10/2017	Discus on Demand	Flyers for dog registration	\$ 157.99
2161.8996-01	25/10/2017	West Australian Music Industry Association Inc	WAM Festival sponsorship 2017	\$ 5,500.00
2161.8997-01	25/10/2017	Fiona Oakshott	Fitness classes	\$ 113.68
2161.9001-01	25/10/2017	Cleanflow Environmental Solutions	Pressure jet cleaning services	\$ 1,022.45
2161.9004-01	25/10/2017	UWA Paediatric Exercise Program	Kidsport voucher	\$ 220.00
2161.9005-01	25/10/2017	Northern City Football Club	Kidsport vouchers	\$ 800.00
2161.9006-01	25/10/2017	Bickiboo Designs	Ribbon for Pride WA stall	\$ 221.00
2161.9009-01	25/10/2017	Event Artillery	Mayor's Christmas event - hire of tables and chairs	\$ 637.35
2161.9015-01	25/10/2017	Property Valuation & Advisory (WA) Pty Ltd	Property valuations	\$ 3,300.00
2161.9022-01	25/10/2017	McLernons	Office furniture	\$ 1,533.00
2162.98000-01	02/11/2017	Australian Taxation Office	Payroll deduction	\$ 163,088.00
2163.2020-01	02/11/2017	Australian Services Union	Payroll deduction	\$ 302.06
2163.2045-01	02/11/2017	Child Support Agency	Payroll deduction	\$ 931.24
2163.2153-01	02/11/2017	L.G.R.C.E.U.	Payroll deduction	\$ 20.50
2163.2213-01	02/11/2017	City of Vincent	Payroll deduction	\$ 992.86
2163.2216-01	02/11/2017	City of Vincent Staff Social Club	Payroll deduction	\$ 448.00
2163.3133-01	02/11/2017	Depot Social Club	Payroll deduction	\$ 84.00
2163.6156-01	02/11/2017	Health Insurance Fund of WA	Payroll deduction	\$ 419.05
2163.8120-01	02/11/2017	Selectus Employee Benefits Pty Ltd	Payroll deduction	\$ 852.02
2164.2008-01	02/11/2017	Alinta Energy	Electricity and gas charges	\$ 36.00

Creditor	Date	Payee	Description	Amount
2164.2120-01	02/11/2017	LO-GO Appointments	Temporary staff	\$ 7,385.68
2164.2136-01	02/11/2017	Mindarie Regional Council	Non processable waste	\$ 7,269.37
2164.2204-01	02/11/2017	Telstra Corporation Ltd	Telephone and internet charges	\$ 358.50
2164.2232-01	02/11/2017	Walshy All Round Tradesman	Parks and Reserves repairs and maintenance	\$ 955.90
2164.2234-01	02/11/2017	Water Corporation	Water charges	\$ 15,118.75
2164.3001-01	02/11/2017	Hays Specialist Recruitment (Australia) Pty Ltd	Temporary staff	\$ 2,608.46
2164.4418-01	02/11/2017	West-Sure Group Pty Ltd	Cash collection services	\$ 5,766.26
2164.4768-01	02/11/2017	Optus Billing Services Pty Ltd	Telephone and internet charges	\$ 17.60
2164.5764-01	02/11/2017	Graffiti Force	Graffiti removal services	\$ 418.00
2164.6903-01	02/11/2017	APARC Pty Ltd	Parking meter maintenance	\$ 71,610.00
2164.7955-01	02/11/2017	Synergy	Electricity charges	\$ 4,979.45
2164.8009-01	02/11/2017	Marketforce Express Pty Ltd	Advertising services	\$ 1,176.32
2164.8364-01	02/11/2017	Complete Aquatic Services	Monthly HVAC service	\$ 2,882.00
2164.8369-01	02/11/2017	Technology One Ltd	GIS consulting services	\$ 5,324.00
2164.8890-01	02/11/2017	Vigilant Traffic Management	Traffic management services	\$ 11,130.37
2164.8940-01	02/11/2017	Global Industrial	Shelving and storage for trailers	\$ 726.66
2164.8974-01	02/11/2017	GTA Consultants (WA) Pty Ltd	Consultancy - analysis of Vincent/Oxford St intersection	\$ 3,991.42
2165.6524-01	07/11/2017	Cr J Topelberg	Council meeting fee	\$ 1,916.66
2165.7143-01	07/11/2017	Cr R Harley	Council meeting fee	\$ 1,916.66
2165.7862-01	07/11/2017	Mayor E Cole	Council meeting fee	\$ 7,797.33
2165.8435-01	07/11/2017	Cr D Loden	Council meeting fee	\$ 1,916.66
2165.8438-01	07/11/2017	Cr S Gontaszewski	Council meeting fee	\$ 3,223.49
2165.8449-01	07/11/2017	Cr J Murphy	Council meeting fee	\$ 1,916.66
2165.8808-01	07/11/2017	Cr J Hallett	Council meeting fee	\$ 1,916.66
2165.9018-01	07/11/2017	Cr A Castle	Council meeting fee	\$ 2,534.94
2165.9018-01	07/11/2017	Cr A Castle	Information and communication technology allowance	\$ 1,750.00
2165.9019-01	07/11/2017	Cr J Fotakis	Council meeting fee	\$ 2,534.94
2165.9019-01	07/11/2017	Cr J Fotakis	Information and communication technology allowance	\$ 1,750.00
2166.3345-01	07/11/2017	LGIS Liability	Liability insurance - 2nd instalment	\$ 117,549.80
2166.3346-01	07/11/2017	LGIS Workcare	Workcare insurance - 2nd instalment	\$ 108,545.82
2166.3347-01	07/11/2017	LGIS Property	Property insurance - 2nd instalment	\$ 68,406.66
2167.2007-01	08/11/2017	Aline Brick Paving	Brick paving services	\$ 1,705.00
2167.2008-01	08/11/2017	Alinta Energy	Electricity and gas charges - Admin and BPLC	\$ 8,670.52
2167.2029-01	08/11/2017	Bunnings Building Supplies	Hardware supplies	\$ 888.05
2167.2033-01	08/11/2017	BOC Gases Australia Limited	Oxygen supplies	\$ 1,188.48
2167.2049-01	08/11/2017	City Of Perth	BA/DA archive retrievals	\$ 257.22
2167.2051-01	08/11/2017	Cleansweep (WA) Pty Ltd	Hire of road sweepers	\$ 594.00
2167.2072-01	08/11/2017	Landgate	Gross rental valuations	\$ 265.34
2167.2074-01	08/11/2017	Dickies Tree Service	Tree lopping services	\$ 2,002.00

Creditor	Date	Payee	Description	Amount
2167.2085-01	08/11/2017	Farinosi & Sons Pty Ltd	Hardware supplies	\$ 45.20
2167.2106-01	08/11/2017	Programmed Integrated Workforce Ltd	Temporary staff	\$ 3,109.84
2167.2119-01	08/11/2017	Line Marking Specialists	Line marking services	\$ 1,870.00
2167.2122-01	08/11/2017	Bucher Municipal Pty Ltd	Plant repairs and maintenance	\$ 359.10
2167.2126-01	08/11/2017	Mayday Earthmoving	Mini excavator hire	\$ 8,734.00
2167.2136-01	08/11/2017	Mindarie Regional Council	Non processable waste	\$ 15,666.09
2167.2188-01	08/11/2017	Running Bare Australia Pty Ltd	Apparel for retail	\$ 4,974.75
2167.2189-01	08/11/2017	SAS Locksmiths	Key cutting and lock maintenance service	\$ 436.50
2167.2192-01	08/11/2017	Sigma Chemicals	Pool chemicals	\$ 8,749.92
2167.2195-01	08/11/2017	Civica Pty Limited	Training - online animal renewals	\$ 1,185.25
2167.2199-01	08/11/2017	Speedo Australia Pty Ltd	Apparel for retail	\$ 6,578.00
2167.2203-01	08/11/2017	Tabata Australia Pty Ltd	Apparel for retail	\$ 267.20
2167.2204-01	08/11/2017	Telstra Corporation Ltd	Telephone and internet charges	\$ 1,299.25
2167.3001-01	08/11/2017	Hays Specialist Recruitment (Australia) Pty Ltd	Temporary staff	\$ 10,832.06
2167.3013-01	08/11/2017	Bollinger & Co Pty Ltd	Service depot gates	\$ 179.00
2167.3030-01	08/11/2017	Rentokil Pest Control	Pest control services	\$ 1,831.24
2167.3040-01	08/11/2017	Shenton Enterprises Pty Ltd	Service of AIDS memorial fountain	\$ 1,138.50
2167.3057-01	08/11/2017	European Foods Wholesalers Pty Ltd.	Beatty Park Café supplies	\$ 2,210.75
2167.3091-01	08/11/2017	Sam's Repairs & Maintenance	Sign installation and maintenance	\$ 4,873.00
2167.3099-01	08/11/2017	Total Packaging WA Pty Ltd	Bin liner supplies	\$ 1,064.80
2167.3129-01	08/11/2017	Margaret River Agencies	Beverage supplies	\$ 264.00
2167.3137-01	08/11/2017	WALGA	Website redevelopment	\$ 4,906.00
2167.3161-01	08/11/2017	Enzed Perth & Enzed Wangara	Truck repairs	\$ 640.67
2167.3170-01	08/11/2017	Elliotts Irrigation Pty Ltd	Plumbing supplies	\$ 2,127.44
2167.3182-01	08/11/2017	P Cicanese	Reimbursement of expenses - parking	\$ 80.40
2167.3213-01	08/11/2017	Domus Nursery	Supply of plants	\$ 484.00
2167.3239-01	08/11/2017	Award Contracting Pty Ltd	Locating services	\$ 5,329.50
2167.3280-01	08/11/2017	Actimed Australia	Gym supplies	\$ 453.75
2167.3299-01	08/11/2017	Baileys Fertilisers	Soil wetter and fertiliser supplies	\$ 17,611.00
2167.3359-01	08/11/2017	Department of Mines, Industry Regulation and Safety	Levy collection	\$ 11,815.77
2167.3410-01	08/11/2017	Allmark and Associates Pty Ltd	Name plates	\$ 64.90
2167.3424-01	08/11/2017	Lynford Motors Pty Ltd Osborne Park	Vehicle service and repairs	\$ 808.95
2167.3492-01	08/11/2017	The West Australian Newspaper Ltd	Newspapers for resale	\$ 169.10
2167.3560-01	08/11/2017	Winc Australia Pty Ltd	Office supplies and consumables	\$ 2,372.06
2167.3613-01	08/11/2017	Donegan Enterprises Pty Ltd	Playground repairs and maintenance - various locations	\$ 7,381.00
2167.3662-01	08/11/2017	Western Resource Recovery Pty Ltd	Grease trap maintenance	\$ 128.70
2167.3750-01	08/11/2017	Primus Telecom	Telephone charges	\$ 32.08
2167.3757-01	08/11/2017	J & K Hopkins	Office furniture	\$ 239.00
2167.3929-01	08/11/2017	Chittering Valley Worm Farm	Worms and castings	\$ 1,155.00

Creditor	Date	Payee	Description	Amount
2167.4017-01	08/11/2017	Trisley's Hydraulic Services Pty Ltd	Pool service and maintenance	\$ 11,685.60
2167.4156-01	08/11/2017	Wanneroo Plant Farm	Supply of plants	\$ 220.00
2167.4161-01	08/11/2017	Instant Windscreens	Windscreen repairs	\$ 110.00
2167.4210-01	08/11/2017	Beaver Tree Services	Street trees & parks pruning/removal	\$ 15,046.90
2167.4214-01	08/11/2017	Kerbing West	Kerbing services - various locations	\$ 16,263.78
2167.4367-01	08/11/2017	Academy Services WA Pty Ltd	Cleaning services and washroom consumables	\$ 3,922.12
2167.4418-01	08/11/2017	West-Sure Group Pty Ltd	Cash collection services	\$ 1,598.85
2167.4447-01	08/11/2017	Blackwoods Atkins	PPE, hardware and hand cleaner supplies	\$ 841.30
2167.4493-01	08/11/2017	Tom Lawton - Bobcat Hire	Bobcat hire	\$ 4,425.30
2167.4523-01	08/11/2017	SAI Global Limited	Supply of Australian standards	\$ 4,003.34
2167.4627-01	08/11/2017	Flexi Staff Pty Ltd	Temporary staff	\$ 8,162.97
2167.4768-01	08/11/2017	Optus Billing Services Pty Ltd	Handset	\$ 286.00
2167.4872-01	08/11/2017	Parkonsult Pty Ltd	Daily checks and minor maintenance	\$ 3,674.74
2167.4889-01	08/11/2017	Officeworks Superstores Pty Ltd	Paper supplies	\$ 499.00
2167.4971-01	08/11/2017	Totally Workwear	Uniform supplies	\$ 3,883.79
2167.5041-01	08/11/2017	Alsco Pty Ltd	Mat supplies	\$ 576.14
2167.5083-01	08/11/2017	Discus Digital Print	Printing services	\$ 55.00
2167.5084-01	08/11/2017	ATF Services Pty Ltd	Security fence	\$ 144.21
2167.5107-01	08/11/2017	Earlybirds Playgroup Inc	Subsidy - Community budget bid	\$ 10,000.00
2167.5193-01	08/11/2017	Protector Fire Services Pty Ltd	Quarterly fire equipment service - BPLC	\$ 6,047.25
2167.5294-01	08/11/2017	A Team Printing	Printing services	\$ 936.10
2167.5301-01	08/11/2017	Kott Gunning	Employment, prosecution and general protection advice	\$ 18,879.50
2167.5424-01	08/11/2017	T-Quip	Bearings	\$ 72.00
2167.5474-01	08/11/2017	Tow-Safe Pty Ltd	Trailer parts	\$ 217.00
2167.5500-01	08/11/2017	Workwear Group Pty Ltd	Uniform supplies	\$ 4,007.75
2167.5538-01	08/11/2017	Frediani Milk Wholesalers	Milk supplies	\$ 431.35
2167.5674-01	08/11/2017	PowerVac Pty Ltd	Service of cleaning equipment - BPLC	\$ 5,773.00
2167.5700-01	08/11/2017	Jack Lockers	Locker hire - Beatty Park Leisure Centre	\$ 1,185.00
2167.5898-01	08/11/2017	Replants.com Pty Ltd	Supply of grass trees	\$ 500.00
2167.5936-01	08/11/2017	Outsource Business Support Solutions Pty Ltd	Technical support to Authority system	\$ 2,310.00
2167.6009-01	08/11/2017	ZIP Heaters Aust Pty Ltd	Supply & install hydro tap	\$ 4,462.56
2167.6072-01	08/11/2017	PFD Food Services Pty Ltd	Beatty Park Café supplies	\$ 3,395.95
2167.6218-01	08/11/2017	Devco Builders	Small maintenance and repairs - various locations	\$ 5,907.00
2167.6258-01	08/11/2017	Sanderson's Outdoor Power Equipment	Plant repairs	\$ 901.00
2167.6259-01	08/11/2017	Australian HVAC Services Pty Ltd	Airconditioning maintenance & repairs - various locations	\$ 9,499.46
2167.6307-01	08/11/2017	Dulux Australia	Paint supplies	\$ 449.86
2167.6375-01	08/11/2017	KP Bardon	Reimbursement of expenses - recognition awards	\$ 100.00
2167.6383-01	08/11/2017	WC Convenience Management Pty Ltd	Maintenance exelooos	\$ 3,992.44
2167.6390-01	08/11/2017	Eric Hood Pty Ltd	Painting services	\$ 1,507.00

Creditor	Date	Payee	Description	Amount
2167.6455-01	08/11/2017	The BBQ Man	Bin and pressure cleaning services	\$ 1,149.50
2167.6501-01	08/11/2017	Shop for Shops	Retail carry bags and lost property tags	\$ 123.20
2167.6551-01	08/11/2017	iSUBSCRIBE Pty Ltd	Library magazine subscriptions	\$ 532.70
2167.6712-01	08/11/2017	Joe Crisafio Kia	Vehicle services and repairs	\$ 972.00
2167.6881-01	08/11/2017	Bridgestone Select West Perth/Osborne Park	Vehicle services & repairs	\$ 325.80
2167.6903-01	08/11/2017	APARC Pty Ltd	CMS licensing fees; parking meter maintenance	\$ 25,481.42
2167.7003-01	08/11/2017	Sonic HealthPlus Pty Ltd	Pre employment medicals	\$ 297.00
2167.7118-01	08/11/2017	C Wood Distributors	Beatty Park Café supplies	\$ 1,157.86
2167.7227-01	08/11/2017	EJ Australia Pty Ltd	Gully grate supplies	\$ 1,941.50
2167.7382-01	08/11/2017	Turf Developments (WA) Pty Ltd	Turf services	\$ 2,782.45
2167.7399-01	08/11/2017	Briskleen Supplies Pty Ltd	Toiletry and cleaning products; sanipod service	\$ 3,553.02
2167.7431-01	08/11/2017	BM Perich	Street tree services	\$ 5,853.10
2167.7477-01	08/11/2017	Expo Group	Printing services	\$ 4,038.10
2167.7505-01	08/11/2017	Imagesource	Printing services	\$ 891.00
2167.7572-01	08/11/2017	Compu-Stor	Records digitisation and off-site storage	\$ 326.70
2167.7593-01	08/11/2017	Yoshino Sushi	Beatty Park Café supplies	\$ 130.02
2167.7605-01	08/11/2017	Centropak	Beatty Park Café supplies	\$ 921.45
2167.7608-01	08/11/2017	Pride WA Inc	Sponsorship - Pride WA 2017	\$ 11,000.00
2167.7612-01	08/11/2017	Crimea Growers Market	Beatty Park Café supplies	\$ 1,059.30
2167.7657-01	08/11/2017	Shape Design	Graphic design service	\$ 1,549.63
2167.7664-01	08/11/2017	Raymond Sleeman	Fitness instructor fees	\$ 454.72
2167.7717-01	08/11/2017	Jomar Contracting	Pedestrian fencing repairs	\$ 2,799.50
2167.7733-01	08/11/2017	Acurix Networks Pty Ltd	Public Wi Fi service - various locations	\$ 2,319.90
2167.7792-01	08/11/2017	Rainbird Australia Pty Ltd	Central control irrigation system plan	\$ 4,614.50
2167.7818-01	08/11/2017	The Pest Guys	Pest control services	\$ 1,396.91
2167.7886-01	08/11/2017	North Perth Community Garden Inc.	Community precinct group annual grant	\$ 316.00
2167.7921-01	08/11/2017	Offspring Magazine Pty Ltd	Advertising	\$ 1,430.00
2167.7946-01	08/11/2017	Connect Security Systems	Security camera repairs	\$ 1,429.73
2167.7950-01	08/11/2017	Rawlicious Delights	Beatty Park Café supplies	\$ 127.05
2167.7955-01	08/11/2017	Synergy	Electricity charges	\$ 71,454.05
2167.7961-01	08/11/2017	Spider Waste Collection Services Pty Ltd	Mattress collection services	\$ 1,316.70
2167.7967-01	08/11/2017	CS Legal	Debt recovery services	\$ 69.30
2167.8009-01	08/11/2017	Marketforce Express Pty Ltd	Advertising and graphic design service	\$ 8,088.82
2167.8040-01	08/11/2017	Wilson Security	Security services	\$ 412.50
2167.8108-01	08/11/2017	Leo Heaney Pty Ltd	Street tree services	\$ 16,375.04
2167.8111-01	08/11/2017	SimplePay Solutions Pty Ltd	Credit card transactions	\$ 8,064.38
2167.8118-01	08/11/2017	Vendpro Vending Services	Vending machine hire	\$ 235.40
2167.8120-01	08/11/2017	Selectus Employee Benefits Pty Ltd	Payroll deduction	\$ 73.74
2167.8144-01	08/11/2017	Julie Armstrong	Fitness instructor fees	\$ 495.00

Creditor	Date	Payee	Description	Amount
2167.8161-01	08/11/2017	North Perth Business & Community Association Inc.	Sponsorship - 6006 In The Park festival	\$ 38,500.00
2167.8283-01	08/11/2017	Lakeside Mowers & Motorcycles	Mowing equipment supplies	\$ 175.00
2167.8294-01	08/11/2017	Tunnel Vision	CCTV drain inspection	\$ 693.00
2167.8307-01	08/11/2017	MessageMedia	SMS integrating for Phoenix	\$ 194.43
2167.8364-01	08/11/2017	Complete Aquatic Services	Monthly HVAC service	\$ 2,882.00
2167.8369-01	08/11/2017	Technology One Ltd	GIS consulting services	\$ 3,608.00
2167.8399-01	08/11/2017	Barking Wolf	Imagine Vincent filming	\$ 7,415.59
2167.8403-01	08/11/2017	Challenge Chemicals Australia	Cleaning supplies	\$ 648.73
2167.8420-01	08/11/2017	Corsign WA Pty Ltd	Supply of bollards	\$ 792.00
2167.8425-01	08/11/2017	Paceway Osborne Park	Vehicle services and repairs	\$ 917.75
2167.8433-01	08/11/2017	See Clearly Now Pty Ltd	Staff training	\$ 2,915.00
2167.8465-01	08/11/2017	Risk Management Technologies Pty Ltd	Subscription - ChemAlert	\$ 2,622.40
2167.8489-01	08/11/2017	Capic	Water treatment services	\$ 211.20
2167.8498-01	08/11/2017	Wheelers Books	Library books	\$ 292.58
2167.8547-01	08/11/2017	AWB Building Co.	Plumbing services - various locations	\$ 11,799.58
2167.8576-01	08/11/2017	Work Metrics Pty Ltd	Online inductions	\$ 110.00
2167.8586-01	08/11/2017	Tree Amigos	Arboricultural services	\$ 5,463.15
2167.8593-01	08/11/2017	Colleagues Nagels	Integrated transferable parking permits	\$ 353.98
2167.8620-01	08/11/2017	Boyan Electrical Services	Electrical services - various locations	\$ 12,808.36
2167.8626-01	08/11/2017	The Black Mountains Art	Painting services	\$ 150.00
2167.8627-01	08/11/2017	Central Regional Tafe	Staff training	\$ 541.14
2167.8631-01	08/11/2017	West Perth Glass	Bus shelter repairs - various locations	\$ 4,229.50
2167.8646-01	08/11/2017	Apollo Plumbing and Gas Pty Ltd	Plumbing services	\$ 1,600.00
2167.8647-01	08/11/2017	Ron Gardner	Cleaning of box guttering	\$ 440.00
2167.8665-01	08/11/2017	Zumba Fitness Patricia Rojo	Fitness instructor fees	\$ 540.00
2167.8671-01	08/11/2017	Design Right	Architectural fees - various locations	\$ 6,358.00
2167.8672-01	08/11/2017	Brownes Food Operations Pty Ltd	Beatty Park Café supplies	\$ 1,044.60
2167.8737-01	08/11/2017	Unilever Australia Ltd	Beatty Park Café supplies	\$ 968.61
2167.8743-01	08/11/2017	Konica Minolta Business Solutions	Copy costs	\$ 846.56
2167.8752-01	08/11/2017	Jackie Barron	Fitness instructor fees	\$ 56.84
2167.8758-01	08/11/2017	P Di Perna	Reimbursement of expenses - parking and fuel	\$ 125.00
2167.8763-01	08/11/2017	StrataGreen	Tree guard supplies	\$ 1,698.74
2167.8797-01	08/11/2017	Fit 4 Business WA	Consultancy - sales and membership retention review	\$ 330.00
2167.8810-01	08/11/2017	Australia Post	Postage charges	\$ 15,464.32
2167.8820-01	08/11/2017	Inhouse Group Pty Ltd	Trendwise visitor analytics	\$ 499.98
2167.8829-01	08/11/2017	InterStream Pty Ltd	Webcast and hosting service	\$ 1,386.00
2167.8834-01	08/11/2017	SIA Architects Pty Ltd	Design advisory fees	\$ 825.00
2167.8841-01	08/11/2017	Edgefield Projects	Design advisory fees	\$ 660.00
2167.8845-01	08/11/2017	Gymcare	Gym equipment repairs and maintenance	\$ 239.93

Creditor	Date	Payee	Description	Amount
2167.8895-01	08/11/2017	Braestone Pty Ltd	Business systems review	\$ 2,062.51
2167.8915-01	08/11/2017	Metal Artwork Creations	Name badges	\$ 86.30
2167.8946-01	08/11/2017	Market Creations	Website design and development	\$ 1,430.00
2167.8951-01	08/11/2017	Source Separation Systems Pty Ltd	Compostable bin liners for café	\$ 110.63
2167.8954-01	08/11/2017	M.A. Lalli & Associates	Building structure rectification	\$ 275.00
2167.8959-01	08/11/2017	KP Electric (Australia) Pty Ltd	Electrical services - various locations	\$ 938.53
2167.8976-01	08/11/2017	Stott Hoare	Computer hard drives	\$ 2,790.70
2167.8991-01	08/11/2017	Securus	Security services	\$ 350.00
2167.8995-01	08/11/2017	Neto Graphics	Van signage	\$ 1,078.00
2167.9012-01	08/11/2017	Fieldey Art	Painting of mural - 50% deposit	\$ 1,190.00
2167.9015-01	08/11/2017	Property Valuation & Advisory (WA) Pty Ltd	Property valuations	\$ 1,650.00
2167.9016-01	08/11/2017	CM Promotions	Sunscreen supplies	\$ 306.00
2167.9017-01	08/11/2017	Lucija Shearwood	Fitness instructor fees	\$ 60.00
2168.98000-01	15/11/2017	Australian Taxation Office	Payroll deduction	\$ 167,358.00
2172.2019-01	16/11/2017	Australia Post (Agency Commission)	Commission charges	\$ 1,154.40
2172.2120-01	16/11/2017	LO-GO Appointments	Temporary staff	\$ 5,620.00
2172.2136-01	16/11/2017	Mindarie Regional Council	Processable waste	\$ 47,576.30
2172.2204-01	16/11/2017	Telstra Corporation Ltd	Telephone and internet charges	\$ 38.50
2172.2234-01	16/11/2017	Water Corporation	Water charges	\$ 8,567.90
2172.3144-01	16/11/2017	Caltex Australia Petroleum Pty Ltd	Fuel and oils	\$ 28,629.47
2172.3345-01	16/11/2017	LGIS Liability	Excess fee	\$ 2,191.20
2172.6743-01	16/11/2017	Elizabeth Richards School Supplies Pty Ltd	Library supplies	\$ 8.80
2172.7087-01	16/11/2017	Hans Andresen	Repair of street banners	\$ 374.00
2172.7955-01	16/11/2017	Synergy	Electricity charges	\$ 2,100.90
2172.8009-01	16/11/2017	Marketforce Express Pty Ltd	Advertising and graphic design service	\$ 343.88
2173.2008-01	22/11/2017	Alinta Energy	Electricity and gas charges - various locations	\$ 39,043.17
2173.2049-01	22/11/2017	City Of Perth	Rubbish and cardboard collection	\$ 2,666.18
2173.2051-01	22/11/2017	Cleansweep (WA) Pty Ltd	Hire of road sweepers	\$ 1,286.56
2173.2066-01	22/11/2017	D Morrissy	Reimbursement of expenses - Christmas decorations	\$ 170.50
2173.2072-01	22/11/2017	Landgate	Aerial imagery extraction	\$ 651.20
2173.2074-01	22/11/2017	Dickies Tree Service	Tree lopping services	\$ 12,017.00
2173.2105-01	22/11/2017	Inner City Newsagency	Newspaper delivery	\$ 107.88
2173.2106-01	22/11/2017	Programmed Integrated Workforce Ltd	Temporary staff	\$ 1,590.49
2173.2119-01	22/11/2017	Line Marking Specialists	Line marking services	\$ 6,667.98
2173.2120-01	22/11/2017	LO-GO Appointments	Temporary staff	\$ 1,981.00
2173.2122-01	22/11/2017	Bucher Municipal Pty Ltd	Plant repairs and maintenance	\$ 675.90
2173.2123-01	22/11/2017	Major Motors Pty Ltd	Truck repairs	\$ 1,272.66
2173.2126-01	22/11/2017	Mayday Earthmoving	Mini excavator hire	\$ 726.00
2173.2136-01	22/11/2017	Mindarie Regional Council	Processable and non processable waste	\$ 89,764.71

Creditor	Date	Payee	Description	Amount
2173.2189-01	22/11/2017	SAS Locksmiths	Key cutting and lock maintenance service	\$ 54.00
2173.2195-01	22/11/2017	Civica Pty Limited	Licence renewal - online applications	\$ 3,531.89
2173.2199-01	22/11/2017	Speedo Australia Pty Ltd	Apparel for retail	\$ 12,334.85
2173.3091-01	22/11/2017	Sam's Repairs & Maintenance	Sign installation and maintenance	\$ 2,673.00
2173.3110-01	22/11/2017	Depiazzi	Woodchips	\$ 4,491.19
2173.3146-01	22/11/2017	K.S. Black (WA) Pty Ltd	Bore maintenance and development	\$ 15,120.60
2173.3156-01	22/11/2017	Australian Plant Wholesalers	Supply of plants	\$ 567.60
2173.3170-01	22/11/2017	Elliotts Irrigation Pty Ltd	Reticulation repairs and maintenance	\$ 2,560.52
2173.3235-01	22/11/2017	My Best Friend Veterinary Centre	Vet services	\$ 1,582.89
2173.3239-01	22/11/2017	Award Contracting Pty Ltd	Locating services	\$ 4,807.00
2173.3246-01	22/11/2017	Ellenby Tree Farm Pty Ltd	Supply of plants and trees	\$ 203.50
2173.3299-01	22/11/2017	Baileys Fertilisers	Fertiliser supplies	\$ 6,295.31
2173.3315-01	22/11/2017	RPG Auto Electrics	Plant repairs	\$ 2,971.38
2173.3410-01	22/11/2017	Allmark and Associates Pty Ltd	Name plates	\$ 93.50
2173.3424-01	22/11/2017	Lynford Motors Pty Ltd Osborne Park	Vehicle services and repairs	\$ 51.90
2173.3511-01	22/11/2017	City of Stirling	Green waste tipping fees	\$ 650.70
2173.3613-01	22/11/2017	Donegan Enterprises Pty Ltd	Playground repairs and maintenance - various locations	\$ 2,189.00
2173.3757-01	22/11/2017	J & K Hopkins	Office furniture supply	\$ 907.00
2173.3897-01	22/11/2017	Komatsu Australia Pty Ltd	Plant repairs and service	\$ 2,847.89
2173.4103-01	22/11/2017	Asphaltech Pty Ltd	Asphalt supplies	\$ 1,652.94
2173.4210-01	22/11/2017	Beaver Tree Services	Street trees & parks pruning/removal	\$ 28,978.40
2173.4214-01	22/11/2017	Kerbing West	Kerbing services	\$ 29,776.51
2173.4221-01	22/11/2017	Suez Recycling & Recovery Pty Ltd	Waste collection	\$ 1,479.65
2173.4283-01	22/11/2017	Glenn Swift Entertainment	Story telling event	\$ 330.00
2173.4319-01	22/11/2017	Canon - Oce-Australia Pty Ltd	Ink supplies	\$ 457.14
2173.4367-01	22/11/2017	Academy Services WA Pty Ltd	Additional cleaning services	\$ 1,174.25
2173.4447-01	22/11/2017	Blackwoods Atkins	Wheelbarrows, PPE and hardware supplies	\$ 2,209.79
2173.4486-01	22/11/2017	J Fondacaro	Reimbursement of expenses - service call	\$ 29.20
2173.4627-01	22/11/2017	Flexi Staff Pty Ltd	Temporary staff	\$ 2,270.73
2173.4637-01	22/11/2017	Multi Mix Concrete Pty Ltd	Concrete supplies	\$ 858.00
2173.4749-01	22/11/2017	Picton Press	Printing services	\$ 104.01
2173.4768-01	22/11/2017	Optus Billing Services Pty Ltd	Telephone and internet charges	\$ 12,560.94
2173.5061-01	22/11/2017	Seaview Orthotics	Litter grabbers	\$ 1,168.50
2173.5079-01	22/11/2017	Statewide Oil Distributors	Oil supplies	\$ 1,257.37
2173.5080-01	22/11/2017	Repco Auto Parts	Parts supplies	\$ 69.95
2173.5301-01	22/11/2017	Kott Gunning	Prosecution advice	\$ 692.34
2173.5316-01	22/11/2017	McLeods Barristers & Solicitors	Legal services	\$ 9,995.13
2173.6139-01	22/11/2017	A-Flex Technology	Air pump and valves	\$ 390.50
2173.6184-01	22/11/2017	Data 3	Cisco maintenance contract	\$ 8,835.18

Creditor	Date	Payee	Description	Amount
2173.6211-01	22/11/2017	Fitness Australia	Registration renewal	\$ 750.00
2173.6259-01	22/11/2017	Australian HVAC Services Pty Ltd	Airconditioning maintenance & repairs - Mt Hawthorn CC	\$ 1,960.20
2173.6414-01	22/11/2017	EnvisionWare Pty Ltd	Additional licences	\$ 387.59
2173.6482-01	22/11/2017	Department of Transport	Vehicle ownership searches	\$ 6,512.40
2173.6551-01	22/11/2017	iSUBSCRIBE Pty Ltd	Library magazine subscriptions	\$ 567.80
2173.6712-01	22/11/2017	Joe Crisafio Kia	New vehicle purchases; services and repairs	\$ 41,114.70
2173.6815-01	22/11/2017	City Motors (1981) Pty Ltd	Vehicle services and repairs	\$ 167.28
2173.6881-01	22/11/2017	Bridgestone Select West Perth/Osborne Park	Vehicle services and repairs	\$ 230.00
2173.6903-01	22/11/2017	APARC Pty Ltd	Parking meter maintenance; software licensing for devices	\$ 46,854.50
2173.7189-01	22/11/2017	Steann Pty Ltd	Collect & dispose of illegally dumped goods & verge waste	\$ 17,908.00
2173.7343-01	22/11/2017	Sifting Sands	Sand cleaning services	\$ 1,643.24
2173.7359-01	22/11/2017	Leederville Camera House	Camera purchase	\$ 2,840.85
2173.7420-01	22/11/2017	Leederville Hotel (T/A Pent Pty Ltd)	Parking revenue distribution	\$ 32,749.63
2173.7477-01	22/11/2017	Expo Group	Printing services	\$ 764.50
2173.7481-01	22/11/2017	Regents Commercial	Rent and variable outgoings - Barlee Street car park	\$ 11,799.51
2173.7510-01	22/11/2017	Northsands Resources	Fill sand supplies	\$ 1,844.37
2173.7612-01	22/11/2017	Crimea Growers Market	Beatty Park Café supplies	\$ 906.91
2173.7924-01	22/11/2017	Alerton Australia	Computer servicing and maintenance	\$ 2,131.80
2173.7967-01	22/11/2017	CS Legal	Legal services	\$ 1,122.00
2173.7997-01	22/11/2017	Australia Wide First Aid	Staff first aid course	\$ 58.00
2173.8009-01	22/11/2017	Marketforce Express Pty Ltd	Advertising and graphic design service	\$ 9,857.91
2173.8111-01	22/11/2017	SimplePay Solutions Pty Ltd	Credit card transactions	\$ 8,310.23
2173.8263-01	22/11/2017	Amanzi Group Pty Ltd	Apparel for retail	\$ 2,878.70
2173.8274-01	22/11/2017	A Bargain Bin Service (GBB Services Pty Ltd)	Skip bin hire	\$ 1,720.00
2173.8335-01	22/11/2017	S E Hill	Reimbursement of expenses - garden competition	\$ 479.95
2173.8420-01	22/11/2017	Corsign WA Pty Ltd	Sign supplies	\$ 270.60
2173.8519-01	22/11/2017	Non Organic Disposals	Rubbish tipping	\$ 4,270.20
2173.8535-01	22/11/2017	Micktrics Pty Ltd	Hire and installation of lighting	\$ 949.30
2173.8593-01	22/11/2017	Colleagues Nagels	Infringement tickets; integrated transferable parking permits	\$ 5,428.40
2173.8627-01	22/11/2017	Central Regional Tafe	Staff training	\$ 541.14
2173.8637-01	22/11/2017	GC Sales (WA)	Bin supplies	\$ 2,288.00
2173.8672-01	22/11/2017	Brownes Food Operations Pty Ltd	Beatty Park Café supplies	\$ 506.36
2173.8684-01	22/11/2017	Ip Khalsa Pvt Ltd	Mail delivery service	\$ 86.66
2173.8743-01	22/11/2017	Konica Minolta Business Solutions	Copy costs	\$ 1,625.90
2173.8749-01	22/11/2017	Protonic Personal Training	Fitness instructor fees	\$ 45.00
2173.8763-01	22/11/2017	StrataGreen	Garden equipment supplies	\$ 702.87
2173.8765-01	22/11/2017	Bowden Tree Consultancy	Arboricultural services	\$ 1,144.00
2173.8798-01	22/11/2017	Shane McMaster Surveys	Surveying services	\$ 2,860.00
2173.8842-01	22/11/2017	Emerge Associates	Beatty Park drainage investigation	\$ 13,436.50

Creditor	Date	Payee	Description	Amount
2173.8868-01	22/11/2017	Poolwise Living	Maintenance - Hyde Park Water Playground	\$ 1,973.30
2173.8870-01	22/11/2017	Jessica Wyld Photography	Archived image retrieval fee	\$ 33.00
2173.8938-01	22/11/2017	Atmos Foods Pty Ltd	Beatty Park Café supplies	\$ 237.60
2173.8944-01	22/11/2017	RSA Signs Pty Ltd	Sign supplies	\$ 740.30
2173.8958-01	22/11/2017	G & A Lombardi	Trailer service and repairs	\$ 5,483.73
2173.8959-01	22/11/2017	KP Electric (Australia) Pty Ltd	Electrical services - various locations	\$ 869.92
2173.8964-01	22/11/2017	New Dimension Mechanical Services	Fridge repairs - BPLC	\$ 3,194.40
2173.8980-01	22/11/2017	Pro Crack Seal	Asphalt sealing services	\$ 756.25
2173.9003-01	22/11/2017	Monica Defendi Photography	Photography services - Dogtober event	\$ 420.00
2173.9012-01	22/11/2017	Fieldey Art	Painting of mural - balance paid	\$ 1,190.00
2173.9027-01	22/11/2017	Giraffe Removals Pty Ltd	Removals service	\$ 357.50
2174.2020-01	15/11/2017	Australian Services Union	Payroll deduction	\$ 302.06
2174.2045-01	15/11/2017	Child Support Agency	Payroll deduction	\$ 950.52
2174.2153-01	15/11/2017	L.G.R.C.E.U.	Payroll deduction	\$ 20.50
2174.2213-01	15/11/2017	City of Vincent	Payroll deduction	\$ 1,025.08
2174.2216-01	15/11/2017	City of Vincent Staff Social Club	Payroll deduction	\$ 460.00
2174.3133-01	15/11/2017	Depot Social Club	Payroll deduction	\$ 84.00
2174.6156-01	15/11/2017	Health Insurance Fund of WA	Payroll deduction	\$ 419.05
2174.8120-01	15/11/2017	Selectus Employee Benefits Pty Ltd	Payroll deduction	\$ 852.02
				\$ 3,224,118.05
Direct Debit				
Credit Card		Commonwealth Bank	Full listing in Attachment 3	\$ 7,121.88
Lease Fees	02/11/2017	Neopost 1659932	Franking machine	\$ 385.00
			Total Lease Fees	\$ 385.00
Loan Repayments		Treasury Corporation	Department Sport and Recreation Building, Loftus Centre, Loftus Underground Carpark, Beatty Park Leisure Centre	\$ 147,118.84
Bank Fees and Charges		Commonwealth Bank	Bank fees	\$ 26,502.50
Total Direct Debit				\$ 181,128.22

Creditors Report - Payments by Cheque 20/10/2017 to 22/11/2017				
Creditor	Date	Payee	Description	Amount
00081717	25/10/2017	Aranmore Catholic Primary School	Student citizenship donation - Year 6	\$ 294.00
00081718	25/10/2017	BCITF Building & Construction Industry	Levy collection	\$ 10,850.98
00081719	25/10/2017	Harvey Norman	Steamer - Beatty Park Café	\$ 299.00
00081720	25/10/2017	Highgate Primary School	Student citizenship donation - Year 6	\$ 294.00
00081721	25/10/2017	Kyilla Primary School	Student citizenship donation - Year 6	\$ 294.00
00081722	25/10/2017	Mount Hawthorn Primary School	Student citizenship donation - Year 6	\$ 294.00
00081723	25/10/2017	North Perth Primary School	Student citizenship donation - Year 6	\$ 294.00
00081724	25/10/2017	Petty Cash - Library	Petty cash recoup	\$ 76.50
00081725	25/10/2017	Primavera Quality Meats	Catering supplies for Ride to Work breakfast	\$ 130.00
00081726	25/10/2017	Sacred Heart Primary School	Student citizenship donation - Year 6	\$ 294.00
00081727	25/10/2017	The Estate of the late S J Hingley	Rates refund	\$ 1,308.52
00081728	25/10/2017	The Estate of the late S J Hingley	Rates refund	\$ 1,741.12
00081729	25/10/2017	The Estate of the late S J Hingley	Rates refund	\$ 1,308.52
00081730	25/10/2017	The Estate of the late S J Hingley	Rates refund	\$ 1,366.64
00081731	25/10/2017	L Heron & M Blair	Rates refund	\$ 633.56
00081732	25/10/2017	Leederville Tennis Club	Rates refund	\$ 1,459.21
00081733	25/10/2017	A W Crosswell	Rates refund	\$ 333.10
00081734	25/10/2017	D Chatfield & J Beckett	Refund of works bond	\$ 2,000.00
00081735	25/10/2017	M Construction (WA) Pty Ltd	Refund of works bond	\$ 2,000.00
00081736	25/10/2017	M G Sullivan	Refund of works bond	\$ 2,000.00
00081737	25/10/2017	C B Woodroffe	Refund of works bond	\$ 2,000.00
00081738	25/10/2017	F Bolger	Refund of works bond	\$ 2,000.00
00081739	25/10/2017	H T Wyeth	Refund of works bond	\$ 1,500.00
00081740	25/10/2017	Softwood Timbryards Pty Ltd	Refund of works bond	\$ 500.00
00081741	25/10/2017	D I Loden	Refund of works bond	\$ 500.00
00081742	25/10/2017	D M Guille	Refund of works bond	\$ 1,000.00
00081743	25/10/2017	Tranquility Homes WA	Refund of works bond	\$ 4,000.00
00081744	25/10/2017	L Kurtzmann	Refund of hall bond	\$ 300.00
00081745	25/10/2017	H D McLaughlin	Refund of hall bond	\$ 300.00
00081746	25/10/2017	Functional Fitness	Refund of key deposit	\$ 250.00
00081747	25/10/2017	J A Weinman	Refund of hall bond	\$ 2,100.00
00081748	25/10/2017	S Guise	Refund of hall bond	\$ 2,100.00
00081749	25/10/2017	V Warren	Refund of hall bond	\$ 300.00
00081750	25/10/2017	B Grozier	Refund of hall bond	\$ 300.00
00081751	25/10/2017	Perth NRM	Refund of hall bond	\$ 300.00

Creditor	Date	Payee	Description	Amount
00081752	25/10/2017	J Goldsmith	Refund of hire booking	\$ 108.00
00081753	25/10/2017	Earlybirds Playgroup	Rates refund	\$ 1,169.73
00081754	25/10/2017	D M Faraone	Rates refund	\$ 1,490.83
00081755	25/10/2017	Urals Pty Ltd	Rates refund	\$ 1,252.47
00081756	25/10/2017	Dental Health Services	Rates refund	\$ 256.25
00081757	25/10/2017	A N & N L De Saxe	Rates refund	\$ 2,980.11
00081758	25/10/2017	J M Fotakis	Refund of nomination bond	\$ 80.00
00081759	25/10/2017	R M Dawson	Refund of nomination bond	\$ 80.00
00081760	25/10/2017	A Castle	Refund of nomination bond	\$ 80.00
00081761	25/10/2017	A Olszewski	Refund of nomination bond	\$ 80.00
00081762	25/10/2017	M Nguyen	Refund of nomination bond	\$ 80.00
00081763	25/10/2017	N Fox	Donation for 'Lightbox Laneway' artist	\$ 1,000.00
00081764	25/10/2017	C Cafarelli	Development application fee refund	\$ 1,600.00
00081765	25/10/2017	M Purdom	Part refund of swim pass	\$ 15.20
00081766	25/10/2017	M Yan	Part refund of dog registration	\$ 30.00
00081767	25/10/2017	E and A Nana	Winner - Imagine Vincent competition	\$ 1,000.00
00081768	25/10/2017	Solargain PV Pty Ltd	Development application fee refund - overcharge	\$ 30.00
00081769	25/10/2017	Lacey & Co Conveyancing	Refund of order and requisition charge	\$ 121.00
00081770	25/10/2017	D Meredith	Refund for duplicate parking ticket	\$ 29.29
00081771	25/10/2017	J Du Pont	Part refund of Beatty Park Leisure Centre fees	\$ 96.55
00081772	25/10/2017	K I'Anson	Dog sterilisation subsidy	\$ 55.00
00081773	25/10/2017	K Kissell	Part refund of Beatty Park Leisure Centre fees	\$ 85.71
00081774	25/10/2017	Bicycles for Humanity (WA) Inc	Donation of income from bike swap meet	\$ 290.00
00081775	25/10/2017	J Dutertre	Part refund of dog registration	\$ 77.50
00081776	25/10/2017	C Sultan	Refund of reserve hire - charged twice in error	\$ 270.00
00081777	25/10/2017	L J Hooker City Residential	Rates refund	\$ 446.85
00081778	25/10/2017	Office of State Revenue	ESL refund due to incorrect card number	\$ 65.43
00081779	30/10/2017	C Cohen	2017 'Greening' Vincent garden competition - winner	\$ 500.00
00081780	30/10/2017	S and D Woodley	2017 'Greening' Vincent garden competition - winner	\$ 300.00
00081781	30/10/2017	M Nicholas and L Howells	2017 'Greening' Vincent garden competition - winner	\$ 200.00
00081782	30/10/2017	Casa Bianchi	2017 'Greening' Vincent garden competition - winner	\$ 250.00
00081783	30/10/2017	Manic Botanic	2017 'Greening' Vincent garden competition - winner	\$ 150.00
00081784	30/10/2017	Angove Street Collective - Stomp Coffee	2017 'Greening' Vincent garden competition - winner	\$ 100.00
00081785	30/10/2017	J Saunders	2017 'Greening' Vincent garden competition - winner	\$ 250.00
00081786	30/10/2017	K Hicks	2017 'Greening' Vincent garden competition - winner	\$ 150.00
00081787	30/10/2017	D Williamson	2017 'Greening' Vincent garden competition - winner	\$ 100.00
00081788	30/10/2017	M Nicholas and L Howells	2017 'Greening' Vincent garden competition - winner	\$ 250.00
00081789	30/10/2017	L Mazzella and G Weekes	2017 'Greening' Vincent garden competition - winner	\$ 150.00
00081790	30/10/2017	L Oakey	2017 'Greening' Vincent garden competition - winner	\$ 100.00

Creditor	Date	Payee	Description	Amount
00081791	30/10/2017	T Ngo	2017 'Greening' Vincent garden competition - winner	\$ 250.00
00081792	30/10/2017	L Lee	2017 'Greening' Vincent garden competition - winner	\$ 150.00
00081793	30/10/2017	M Santini	2017 'Greening' Vincent garden competition - winner	\$ 100.00
00081794	30/10/2017	G Mifsud	2017 'Greening' Vincent garden competition - winner	\$ 250.00
00081795	30/10/2017	Z and H Jolakoski	2017 'Greening' Vincent garden competition - winner	\$ 150.00
00081796	30/10/2017	R Clark and R Consentino	2017 'Greening' Vincent garden competition - winner	\$ 100.00
00081797	30/10/2017	Z and H Jolakoski	2017 'Greening' Vincent garden competition - winner	\$ 500.00
00081798	30/10/2017	L Quinn	2017 'Greening' Vincent garden competition - winner	\$ 300.00
00081799	30/10/2017	L Lee	2017 'Greening' Vincent garden competition - winner	\$ 200.00
00081800	31/10/2017	S Kohzad	Part refund of Beatty Park Leisure Centre fees	\$ 585.80
00081801	07/11/2017	Department of Water and Environmental Regulation	Application for transfer of water entitlement	\$ 200.00
00081802	08/11/2017	Petty cash - Library	Petty cash recoup	\$ 177.00
00081803	08/11/2017	BCITF Building & Construction Industry	Levy collection	\$ 10,689.48
00081804	08/11/2017	J M Barter & N I Dalkin	Rates refund	\$ 517.09
00081805	08/11/2017	M V Zampogna	Rates refund	\$ 447.04
00081806	08/11/2017	R Zampogna	Rates refund	\$ 460.04
00081807	08/11/2017	M Zampogna	Rates refund	\$ 460.04
00081808	08/11/2017	M Zampogna	Rates refund	\$ 460.04
00081809	08/11/2017	M Zampogna	Rates refund	\$ 460.04
00081810	08/11/2017	M Zampogna	Rates refund	\$ 560.12
00081811	08/11/2017	A J & C G Singh	Rates refund	\$ 564.33
00081812	08/11/2017	J L Shilbury	Rates refund	\$ 934.04
00081813	08/11/2017	C N Nielsen	Rates refund	\$ 354.98
00081814	08/11/2017	A M Mileto	Rates refund	\$ 445.03
00081815	08/11/2017	S L Tsang	Rates refund	\$ 420.02
00081816	08/11/2017	S L Tsang	Rates refund	\$ 354.98
00081817	08/11/2017	M F & C A Gent	Rates refund	\$ 354.98
00081818	08/11/2017	Powerwide Pty Ltd	Rates refund	\$ 380.22
00081819	08/11/2017	J Hosken	Rates refund	\$ 395.01
00081820	08/11/2017	S J Rose	Rates refund	\$ 345.24
00081821	08/11/2017	K S Bow	Rates refund	\$ 326.28
00081822	08/11/2017	P J Xu	Rates refund	\$ 455.04
00081823	08/11/2017	B M Anderson	Rates refund	\$ 337.49
00081824	08/11/2017	C L Wharton	Rates refund	\$ 341.80
00081825	08/11/2017	F Minhinnick	Refund of grounds bond	\$ 250.00
00081826	08/11/2017	B Wilson	Refund of hall bond	\$ 2,100.00
00081827	08/11/2017	J Chew	Refund of hall bond	\$ 2,100.00
00081828	08/11/2017	St Gerard's Primary School	Refund of grounds bond	\$ 250.00
00081829	08/11/2017	S Momen	Refund of hall bond	\$ 700.00

Creditor	Date	Payee	Description	Amount
00081830	08/11/2017	C Cantello	Refund of grounds bond	\$ 250.00
00081831	08/11/2017	S O'Brien	Refund of grounds bond	\$ 250.00
00081832	08/11/2017	J Priemus	Refund of grounds bond	\$ 250.00
00081833	08/11/2017	R Mondello	Refund of hall bond	\$ 2,100.00
00081834	08/11/2017	D Bowler	Refund of hall bond	\$ 2,100.00
00081835	08/11/2017	Rosewood Care Group Inc.	Refund of works bond	\$ 6,048.00
00081836	08/11/2017	J C & R A Ricketts	Refund of works bond	\$ 2,775.00
00081837	08/11/2017	Amanda Kendle Consulting	Presentation - Online safety for eSmart week	\$ 352.00
00081838	08/11/2017	D Dyer	Refund of hall bond	\$ 300.00
00081839	08/11/2017	P Cabrera	Refund of hall bond	\$ 1,500.00
00081840	08/11/2017	J Bruining	Refund of hall bond	\$ 5,000.00
00081841	08/11/2017	O Kopyl	Part refund of Beatty Park Leisure Centre fees	\$ 89.90
00081842	08/11/2017	L W Bevan	Part refund of Beatty Park pool only membership	\$ 545.48
00081843	08/11/2017	Multicultural Wellness Centre	Community funding - donation	\$ 500.00
00081844	08/11/2017	K Cranley	Part refund of Beatty Park Leisure Centre fees	\$ 15.42
00081845	08/11/2017	K Zacklova	Part refund of dog registration	\$ 30.00
00081846	08/11/2017	R Stevens	Local history workshop - Writing your life story	\$ 300.00
00081847	08/11/2017	L O'Donohue	Membership refund due to administration error	\$ 85.71
00081848	08/11/2017	I Coleman-Heard	Part refund of Beatty Park Leisure Centre fees	\$ 743.21
00081849	08/11/2017	R Canterbury	Refund for a worm café - composting equipment	\$ 75.00
00081850	08/11/2017	S Griffin	Part refund of dog registration	\$ 150.00
00081851	08/11/2017	T Danh	Refund of commercial parking permit	\$ 1,710.00
00081852	08/11/2017	S O'Dowd	Refund of parking permit	\$ 173.20
00081853	08/11/2017	K A Saunders	Part refund of dog registration	\$ 7.50
00081854	22/11/2017	Petty cash - Beatty Park Leisure Centre	Petty cash recoup	\$ 185.00
00081855	22/11/2017	Petty cash - Library	Petty cash recoup	\$ 190.05
00081856	22/11/2017	M V Honan	Refund of hall bond	\$ 2,500.00
00081857	22/11/2017	J Doyle	Refund of hall bond	\$ 1,600.00
00081858	22/11/2017	D Allia	Refund of grounds bond	\$ 210.00
00081859	22/11/2017	D M Guille	Refund of works bond	\$ 3,500.00
00081860	22/11/2017	M A Daoud	Refund of works bond	\$ 2,500.00
00081861	22/11/2017	N Melentis	Refund of works bond	\$ 2,000.00
00081862	22/11/2017	M K Cleaver	Refund of works bond	\$ 1,000.00
00081863	22/11/2017	Xceed Real Estate	Rates refund	\$ 630.23
00081864	22/11/2017	Dale Alcock Home	Refund of works bond	\$ 1,600.00
00081865	22/11/2017	R D Duane	Refund of works bond	\$ 2,000.00
00081866	22/11/2017	B Munro	Refund of works bond	\$ 500.00
00081867	22/11/2017	L Austin	Refund of works bond	\$ 1,000.00
00081868	22/11/2017	J L Warwick	Refund of works bond	\$ 2,000.00

Creditor	Date	Payee	Description	Amount
00081869	22/11/2017	K W Holmes	Refund of works bond	\$ 2,000.00
00081870	22/11/2017	Associated Shopfitters Pty Ltd	Refund of works bond	\$ 1,000.00
00081871	22/11/2017	Nightowl Holdings Pty Ltd	Rates refund	\$ 232.10
00081872	22/11/2017	D Allia	Refund of bin bond	\$ 250.00
00081873	22/11/2017	L Hickman	Refund of grounds bond	\$ 250.00
00081874	22/11/2017	S Tjing	Refund of hall bond	\$ 300.00
00081875	22/11/2017	D Terace	Refund of grounds bond	\$ 250.00
00081876	22/11/2017	J Mezger	Refund of booking changes	\$ 20.00
				\$ 139,585.00
Cancelled Cheques				
00081436	20/07/2017	P Badiyani	Cancelled, monies held for future bond	-\$ 300.00
00081532	16/08/2017	M Yan	Cancelled, reissued cheque 81766	-\$ 30.00
00081701	11/10/2017	S Kohzad	Cancelled, reissued cheque 81800	-\$ 585.80
00081732	25/10/2017	Leederville Tennis Club	Cancelled, issued in error	-\$ 1,459.21
00081672	27/09/2017	Amanda Kendle Consulting	Cancelled, reissued cheque 81837	-\$ 352.00
Total Cancelled Cheques				-\$ 2,727.01
Total Nett Cheque Payments				\$ 136,857.99

Credit Card Transactions for the Period 07 October - 06 November 2017				
Card Holder	Date	Payee	Description	Amount
Chief Executive Officer	07/10/2017	Shortlist	Refreshments at meeting	\$ 76.00
	07/10/2017	Pathways Australia	Training	\$ 115.50
	13/10/2017	Leaf and Bean Emporium	Refreshments at meeting	\$ 12.50
	13/10/2017	City of Perth carpark	Parking fee	\$ 23.18
	16/10/2017	Pathways Australia	Training	\$ 385.00
	27/10/2017	Leaf and Bean Emporium	Refreshments at meeting	\$ 8.50
	27/10/2017	Leaf and Bean Emporium	Refreshments at meeting	\$ 4.00
	30/10/2017	CPP Council House	Parking fee	\$ 10.08
Total				\$ 634.76
Director Corporate Services				
Total				\$ -
Director Technical Services				
Total				\$ -
Director Community Engagement	07/10/2017	Device Experts	Ipad repair	\$ 279.00
	12/10/2017	Woolworths	Imagine Vincent - gift cards	\$ 100.00
Total				\$ 379.00
Manager Marketing and Communications	07/10/2017	Creatsend.com	Email campaign	\$ 28.15
	10/10/2017	Woolworths	Dog registration competition - prize pack	\$ 17.25
	10/10/2017	Pets Meats Suppliers	Dog registration competition- dog accessories	\$ 106.20
	10/10/2017	Mailchimp	Email campaign	\$ 193.48
	10/10/2017	International Transaction Fee	Email campaign	\$ 4.84
	12/10/2017	Coles	Community panel - vouchers	\$ 500.00
	13/10/2017	Coles	Community panel - vouchers	\$ 500.00
	19/10/2017	Treasa Pty Ltd	Dymocks gift vouchers	\$ 160.00
	20/10/2017	Woolworths	Community panel - vouchers	\$ 300.00

Card Holder	Date	Payee	Description	Amount
	23/10/2017	Leederville Camera	Camera cable	\$ 24.95
	23/10/2017	STK Shutterstock Inc	Subscription	\$ 49.00
	25/10/2017	Coles	Halloween event supplies	\$ 101.76
	25/10/2017	STK Shutterstock Inc	Subscription	\$ 99.00
	27/10/2017	Funky Bunches	Staff recognition	\$ 65.00
	27/10/2017	Post Office	Community panel - vouchers	\$ 350.00
	30/10/2017	Lolly Warehouse	Halloween event supplies	\$ 45.90
	30/10/2017	Doyles Fancy	Halloween event supplies	\$ 305.50
	30/10/2017	Doyles Fancy	Halloween event supplies	\$ 38.50
	31/10/2017	Creatsend.com	Email campaign	\$ 26.52
	31/10/2017	Facebook	Advertising	\$ 3.55
	01/11/2017	Clever Starfish	Electronic news support	\$ 30.25
	01/11/2017	Clever Starfish	Electronic news support	\$ 30.25
	01/11/2017	Shortlist	Coffee - sponsor meeting	\$ 24.50
	02/10/2017	Doyles Fancy	Refund of deposit - Halloween event	-\$ 100.00
	04/11/2017	Rivuu Content Approval	Social media monitoring and posting service	\$ 117.21
	04/11/2017	International Transaction Fee	Social media monitoring and posting service	\$ 2.93
Total				\$ 3,024.74
Manager Human Resources	11/10/2017	JB Hi-Fi	Voice recorder	\$ 109.00
	16/10/2017	EB 10th Australasian	Training	\$ 450.00
	17/10/2017	Hospitality Institute of Australia	Training	\$ 17.50
Total				\$ 576.50
Human Resources Advisor				\$ -
Total				\$ -
Purchasing Officer	07/10/2017	Booktopia	Books for library	\$ 280.80
	07/10/2017	Jacqueline Perry-Strickland	Book for library	\$ 32.95
	07/10/2017	JB Hi-Fi	DVD for library	\$ 8.67

Card Holder	Date	Payee	Description	Amount
	07/10/2017	Prime Impact	Library magazine subscription	\$ 114.90
	07/10/2017	Jacqueline Perry-Strickland	Book for library	\$ 32.95
	07/10/2017	Hostaway Pty Ltd	Heritage publicity and promotion	\$ 220.00
	10/10/2017	Institute of Public Works Engineering	Building condition guidelines	\$ 297.00
	11/10/2017	Sanity Music	DVD for library	\$ 21.47
	11/10/2017	Sanity Music	DVDs for library	\$ 64.47
	16/10/2017	Tenderlink.com	Public tender advertising	\$ 165.00
	18/10/2017	Coles	Catering - Travelsmart breakfast	\$ 222.06
	24/10/2017	APRA Limited	Music licence for hall	\$ 56.64
	24/10/2017	APRA Limited	Music licence for hall	\$ 56.64
	24/10/2017	APRA Limited	Music licence for hall	\$ 56.63
	25/10/2017	SAI Global Limited	Australian standards	\$ 405.50
	31/10/2017	Foxtel Management	Monthly plan - final payment	\$ 99.00
	01/11/2017	Westnet	Wi-Fi Council chambers	\$ 39.95
	02/11/2017	iLocks	Key supply	\$ 38.50
	03/11/2017	Royal Historical Society of Victoria	Book for library	\$ 38.75
	03/11/2017	Golden Bakery WA	Catering services - OHS meeting at depot	\$ 255.00
Total				\$ 2,506.88
Total Corporate Credit Cards				\$ 7,121.88

CITY OF VINCENT
2017/18 Capital Expenditure Budget
Carry Forward Budget Review

ATTACHMENT 1

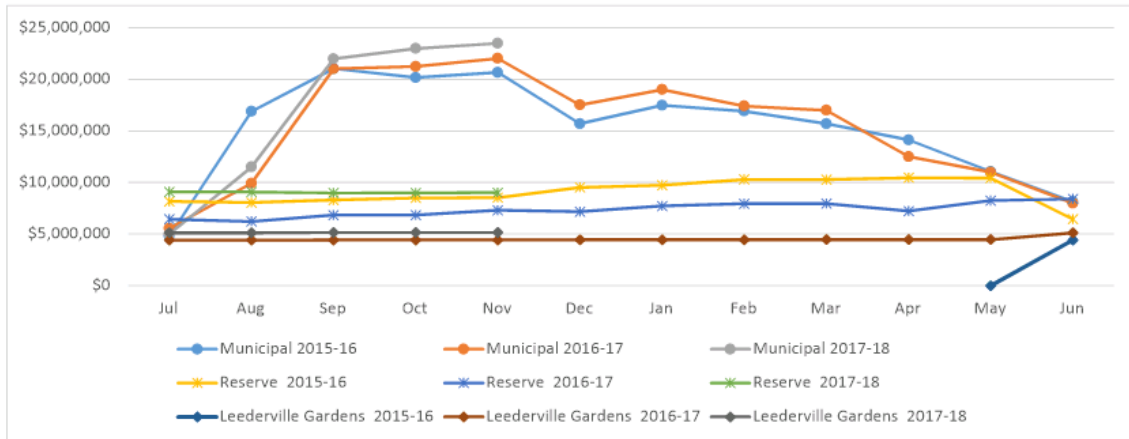
LINE ITEMS WITH CARRY FORWARD COMPONENT	2016/17				2017/18 Adopted Budget				2017/18 Revised Budget	
	Budget \$	Projected Actual \$	Audited Actual \$	Available Balance \$	Estimated Surplus \$	Forward Budget \$	Actual to 31/10/17 \$	Total Budget \$	Adjustment to Budget Carry \$	Adjusted Carry Forward 2017-18 \$
ADMINISTRATION & CIVIC CENTRE										
Filout and relocation	\$81,113	\$72,190	\$71,970	\$9,143	\$8,923	\$700	\$4,261	\$700	\$8,443	\$9,143
BEATTY PARK LEISURE CENTRE										
Beatty Park Leisure Centre - Remedial Works	\$400,000	\$1,648	\$1,648	\$398,353	\$398,352	\$398,353	\$76,528	\$398,353	\$0	\$398,353
LEEDERVILLE OVAL										
Stadium - Electrical upgrade	\$70,000	\$0	\$0	\$70,000	\$70,000	\$70,000	\$0	\$70,000	\$0	\$70,000
MANDATORY BUILDING COMPLIANCE UPGRADE										
Earlybird Playgroup Centre	\$5,000	\$863	\$863	\$4,137	\$4,137	\$4,137	\$0	\$4,137	\$0	\$4,137
Dorrien Gardens (Azzurri Bocce Club)	\$11,000	\$880	\$880	\$10,120	\$10,120	\$10,120	\$0	\$10,120	\$0	\$10,120
Miscellaneous										
Anzac Cottage - Grant Interpretation	\$4,360	\$2,260	\$2,260	\$2,100	\$2,100	\$2,100	\$0	\$2,100	\$0	\$2,100
Dorrien Gardens - Perth Soccer Club	\$120,995	\$63,547	\$63,547	\$57,448	\$57,448	\$57,448	\$57,448	\$57,448	\$0	\$57,448
Earlybird Playgroup Centre - Replace ceilings	\$8,000	\$0	\$0	\$8,000	\$8,000	\$8,000	\$0	\$8,000	\$0	\$8,000
Highgate Child Health Clinic - Remove/Replace Lino Kitchen	\$5,000	\$0	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$0	\$5,000
Highgate Child Health Clinic - Replace ceilings	\$5,000	\$0	\$0	\$5,000	\$5,000	\$5,000	\$7,425	\$5,000	\$0	\$5,000
TRAFFIC MANAGEMENT										
Improvements at Vincent/Oxford Streets	\$40,000	\$0	\$0	\$40,000	\$40,000	\$40,000	\$0	\$40,000	\$0	\$40,000
Intersections at Bourke and Loftus Streets	\$150,000	\$0	\$0	\$150,000	\$150,000	\$150,000	\$0	\$150,000	\$0	\$150,000
Intersections at Vincent and Fitzgerald Streets	\$80,000	\$440	\$440	\$79,560	\$79,560	\$79,560	\$0	\$79,560	\$0	\$79,560
William and Bulwer Streets Pedestrian Phasing Signals	\$210,000	\$2,420	\$2,420	\$207,580	\$207,580	\$207,580	\$2,252	\$207,580	\$0	\$207,580
BLACK SPOT PROGRAMME										
Newcastle and Palmerston Streets	\$40,000	\$0	\$0	\$40,000	\$40,000	\$40,000	\$0	\$40,000	\$0	\$40,000
Walcott and Raglan Streets	\$20,000	\$20,000	\$15,724	\$4,276	\$0	-	\$450	-	\$450	\$450
STREETSCAPE IMPROVEMENTS										
Axford Park Improvements	\$20,000	\$4,300	\$4,300	\$15,700	\$15,700	\$5,860	\$5,860	\$5,860	\$0	\$5,860
ROADWORKS - REHABILITATION (MRRG PROGRAM)										
Beaufort/Brisbane Street Intersection Improvements	\$139,970	\$0	\$0	\$139,970	\$139,970	\$139,970	\$2,177	\$139,970	\$0	\$139,970
Brisbane Street - Beaufort to William Street	\$134,316	\$102	\$102	\$134,214	\$134,214	\$134,214		\$134,214	\$0	\$134,214
Beaufort Street - Brisbane to Parry Street	\$51,043	\$0	\$0	\$51,043	\$51,043	\$51,043		\$51,043	\$0	\$51,043
Vincent Street - William to Beaufort Street	\$360,586	\$239,860	\$286,962	\$73,624	\$120,726	\$110,082	\$9,059	\$110,082	(\$36,458)	\$73,624
ROADWORKS - ROADS TO RECOVERY PROGRAM										
Newcastle Street - Oxford Street to Carr Place	\$50,000	\$1,206	\$1,206	\$48,794	\$48,794	\$48,794	\$26,234	\$48,794	\$0	\$48,794
Roads to Recovery Program (Deferred to 2017-18)	\$201,248	\$0	\$0	\$201,248	\$201,248	\$201,248	\$0	\$201,248	\$0	\$201,248
RIGHTS OF WAY										
Nova Lane	\$100,000	\$1,100	\$1,100	\$98,900	\$98,900	\$98,900	\$1,383	\$98,900	\$0	\$98,900
Solar Lighting of Laneways	\$30,000	\$353	\$21,853	\$8,147	\$29,647	\$29,647	\$0	\$29,647	(\$21,500)	\$8,147
SLAB FOOTPATH PROGRAMME										
Newcastle St - Carr to Watercorp	\$85,000	\$0	\$0	\$85,000	\$85,000	\$85,000	\$0	\$85,000	\$0	\$85,000
BICYCLE NETWORK										
Bike Plan Network 2015-16 Implementation (Palmerston to Lord)	\$305,290	\$260,283	\$227,013	\$78,277	\$45,007	\$45,007	\$30,367	\$45,007	\$33,270	\$78,277
Bicycle Network Oxford - Anzac to Scarb Bch Rd	\$190,000	\$0	\$0	\$190,000	\$190,000	\$190,000	\$0	\$190,000	\$0	\$190,000

LINE ITEMS WITH CARRY FORWARD COMPONENT	2016/17				2017/18 Adopted Budget				2017/18 Revised Budget	
	Budget \$	Projected Actual \$	Audited Actual \$	Available Balance \$	Estimated Surplus \$	Carry Forward Budget \$	Actual to 31/10/17 \$	Total Budget \$	Adjustment to Budget Carry \$	Adjusted Carry Forward 2017-18 \$
Oxford Street Green - Bike Box	\$25,000	\$0	\$0	\$25,000	\$25,000	\$25,000	\$0	\$25,000	\$0	\$25,000
CAR PARKING										
Parking Restriction Implementation	\$185,000	\$41,318	\$41,318	\$143,682	\$143,682	\$143,682	\$33,487	\$143,682	\$0	\$143,682
DRAINAGE										
Beatty Park Reserve - Flood Mitigation Works	\$18,000	\$14,967	\$14,967	\$3,033	\$3,033	\$3,033	\$0	\$3,033	\$0	\$3,033
PARKS DEVELOPMENT										
Banks Reserve - Foreshore restoration stage 2	\$185,300	\$0	\$0	\$185,300	\$185,300	\$185,300	\$20,000	\$185,300	\$0	\$185,300
Charles Varyard Res - Full/Partial Dog Exercise Fence & Landscaping	\$15,000	\$0	\$0	\$15,000	\$15,000	\$15,000	\$0	\$15,000	\$0	\$15,000
Hyde Park - Re-asphalt pathways	\$100,000	\$25,002	\$51,057	\$48,943	\$74,998	\$72,336	\$53,639	\$72,336	(\$23,393)	\$48,943
MISCELLANEOUS										
Axford Park - Uplighting trees	\$60,000	\$0	\$0	\$60,000	\$60,000	\$60,000	\$0	\$60,000	\$0	\$60,000
Install a pit and pump at Depot Dog Pound	\$41,000	\$0	\$0	\$41,000	\$41,000	\$41,000	\$0	\$41,000	\$0	\$41,000
New Parklets - Mt Hawthorn & North Perth	\$25,000	\$400	\$400	\$24,600	\$24,600	\$24,600	\$0	\$24,600	\$0	\$24,600
MAJOR PLANT REPLACEMENT PROGRAMME										
Road Safety Trailer	\$29,500	\$0	\$0	\$29,500	\$29,500	\$29,500	\$29,220	\$29,500	\$0	\$29,500
INFORMATION TECHNOLOGY										
Beatty Park Server	\$19,000	\$0	\$0	\$19,000	\$19,000	\$19,000	\$0	\$19,000	\$0	\$19,000
POLICY AND PLACE										
Installation of Device Sensors for Town Centre Performance	\$10,000	\$8,764	\$8,764	\$1,236	\$1,236	\$1,236	\$0	\$1,236	\$0	\$1,236
BEATTY PARK LEISURE CENTRE										
Boiler Replacement	\$199,000	\$0	\$16,599	\$182,401	\$199,000	\$199,000	\$0	\$199,000	(\$16,599)	\$182,401
Upgrade fire panel	\$25,000	\$0	\$0	\$25,000	\$25,000	\$25,000	\$0	\$25,000	-	\$25,000
COMMUNITY SERVICES										
Replace Autocite Units (mobile infringement hardware)	\$40,000	\$0	\$0	\$40,000	\$40,000	\$40,000	\$32,682	\$40,000	\$0	\$40,000
5x 'Pay by Plate' parking ticket machines - Avenue Car Park	\$41,400	\$34,500	\$34,500	\$6,900	\$6,900	\$6,900	\$0	\$6,900	\$0	\$6,900
CORPORATE SERVICES										
Corporate Systems - Re-Implementation or Replacement	\$100,000	\$0	\$0	\$100,000	\$100,000	\$37,500	\$22,422	\$37,500	\$0	\$37,500
BEATTY PARK LEISURE CENTRE										
Replacement of Gym Equipment for Loftus Centre	\$138,115	\$83,500	\$83,500	\$54,615	\$54,615	\$54,615	\$53,750	\$54,615	\$0	\$54,615
PROPERTY MANAGEMENT										
Renewal of furniture for municipal halls	\$6,000	\$0	\$0	\$6,000	\$6,000	\$6,000	\$0	\$6,000	\$0	\$6,000
TOTAL CAPITAL EXPENDITURE	\$4,180,236	\$879,903	\$953,393	\$3,226,843	\$3,300,333	\$3,206,465	\$473,644	\$3,206,465	(\$55,787)	\$3,150,678
FUNDING SOURCES FOR ABOVE PROJECTS										
Municipal Funds								\$2,663,776	-\$89,057	\$2,574,719
Reserve Funds								\$175,290	\$33,270	\$208,560
Grant Funds								\$367,399	\$0	\$367,399
Contribution								\$0	\$0	\$0
Total								\$3,206,465	-\$55,787	\$3,150,678

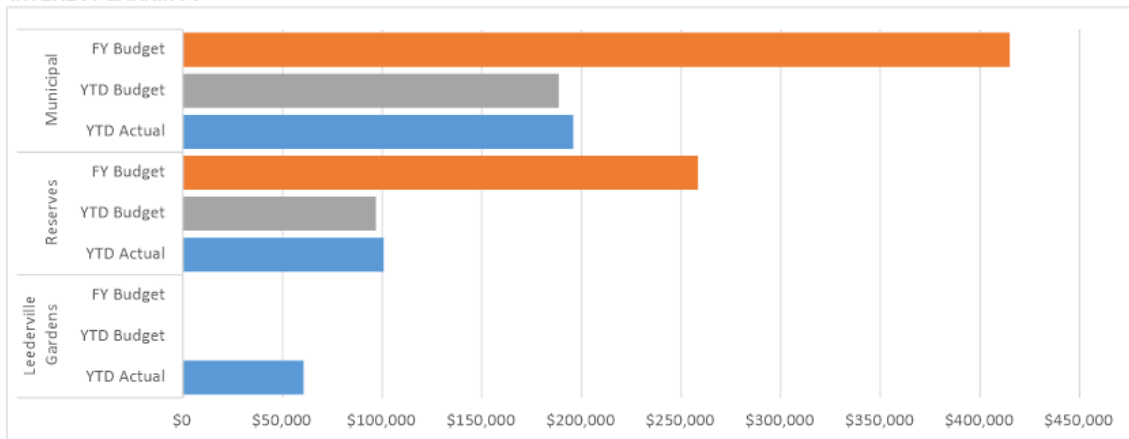
**CITY OF VINCENT
INVESTMENT PERFORMANCE
AS AT 30 NOVEMBER 2017**



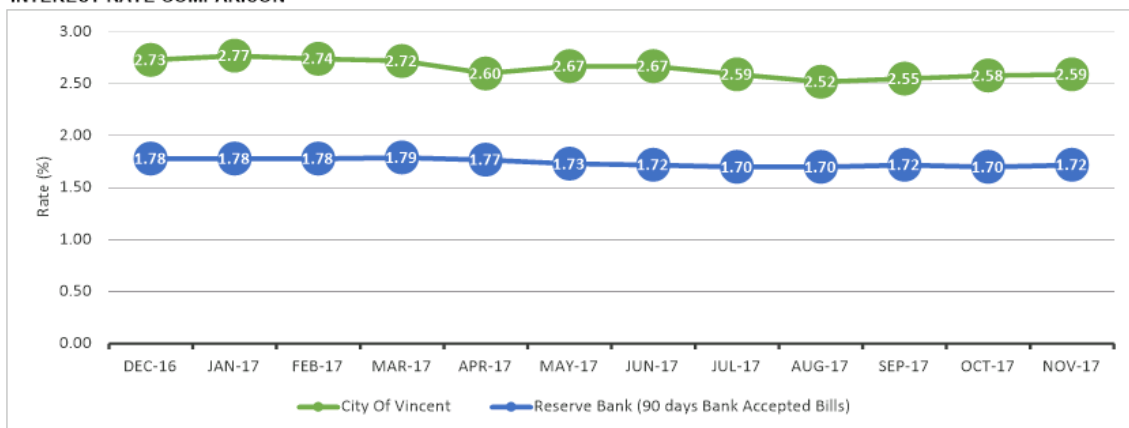
FUNDS INVESTED OVER 3 YEARS



INTEREST EARNINGS



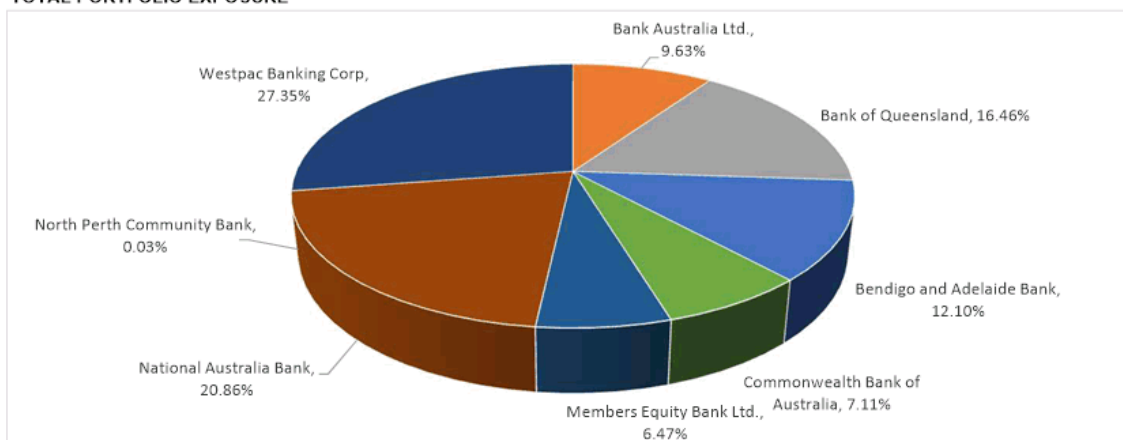
INTEREST RATE COMPARISON



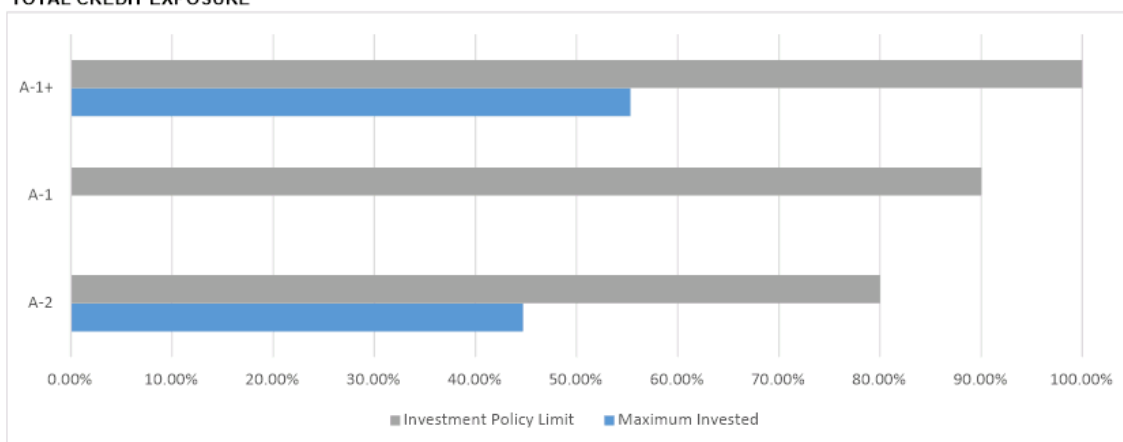
**CITY OF VINCENT
INVESTMENT POLICY COMPLIANCE
AS AT 30 NOVEMBER 2017**



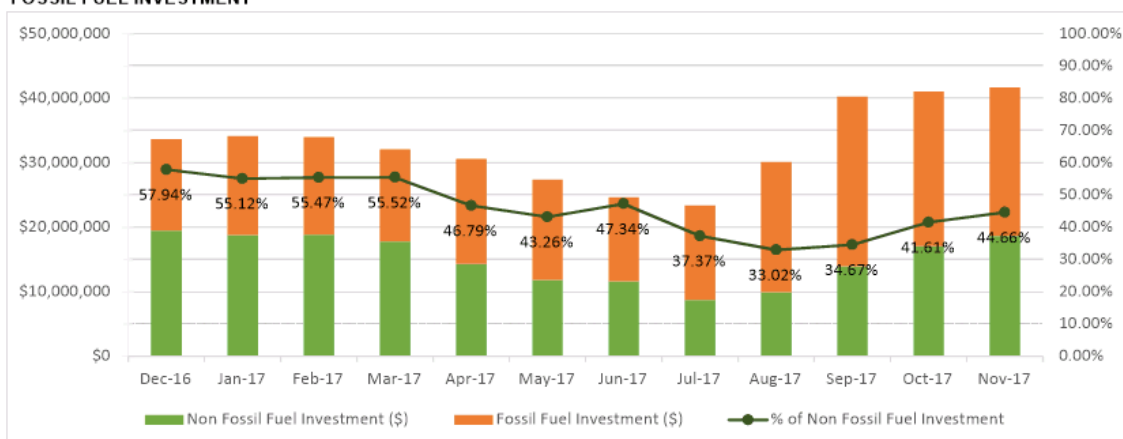
TOTAL PORTFOLIO EXPOSURE



TOTAL CREDIT EXPOSURE



FOSSIL FUEL INVESTMENT



**CITY OF VINCENT
INVESTMENT PORTFOLIO
AS AT 30 NOVEMBER 2017**



	Municipal	Reserve	Trust	Leederville Gardens Inc Surplus Trust	Total	Total
	\$	\$	\$	\$	\$	%
BY INVESTMENT HOLDINGS						
Operating Accounts	2,029,023	11,893	193,510	0	2,234,426	5.4%
Term Deposits	23,500,000	9,017,065	1,800,000	5,153,982	39,471,047	94.6%
Shares	11,000	0	0	0	11,000	0.0%
	25,540,023	9,028,958	1,993,510	5,153,982	41,716,473	100.0%
BY INSTITUTION						
ANZ Banking Group	0	0	0	0	0	0.0%
Bank Australia Ltd.	3,500,000	516,398	0	0	4,016,398	9.6%
Bank of Queensland	4,500,000	2,365,651	0	0	6,865,651	16.5%
Bankwest	0	0	0	0	0	0.0%
Bendigo and Adelaide Bank	0	3,165,044	500,000	1,381,783	5,046,827	12.1%
Commonwealth Bank of Australia	2,029,023	744,428	193,510	0	2,966,961	7.1%
Members Equity Bank Ltd.	1,500,000	700,000	500,000	0	2,700,000	6.5%
National Australia Bank	8,500,000	200,000	0	0	8,700,000	20.9%
North Perth Community Bank	11,000	0	0	0	11,000	0.0%
Suncorp-Metway Ltd.	0	0	0	0	0	0.0%
Westpac Banking Corp	5,500,000	1,337,437	800,000	3,772,199	11,409,636	27.4%
	25,540,023	9,028,958	1,993,510	5,153,982	41,716,473	100.0%
BY CREDIT RATINGS (SHORT-TERM ISSUE)						
A-1+	16,029,023	2,281,865	993,510	3,772,199	23,076,597	55.3%
A-1	0	0	0	0	0	0.0%
A-2	9,511,000	6,747,093	1,000,000	1,381,783	18,639,876	44.7%
	25,540,023	9,028,958	1,993,510	5,153,982	41,716,473	100.0%
BY TERMS						
0-30 days	2,029,023	11,893	193,510	0	2,234,426	5.4%
31-90 days	1,000,000	0	0	0	1,000,000	2.4%
91-180 days	16,000,000	0	0	0	16,000,000	38.4%
181-270 days	6,500,000	0	0	0	6,500,000	15.6%
270-365 days	0	9,017,065	1,800,000	3,772,199	14,589,264	35.0%
> 1 year	11,000	0	0	1,381,783	1,392,783	3.3%
	25,540,023	9,028,958	1,993,510	5,153,982	41,716,473	100.0%
BY MATURITY						
0-30 days	8,029,023	744,428	693,510	1,969,945	11,436,906	27.4%
31-90 days	6,000,000	2,565,272	0	0	8,565,272	20.5%
91-180 days	11,500,000	1,764,608	1,000,000	756,707	15,021,315	36.0%
181-270 days	0	2,109,934	300,000	1,381,783	3,791,717	9.1%
270-365 days	0	1,844,716	0	1,045,547	2,890,263	6.9%
> 1 year	11,000	0	0	0	11,000	0.0%
	25,540,023	9,028,958	1,993,510	5,153,982	41,716,473	100.0%
BY FOSSIL FUEL EXPOSURE						
Fossil Fuel Lending	16,040,023	2,281,865	993,510	3,772,199	23,087,597	55.3%
Non Fossil Fuel Lending	9,500,000	6,747,093	1,000,000	1,381,783	18,628,876	44.7%
	25,540,023	9,028,958	1,993,510	5,153,982	41,716,473	100.0%

**CITY OF VINCENT
INVESTMENT INTEREST EARNINGS
AS AT 30 NOVEMBER 2017**



	YTD 30/11/2017 \$	YTD 30/11/2016 \$	FY 2017/18 \$	FY 2016/17 \$
MUNICIPAL FUNDS				
Budget	188,610	197,000	414,960	436,000
Interest Earnings	195,757	202,840	195,757	486,092
% Income to Budget	103.79%	102.96%	47.17%	111.49%
RESERVE FUNDS				
Budget	96,800	72,000	258,420	206,000
Interest Earnings	100,704	80,179	100,704	205,608
% Income to Budget	104.03%	111.36%	38.97%	99.81%
LEEDERVILLE GARDENS INC SURPLUS TRUST				
Budget	0	0	0	0
Interest Earnings	60,363	55,674	60,363	140,391
% Income to Budget	0.00%	0.00%	0.00%	0.00%
TOTAL				
Budget	285,410	269,000	673,380	642,000
Interest Earnings	356,824	338,693	356,824	832,091
% Income to Budget	125.02%	125.91%	52.99%	129.61%
Variance	71,414	69,693		190,091
% Variance to Budget	25.02%	25.91%		29.61%
TOTAL (EXCL. LEEDERVILLE GARDENS INC SURPLUS TRUST)				
Budget	285,410	269,000	673,380	642,000
Interest Earnings	296,461	283,019	296,461	691,700
% Income to Budget	103.87%	105.21%	44.03%	107.74%
Variance	11,051	14,019		49,700
% Variance to Budget	3.87%	5.21%		7.74%

**CITY OF VINCENT
CURRENT INVESTMENT HOLDING
AS AT 30 NOVEMBER 2017**



Funds	Institution	Investment Date	Maturity Date	Term	Interest Rate	Principal \$
OPERATING ACCOUNTS						
Municipal	Commonwealth Bank of Australia					2,029,023
Reserve	Commonwealth Bank of Australia					11,893
Trust	Commonwealth Bank of Australia					193,510
Total Operating Funds						2,234,426

SHARES

Municipal	North Perth Community Bank	23/11/2001				11,000
Total Shares						11,000

TERM DEPOSITS

Trust	Bendigo and Adelaide Bank	06/12/2016	04/12/2017	363	2.80%	500,000
Leederville Gardens In	Westpac Banking Corp	20/12/2016	04/12/2017	349	2.82%	1,969,945
Municipal	National Australia Bank	06/09/2017	04/12/2017	89	2.48%	1,000,000
Reserve	Commonwealth Bank of Australia	11/01/2017	11/12/2017	334	2.72%	732,535
Municipal	Westpac Banking Corp	06/09/2017	11/12/2017	96	2.69%	500,000
Municipal	Westpac Banking Corp	06/09/2017	18/12/2017	103	2.69%	1,500,000
Municipal	Westpac Banking Corp	14/09/2017	18/12/2017	95	2.69%	3,000,000
Reserve	Members Equity Bank Ltd.	10/01/2017	08/01/2018	363	2.80%	700,000
Municipal	National Australia Bank	14/09/2017	08/01/2018	116	2.53%	500,000
Municipal	National Australia Bank	14/09/2017	15/01/2018	123	2.53%	1,000,000
Municipal	National Australia Bank	14/09/2017	22/01/2018	130	2.54%	500,000
Municipal	National Australia Bank	14/09/2017	29/01/2018	137	2.54%	1,000,000
Reserve	Bendigo and Adelaide Bank	07/02/2017	05/02/2018	363	2.80%	500,000
Reserve	National Australia Bank	07/02/2017	05/02/2018	363	2.62%	200,000
Reserve	Westpac Banking Corp	09/03/2017	05/02/2018	333	2.80%	640,611
Municipal	National Australia Bank	14/09/2017	05/02/2018	144	2.54%	500,000
Reserve	Bank of Queensland	11/05/2017	12/02/2018	277	2.65%	524,661
Municipal	Members Equity Bank Ltd.	14/09/2017	12/02/2018	151	2.55%	1,000,000
Municipal	National Australia Bank	22/09/2017	19/02/2018	150	2.56%	500,000
Municipal	National Australia Bank	22/09/2017	26/02/2018	157	2.56%	1,000,000
Leederville Gardens In	Westpac Banking Corp	07/03/2017	01/03/2018	359	2.78%	756,707
Trust	Westpac Banking Corp	09/03/2017	06/03/2018	362	2.81%	500,000
Municipal	National Australia Bank	03/10/2017	06/03/2018	154	2.56%	500,000
Reserve	Bank of Queensland	11/05/2017	12/03/2018	305	2.65%	524,661
Trust	Members Equity Bank Ltd.	13/06/2017	13/03/2018	273	2.66%	500,000
Municipal	National Australia Bank	28/09/2017	13/03/2018	166	2.57%	1,000,000
Municipal	Bank of Queensland	14/09/2017	19/03/2018	186	2.55%	2,500,000
Municipal	National Australia Bank	10/10/2017	26/03/2018	167	2.55%	1,000,000
Municipal	Westpac Banking Corp	03/10/2017	03/04/2018	182	2.69%	500,000
Reserve	Bendigo and Adelaide Bank	11/05/2017	09/04/2018	333	2.65%	524,661
Municipal	Bank of Queensland	18/10/2017	09/04/2018	173	2.60%	1,000,000
Municipal	Bank Australia Ltd.	31/10/2017	16/04/2018	167	2.70%	500,000
Municipal	Bank of Queensland	18/10/2017	23/04/2018	187	2.60%	1,000,000
Municipal	Bank Australia Ltd.	09/11/2017	30/04/2018	172	2.70%	500,000
Reserve	Bendigo and Adelaide Bank	07/06/2017	07/05/2018	334	2.65%	715,286
Municipal	Bank Australia Ltd.	03/11/2017	07/05/2018	185	2.70%	1,000,000
Municipal	Bank Australia Ltd.	17/11/2017	14/05/2018	178	2.70%	500,000
Municipal	Bank Australia Ltd.	09/11/2017	21/05/2018	193	2.70%	1,000,000
Municipal	Members Equity Bank Ltd.	17/11/2017	28/05/2018	192	2.62%	500,000
Trust	Westpac Banking Corp	06/09/2017	04/06/2018	271	2.72%	300,000
Leederville Gardens In	Bendigo and Adelaide Bank	07/06/2017	12/06/2018	370	2.75%	1,381,783
Reserve	Bank of Queensland	25/07/2017	12/06/2018	322	2.70%	696,825

CITY OF VINCENT
CURRENT INVESTMENT HOLDING
AS AT 30 NOVEMBER 2017



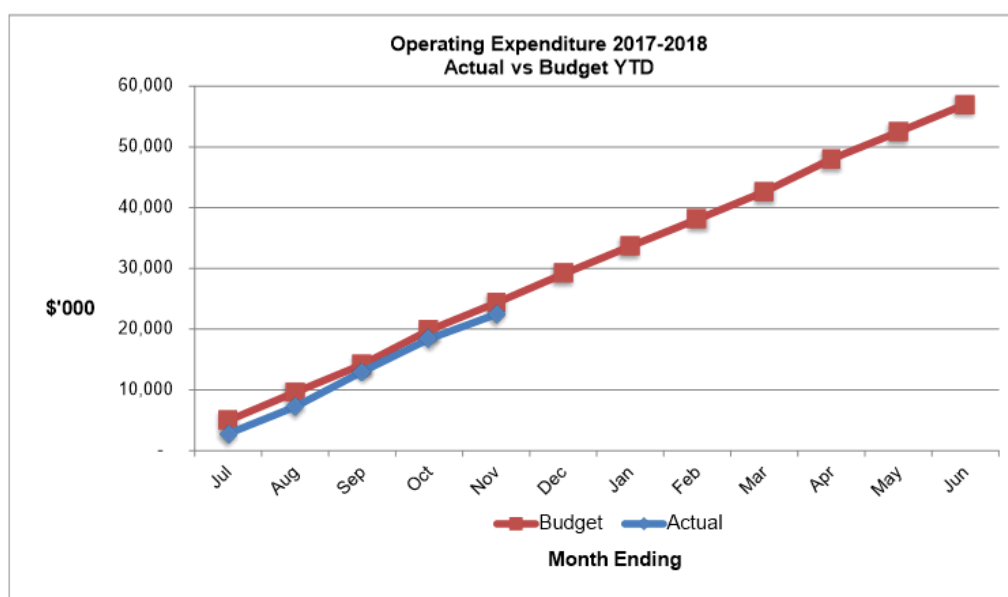
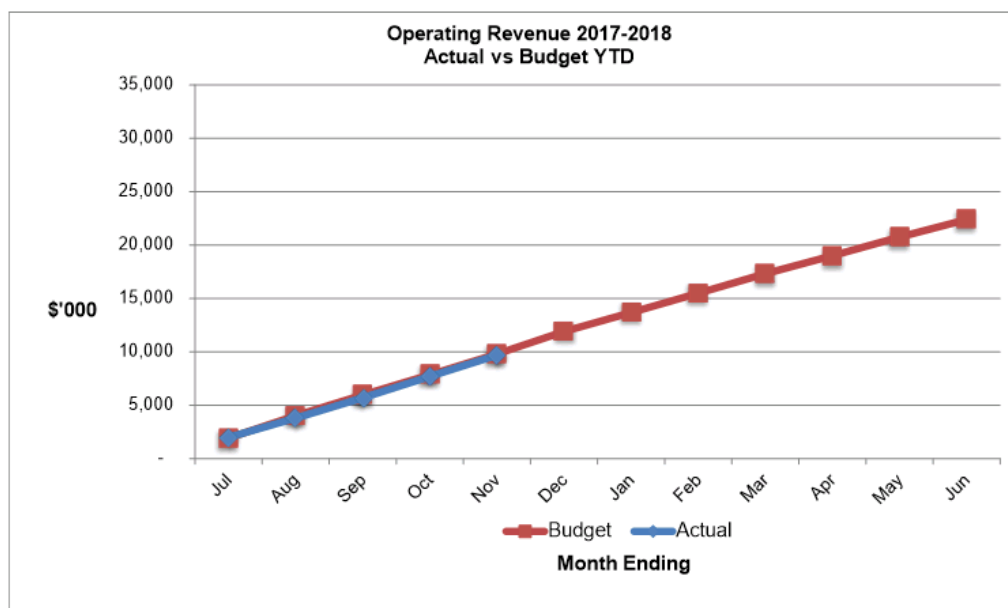
Funds	Institution	Investment Date	Maturity Date	Term	Interest Rate	Principal \$
Reserve	Westpac Banking Corp	25/07/2017	10/07/2018	350	2.73%	696,825
Reserve	Bendigo and Adelaide Bank	08/08/2017	06/08/2018	363	2.70%	716,283
Leederville Gardens In	Westpac Banking Corp	06/09/2017	06/09/2018	365	2.77%	1,045,546
Reserve	Bank Australia Ltd.	14/09/2017	10/09/2018	361	2.80%	516,398
Reserve	Bank of Queensland	10/10/2017	09/10/2018	364	2.60%	619,503
Reserve	Bendigo and Adelaide Bank	09/11/2017	06/11/2018	362	2.65%	708,814
Total Term Deposits						39,471,047
Total Investment						41,716,473

CITY OF VINCENT
NOTE 1 - STATEMENT OF FINANCIAL ACTIVITY
BY PROGRAMME
AS AT 30 NOVEMBER 2017

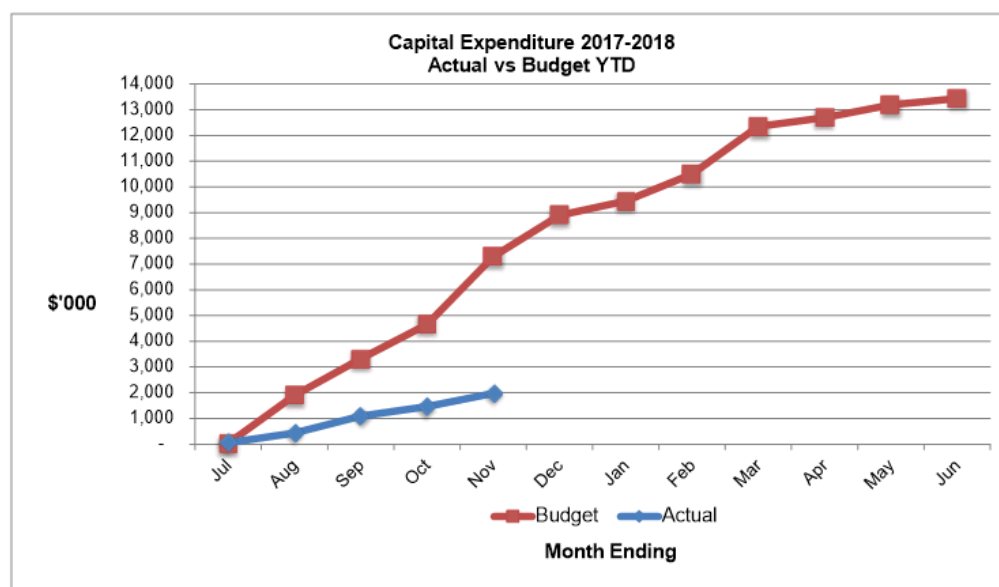
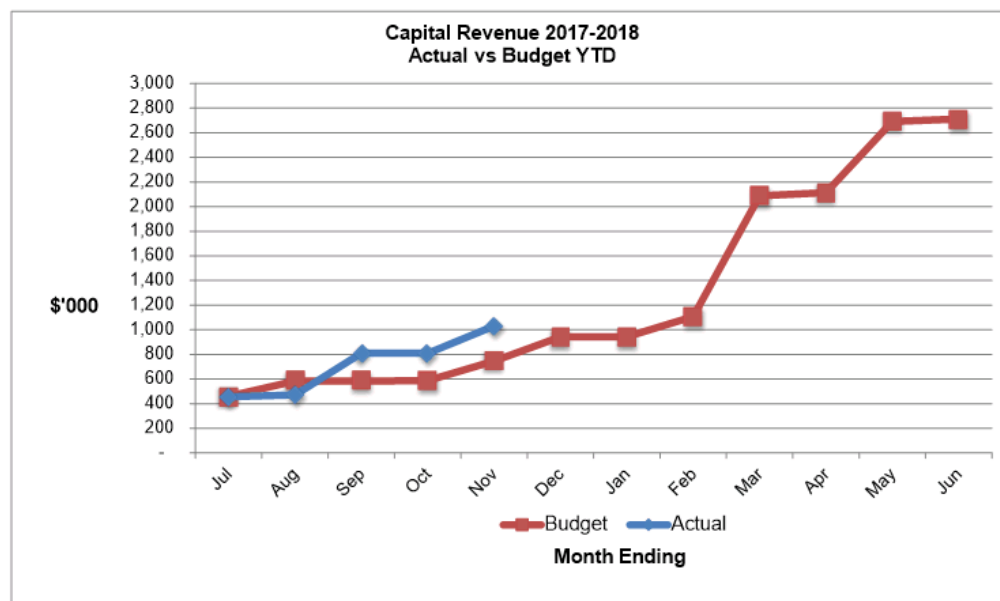


	Revised Budget 2017/18 \$	YTD Budget 2017/18 \$	YTD Actual 2017/18 \$	YTD Variance 2017/18 \$	YTD Variance 2017/18 %
REVENUE FROM OPERATING ACTIVITIES (EXCLUDING RATES)					
Governance	65,140	35,225	68,653	33,428	95%
General Purpose Funding	1,915,975	1,115,447	1,133,858	18,411	2%
Law, Order, Public Safety	187,510	106,170	85,778	(20,392)	-19%
Health	330,940	156,918	266,347	109,429	70%
Education and Welfare	216,015	101,755	80,225	(21,530)	-21%
Community Amenities	1,074,130	599,260	590,375	(8,885)	-1%
Recreation and Culture	10,027,350	4,248,004	4,042,076	(205,928)	-5%
Transport	7,767,140	3,264,230	3,165,855	(98,375)	-3%
Economic Services	241,410	101,755	122,209	20,454	20%
Other Property and Services	572,383	80,420	130,849	50,429	63%
	22,397,993	9,809,184	9,686,224	(122,960)	-1%
EXPENDITURE FROM OPERATING ACTIVITIES					
Governance	(3,599,458)	(1,671,819)	(1,570,395)	101,424	-6%
General Purpose Funding	(803,155)	(472,298)	(495,808)	(23,510)	5%
Law, Order, Public Safety	(1,370,625)	(553,122)	(539,309)	13,813	-2%
Health	(1,230,110)	(508,754)	(479,058)	29,696	-6%
Education and Welfare	(1,317,045)	(539,851)	(426,448)	113,403	-21%
Community Amenities	(11,376,900)	(4,600,875)	(3,941,989)	658,886	-14%
Recreation and Culture	(22,465,875)	(9,486,052)	(8,809,580)	676,472	-7%
Transport	(12,310,410)	(5,359,804)	(5,166,202)	193,602	-4%
Economic Services	(783,355)	(341,643)	(292,535)	49,108	-14%
Other Property and Services	(1,760,965)	(796,264)	(737,240)	59,024	-7%
	(57,017,898)	(24,330,482)	(22,458,563)	1,871,919	-8%
NET RESULT EXCLUDING GENERAL RATES	(34,619,905)	(14,521,298)	(12,772,339)	1,748,959	-12%
OPERATING ACTIVITIES EXCLUDED FROM BUDGET					
NON-CASH EXPENDITURE AND REVENUE					
Add Deferred Rates Adjustment	0	0	6,712	6,712	0%
(Profit)/Loss on Asset Disposals	(411,373)	(46,710)	(93,560)	(46,850)	100%
Add Back Depreciation	9,663,980	4,026,595	4,278,550	251,955	6%
AMOUNT ATTRIBUTABLE TO OPERATING ACTIVITIES	9,252,607	3,979,885	4,191,702	211,817	5%
INVESTING ACTIVITIES					
Non-Operating Grants, Subsidies and Contributions	2,712,344	746,245	1,031,186	284,941	38%
Purchase Land and Buildings	(2,343,358)	(1,498,358)	(307,743)	1,190,615	-79%
Purchase Infrastructure Assets	(8,377,501)	(4,303,026)	(1,242,985)	3,060,041	-71%
Purchase Plant and Equipment	(1,600,346)	(812,546)	(310,548)	501,998	-62%
Purchase Furniture and Equipment	(1,114,147)	(688,147)	(117,343)	568,272	-83%
Proceeds from Joint Venture Operations	333,333	0	0	0	0%
Proceeds from Disposal of Assets	204,500	111,000	240,196	129,196	116%
	(10,185,175)	(6,444,832)	(707,236)	5,735,064	-89%
FINANCING ACTIVITIES					
Repayments of Debentures	(881,398)	(357,954)	(357,953)	1	0%
Transfers to Reserves (Restricted Assets)	(1,850,534)	(633,116)	(151,806)	481,310	-76%
Transfers from Reserves (Restricted Assets)	1,309,605	377,290	30,967	(346,323)	-92%
	(1,422,327)	(613,780)	(478,792)	134,988	-22%
Plus: Surplus/(Deficiency) Brought Fwd 1 July 2017	4,035,268	4,035,268	4,475,026	439,759	11%
Surplus/(Deficiency) before General Rates	(32,939,532)	(13,564,757)	(5,291,639)	8,270,587	-61%
Total Amount raised from General Rates	32,939,532	32,767,022	32,576,992	(190,030)	-1%
NET CURRENT ASSETS C/FWD - SURPLUS/(DEFICIT)	0	19,202,265	27,285,354	8,080,557	42%

CITY OF VINCENT
 NOTE 1 - STATEMENT OF FINANCIAL ACTIVITY
 BY PROGRAMME - GRAPH
 AS AT 30 NOVEMBER 2017



CITY OF VINCENT
NOTE 5 - CAPITAL REVENUE / EXPENDITURE PROGRAM
AS AT 30 NOVEMBER 2017



CITY OF VINCENT
 NOTE 2 - STATEMENT OF COMPREHENSIVE INCOME
 BY NATURE AND TYPE
 AS AT 30 NOVEMBER 2017



	Revised Budget	YTD Budget	YTD Actual	YTD Variance	YTD Variance
	2017/18	Nov-17	Nov-17	Nov-17	Nov-17
	\$	\$	\$	\$	%
REVENUE					
Rates	32,939,532	32,767,022	32,576,992	(190,030)	-1%
Operating Grants, Subsidies and Contributions	1,817,120	820,139	785,356	(34,783)	-4%
Fees and Charges	18,888,300	8,270,889	8,109,823	(161,066)	-2%
Interest Earnings	958,080	517,495	511,805	(5,690)	-1%
Other Revenue	320,120	153,951	185,680	31,729	21%
	54,923,152	42,529,496	42,169,656	(359,840)	-1%
EXPENDITURE					
Employee Costs	(25,939,930)	(10,942,123)	(10,569,775)	372,348	-3%
Materials and Contracts	(17,749,340)	(7,923,992)	(6,656,107)	1,267,885	-16%
Utilities Charges	(1,955,570)	(763,809)	(593,399)	170,410	-22%
Interest Expenses	(995,630)	(377,627)	(377,628)	(1)	0%
Insurance Expenses	(889,760)	(370,740)	(274,842)	95,898	-26%
Depreciation on Non-Current Assets	(9,663,980)	(4,026,595)	(4,278,550)	(251,955)	6%
Other Expenditure	176,312	74,404	291,738	217,334	292%
	(57,017,898)	(24,330,482)	(22,458,564)	1,871,918	-8%
Non-Operating Grants, Subsidies and Contributions	2,712,344	746,245	1,031,186	284,941	38%
Profit on Asset Disposals	411,373	46,710	98,100	51,390	110%
Loss on Asset Disposals	-	-	(4,540)	(4,540)	0%
	3,123,717	792,955	1,124,746	331,791	42%
NET RESULT	1,028,971	18,991,969	20,835,839	1,843,870	10%
OTHER COMPREHENSIVE INCOME					
Changes on Revaluation of Non-Current Assets	-	-	-	-	0%
TOTAL OTHER COMPREHENSIVE INCOME	1,028,971	18,991,969	20,835,839	1,843,870	10%
TOTAL COMPREHENSIVE INCOME	1,028,971	18,991,969	20,835,839	1,843,870	10%

**CITY OF VINCENT
NOTE 3 - NET CURRENT FUNDING POSITION
AS AT 30 NOVEMBER 2017**



	Actual 30-Nov-17 \$	Estimated Actual 30-Jun-17 \$
Current Assets		
Cash - Unrestricted	24,910,475	8,515,883
Cash - Restricted Reserves	9,028,958	8,908,119
Trade and Other Receivables - Rates	9,847,819	218,492
Trade and Other Receivables - Other Debtors	4,148,320	4,748,353
Inventories	264,852	181,244
Total Current Assets	48,200,424	22,572,091
Less: Current Liabilities		
Sundry and Other Creditors	(7,460,866)	(5,102,188)
Provisions - Current	(3,825,246)	(3,486,758)
Total Current Liabilities	(11,286,112)	(8,588,946)
Less:		
Reserves - Restricted Cash	(9,028,958)	(8,908,119)
Trade and Other Receivables - Other Debtors - Restricted Grant	(600,000)	(600,000)
Net Current Funding Position	27,285,353	4,475,026

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 30 NOVEMBER 2017



	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Chief Executive Officer</u>						
Chief Executive Officer Expenditure						
Employee Costs	450,130	190,182	164,280	(25,902)	-14%	Part time position vacant.
Other Employee Costs	11,050	5,402	4,602	(800)	-15%	
Other Expenses	204,050	161,960	221,579	59,619	37%	Strategic Community Plan expense higher than budget estimates.
Chief Executive Officer Expenditure Total	665,230	357,544	390,461	32,917	9%	
Chief Executive Officer Indirect Costs						
Allocations	(665,230)	(357,544)	(390,461)	(32,917)	9%	
Chief Executive Officer Indirect Costs Total	(665,230)	(357,544)	(390,461)	(32,917)	9%	
Chief Executive Officer Total	0	0	0	0		
<u>Members of Council</u>						
Members Of Council Revenue						
Revenue	(200)	(85)	0	85	-100%	
Members Of Council Revenue Total	(200)	(85)	0	85	-100%	
Members Of Council Expenditure						
Employee Costs	89,440	37,780	37,030	(750)	-2%	
Other Employee Costs	5,000	2,085	252	(1,833)	-88%	
Other Expenses	469,340	250,689	162,123	(88,566)	-35%	Timing variance on receipt of invoice from WA Electoral Commission.
Members Of Council Expenditure Total	563,780	290,554	199,405	(91,149)	-31%	
Members Of Council Indirect Costs						
Allocations	1,519,790	730,960	774,615	43,655	6%	
Members Of Council Indirect Costs Total	1,519,790	730,960	774,615	43,655	6%	
Members of Council Total	2,083,370	1,021,429	974,020	(47,409)	-5%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 30 NOVEMBER 2017



	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Other Governance</u>						
Other Governance Revenue						
Revenue	(26,620)	(675)	(55,638)	(54,963)	8143%	\$54k LGIS Members Experience Bonus received earlier than expected due to change in payment options.
Other Governance Revenue Total	(26,620)	(675)	(55,638)	(54,963)	8143%	
Other Governance Expenditure						
Employee Costs	248,230	104,881	105,880	999	1%	
Other Employee Costs	5,200	200	704	504	252%	
Other Expenses	112,630	37,439	35,074	(2,365)	-6%	
Other Governance Expenditure Total	366,060	142,520	141,658	(863)	-1%	
Other Governance Indirect Costs						
Allocations	224,180	96,824	95,507	(1,317)	-1%	
Other Governance Indirect Costs Total	224,180	96,824	95,507	(1,317)	-1%	
Other Governance Total	563,620	238,669	181,526	(57,143)	-24%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 30 NOVEMBER 2017



	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
Human Resources						
Human Resources Revenue						
Revenue	(36,320)	(33,630)	(12,510)	21,120	-63%	Centrelink paid parental leave payment started in October 2017.
Human Resources Revenue Total	(36,320)	(33,630)	(12,510)	21,120	-63%	
Human Resources Expenditure						
Employee Costs	694,820	329,575	303,317	(26,258)	-8%	Favourable variance with Centrelink paid parental leave payments and City's paid parental leave provision.
Other Employee Costs	108,900	49,590	39,209	(10,381)	-21%	\$9.2k timing variance on Occupational Health & Safety initiatives.
Other Expenses	189,350	94,395	30,314	(64,081)	-68%	\$20k under in Management Programmes which will be spent by December 2017, \$36k Legal costs and \$15k Consultants cost not yet required.
Human Resources Expenditure Total	993,070	473,560	372,840	(100,720)	-21%	
Human Resources Indirect Costs						
Allocations	(956,750)	(439,930)	(360,330)	79,600	-18%	
Human Resources Indirect Costs Total	(956,750)	(439,930)	(360,330)	79,600	-18%	
Human Resources Total	0	0	0	(0)		
Director Corporate Services						
Director Corporate Services Expenditure						
Employee Costs	440,620	186,171	181,366	(4,805)	-3%	
Other Employee Costs	7,330	3,054	3,083	29	1%	
Other Expenses	5,040	2,065	1,678	(387)	-19%	
Director Corporate Services Expenditure Total	452,990	191,290	186,128	(5,162)	-3%	
Director Corporate Services Indirect Costs						
Allocations	(452,990)	(191,290)	(186,128)	5,162	-3%	
Director Corporate Services Indirect Costs Total	(452,990)	(191,290)	(186,128)	5,162	-3%	
Director Corporate Services Total	0	0	0	0		

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
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	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Insurance Premium</u>						
Insurance Premium Expenditure						
Other Expenses	889,760	370,740	274,842	(95,898)	-26%	Variance due to change in premium calculation and payment by LGIS, it is still anticipated to pay the premium as per budget by end of 2017-18 financial year.
Insurance Premium Expenditure Total	889,760	370,740	274,842	(95,898)	-26%	
Insurance Premium Recovery						
Allocations	(889,760)	(370,740)	(274,842)	95,898	-26%	
Insurance Premium Recovery Total	(889,760)	(370,740)	(274,842)	95,898	-26%	
Insurance Premium Total	0	0	0	0		
<u>Insurance Claim</u>						
Insurance Claim Recoup						
Revenue	(43,500)	(17,250)	(17,740)	(490)	3%	
Insurance Claim Recoup Total	(43,500)	(17,250)	(17,740)	(490)	3%	
Insurance Claim Expenditure						
Other Expenses	30,000	12,500	4,228	(8,272)	-66%	
Insurance Claim Expenditure Total	30,000	12,500	4,228	(8,272)	-66%	
Insurance Claim Total	(13,500)	(4,750)	(13,512)	(8,762)	184%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
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	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Mindarie Regional Council</u>						
Mindarie Regional Council Revenue						
Revenue	(92,820)	(27,958)	(30,294)	(2,336)	8%	
Mindarie Regional Council Revenue Total	(92,820)	(27,958)	(30,294)	(2,336)	8%	
Mindarie Regional Council Expenditure						
Other Expenses	48,200	27,840	0	(27,840)	-100%	Timing in receipt of rates notice from City of Wanneroo.
Mindarie Regional Council Expenditure Total	48,200	27,840	0	(27,840)	-100%	
Mindarie Regional Council Total	(44,620)	(118)	(30,294)	(30,176)	25573%	
<u>General Purpose Revenue</u>						
General Purpose Revenue						
Revenue	(1,238,875)	(586,282)	(589,804)	(3,522)	1%	
General Purpose Revenue Total	(1,238,875)	(586,282)	(589,804)	(3,522)	1%	
General Purpose Revenue Total	(1,238,875)	(586,282)	(589,804)	(3,522)	1%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 30 NOVEMBER 2017



	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Rates Services</u>						
Rates Services Revenue						
Revenue	(33,616,632)	(33,296,187)	(33,121,047)	175,140	-1%	
Rates Services Revenue Total	(33,616,632)	(33,296,187)	(33,121,047)	175,140	-1%	
 Rates Services Expenditure						
Employee Costs	261,150	110,329	107,961	(2,368)	-2%	
Other Employee Costs	2,300	960	0	(960)	-100%	
Other Expenses	343,500	274,425	298,954	24,529	9%	
Rates Services Expenditure Total	606,950	385,714	406,915	21,201	5%	
 Rates Services Indirect Costs						
Allocations	196,205	86,584	88,893	2,309	3%	
Rates Services Indirect Costs Total	196,205	86,584	88,893	2,309	3%	
Rates Services Total	(32,813,477)	(32,823,889)	(32,625,239)	198,650	-1%	

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NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
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	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Finance Services</u>						
Finance Services Revenue						
Revenue	(1,050)	(435)	(4,413)	(3,978)	914%	
Finance Services Revenue Total	(1,050)	(435)	(4,413)	(3,978)	914%	
Finance Services Expenditure						
Employee Costs	743,140	313,970	316,747	2,777	1%	
Other Employee Costs	11,700	4,876	4,079	(797)	-16%	
Other Expenses	58,000	15,415	(7,655)	(23,070)	-150%	\$20k reversal of accrued expense for which invoice is yet to be paid.
Finance Services Expenditure Total	812,840	334,261	313,171	(21,090)	-6%	
Finance Services Indirect Costs						
Allocations	(811,790)	(333,826)	(308,758)	25,068	-8%	
Finance Services Indirect Costs Total	(811,790)	(333,826)	(308,758)	25,068	-8%	
Finance Services Total	0	0	0	(0)		
<u>Information Technology</u>						
Information Technology Expenditure						
Employee Costs	399,370	168,750	140,544	(28,206)	-17%	Variance due to a full time position was vacant, employee started in November 2017.
Other Employee Costs	29,500	15,550	14,824	(726)	-5%	
Information Technology Expenditure Total	1,375,300	658,415	581,309	(77,106)	-12%	
Information Technology Indirect Costs						
Allocations	(1,375,300)	(658,415)	(581,309)	77,106	-12%	
Information Technology Indirect Costs Total	(1,375,300)	(658,415)	(581,309)	77,106	-12%	
Information Technology Total	0	0	(0)	0		

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 30 NOVEMBER 2017



	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Records Management</u>						
Revenue	(2,000)	(835)	(505)	330	-40%	
Records Management Revenue Total	(2,000)	(835)	(505)	330	-40%	
Records Management Expenditure						
Employee Costs	248,470	104,972	104,442	(530)	-1%	
Other Employee Costs	20,400	6,415	0	(6,415)	-100%	
Other Expenses	144,600	39,000	15,216	(23,784)	-61%	\$29k not yet required for Contractors, \$4k unfavourable variance on Consultant expenses.
Records Management Expenditure Total	413,470	150,387	119,658	(30,729)	-20%	
Records Management Indirect Costs						
Allocations	(411,470)	(149,552)	(119,153)	30,399	-20%	
Records Management Indirect Costs Total	(411,470)	(149,552)	(119,153)	30,399	-20%	
Records Management Total	0	0	0	0		

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NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
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	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Director Community Engagement Expenditure</u>						
Director Community Engagement Expenditure						
Employee Costs	285,290	120,545	119,185	(1,360)	-1%	
Other Employee Costs	7,070	2,946	3,317	371	13%	
Other Expenses	3,490	1,435	1,494	59	4%	
Director Community Engagement Expenditure Total	295,850	124,926	123,996	(930)	-1%	
Director Community Engagement Expenditure Total	295,850	124,926	123,996	(930)	-1%	
<u>Director Community Engagement Indirect Costs</u>						
Director Community Engagement Indirect Costs						
Allocations	(295,850)	(124,926)	(123,996)	930	-1%	
Director Community Engagement Indirect Costs Total	(295,850)	(124,926)	(123,996)	930	-1%	
Director Community Engagement Indirect Costs Total	(295,850)	(124,926)	(123,996)	930	-1%	
<u>Marketing and Communications Expenditure</u>						
Marketing and Communications Expenditure						
Employee Costs	461,460	194,934	227,454	32,520	17%	Variance due to department restructure and voluntary redundancy payments.
Other Employee Costs	6,550	6,266	637	(5,629)	-90%	
Other Expenses	259,288	104,828	61,266	(43,562)	-42%	\$14k timing variance on subscription renewals, \$8k timing on website design works and other favourable variances that are not individually material.
Marketing and Communications Expenditure Total	727,298	306,028	289,357	(16,671)	-5%	
Marketing and Communications Expenditure Total	727,298	306,028	289,357	(16,671)	-5%	
<u>Marketing and Communications Indirect Costs</u>						
Marketing and Communications Indirect Costs						
Allocations	162,030	71,303	70,968	(335)	0%	
Marketing and Communications Indirect Costs Total	162,030	71,303	70,968	(335)	0%	
Marketing and Communications Indirect Costs Total	162,030	71,303	70,968	(335)	0%	

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 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
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	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Customer Service Centre</u>						
Customer Services Centre Expenditure						
Employee Costs	456,780	192,972	299,873	106,901	55%	Variance due to department restructure and voluntary redundancy payments, use of casual staff during recruitment process.
Other Employee Costs	8,900	6,800	13,846	7,046	104%	
Other Expenses	39,400	17,140	16,715	(425)	-2%	
Customer Services Centre Expenditure Total	505,080	216,912	330,434	113,522	52%	
Customer Services Centre Indirect Costs						
Allocations	(505,080)	(216,912)	(330,434)	(113,522)	52%	
Customer Services Centre Indirect Costs Total	(505,080)	(216,912)	(330,434)	(113,522)	52%	
Customer Service Centre Total	0	0	(0)	0		

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
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	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Beatty Park Leisure Centre Administration</u>						
Beatty Park Leisure Centre Admin Revenue						
Revenue	(2,468,550)	(1,066,125)	(1,021,885)	44,240	-4%	
Beatty Park Leisure Centre Admin Revenue Total	(2,468,550)	(1,066,125)	(1,021,885)	44,240	-4%	
Beatty Park Leisure Centre Admin Indirect Revenue						
Allocations	2,468,550	1,066,125	1,021,885	(44,240)	-4%	
Beatty Park Leisure Centre Admin Indirect Revenue Total	2,468,550	1,066,125	1,021,885	(44,240)	-4%	
Beatty Park Leisure Centre Admin Expenditure						
Employee Costs	855,720	361,679	359,108	(2,571)	-1%	
Other Employee Costs	15,880	5,763	1,147	(4,616)	-80%	
Other Expenses	273,920	129,473	124,226	(5,247)	-4%	
Beatty Park Leisure Centre Admin Expenditure Total	1,145,520	496,915	484,480	(12,435)	-3%	
Beatty Park Leisure Centre Admin Indirect Costs						
Allocations	(1,145,520)	(496,915)	(484,480)	12,435	-3%	
Beatty Park Leisure Centre Admin Indirect Costs Total	(1,145,520)	(496,915)	(484,480)	12,435	-3%	
Beatty Park Leisure Centre Administration Total	0	0	0	0		

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
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	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Beatty Park Leisure Centre Building</u>						
Beatty Park Leisure Centre Building Revenue						
Revenue	(159,350)	(67,420)	(66,331)	1,089	-2%	
Beatty Park Leisure Centre Building Revenue Total	(159,350)	(67,420)	(66,331)	1,089	-2%	
Beatty Park Leisure Centre Occupancy Costs						
Building Maintenance	581,500	253,590	125,816	(127,774)	-50%	No major maintenance works yet required.
Ground Maintenance	41,500	18,460	8,649	(9,811)	-53%	
Other Expenses	1,495,660	629,390	850,025	220,635	35%	\$255k unfavourable variance due to increase in depreciation cost after revaluation of building assets. And \$28k savings on utility expense.
Beatty Park Leisure Centre Occupancy Costs Total	2,118,660	901,440	984,489	83,049	9%	
Beatty Park Leisure Centre Indirect Costs						
Allocations	(1,959,310)	(834,020)	(918,158)	(84,138)	10%	
Beatty Park Leisure Centre Indirect Costs Total	(1,959,310)	(834,020)	(918,158)	(84,138)	10%	
Beatty Park Leisure Centre Building Total	0	0	0	(0)		

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NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
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	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
Swimming Pool Areas						
Swimming Pool Areas Revenue						
Revenue	(1,857,630)	(700,219)	(680,736)	19,483	-3%	
Swimming Pool Areas Revenue Total	(1,857,630)	(700,219)	(680,736)	19,483	-3%	
Swimming Pool Areas Indirect Revenue						
Allocations	(388,550)	(167,809)	(160,845)	6,964	-4%	
Swimming Pool Areas Indirect Revenue Total	(388,550)	(167,809)	(160,845)	6,964	-4%	
Swimming Pool Areas Expenditure						
Employee Costs	966,550	408,674	388,111	(20,563)	-5%	
Other Employee Costs	20,000	8,531	7,118	(1,413)	-17%	
Other Expenses	176,310	78,556	110,387	31,831	41%	\$15k bulk chemical purchase leading up to summer season and other unfavourable variances that are not individually material.
Swimming Pool Areas Expenditure Total	1,162,860	495,761	505,615	9,854	2%	
Swimming Pool Areas Indirect Costs						
Allocations	2,385,900	1,024,341	1,060,359	36,018	4%	
Swimming Pool Areas Indirect Costs Total	2,385,900	1,024,341	1,060,359	36,018	4%	
Swimming Pool Areas Total	1,302,580	652,074	724,394	72,320	11%	

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 BY SERVICE AREAS
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	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
Swim School						
Swim School Revenue						
Revenue	(1,495,000)	(695,827)	(709,653)	(13,826)	2%	
Swim School Revenue Total	(1,495,000)	(695,827)	(709,653)	(13,826)	2%	
Swim School Indirect Revenue						
Allocations	(1,970)	(854)	(818)	36	-4%	
Swim School Indirect Revenue Total	(1,970)	(854)	(818)	36	-4%	
Swim School Expenditure						
Employee Costs	832,100	351,965	385,866	33,901	10%	
Other Employee Costs	5,500	2,433	1,825	(608)	-25%	
Other Expenses	26,970	18,014	15,560	(2,454)	-14%	
Swim School Expenditure Total	864,570	372,412	403,251	30,839	8%	
Swim School Indirect Costs						
Allocations	191,210	82,405	81,241	(1,164)	-1%	
Swim School Indirect Costs Total	191,210	82,405	81,241	(1,164)	-1%	
Swim School Total	(441,190)	(241,864)	(225,978)	15,886	-7%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
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	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
Café						
Cafe Revenue						
Revenue	(714,000)	(295,800)	(276,251)	19,549	-7%	
Cafe Revenue Total	(714,000)	(295,800)	(276,251)	19,549	-7%	
Cafe Indirect Revenue						
Allocations	(1,970)	(854)	(818)	36	-4%	
Cafe Indirect Revenue Total	(1,970)	(854)	(818)	36	-4%	
Cafe Expenditure						
Employee Costs	356,640	150,812	167,106	16,294	11%	Additional staff required busy period.
Other Employee Costs	0	0	191	191		
Other Expenses	301,480	117,151	124,302	7,151	6%	
Cafe Expenditure Total	658,120	267,963	291,599	23,636	9%	
Cafe Indirect Costs						
Allocations	102,910	44,232	42,000	(2,232)	-5%	
Cafe Indirect Costs Total	102,910	44,232	42,000	(2,232)	-5%	
Café Total	45,060	15,541	56,530	40,989	264%	

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NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
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	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
Retail						
Retail Revenue						
Revenue	(517,000)	(195,921)	(199,784)	(3,863)	2%	
Retail Revenue Total	(517,000)	(195,921)	(199,784)	(3,863)	2%	
Retail Indirect Revenue						
Allocations	(490)	(212)	(204)	8	-4%	
Retail Indirect Revenue Total	(490)	(212)	(204)	8	-4%	
Retail Expenditure						
Employee Costs	50,000	21,121	19,634	(1,487)	-7%	
Other Employee Costs	1,500	750	0	(750)	-100%	
Other Expenses	276,490	97,565	73,463	(24,102)	-25%	Timing variance on receipt of invoices.
Retail Expenditure Total	327,990	119,436	93,097	(26,339)	-22%	
Retail Indirect Costs						
Allocations	81,200	35,050	33,981	(1,069)	-3%	
Retail Indirect Costs Total	81,200	35,050	33,981	(1,069)	-3%	
Retail Total	(108,300)	(41,647)	(72,911)	(31,264)	75%	

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NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
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	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
Health and Fitness						
Health and Fitness Revenue						
Revenue	(221,500)	(108,247)	(79,057)	29,190	-27%	\$38k under for personal training due to lower demand, program under review. \$9k favourable variance due to casual entry and circuit class.
Health and Fitness Revenue Total	(221,500)	(108,247)	(79,057)	29,190	-27%	
Health and Fitness Indirect Revenue						
Allocations	(1,374,500)	(593,616)	(568,985)	24,631	-4%	
Health and Fitness Indirect Revenue Total	(1,374,500)	(593,616)	(568,985)	24,631	-4%	
Health and Fitness Expenditure						
Employee Costs	554,520	234,482	222,457	(12,025)	-5%	
Other Employee Costs	9,000	4,500	1,940	(2,560)	-57%	
Other Expenses	212,040	99,688	89,867	(9,821)	-10%	
Health and Fitness Expenditure Total	775,560	338,670	314,264	(24,406)	-7%	
Health and Fitness Indirect Costs						
Allocations	541,810	233,224	227,398	(5,826)	-2%	
Health and Fitness Indirect Costs Total	541,810	233,224	227,398	(5,826)	-2%	
Health and Fitness Total	(278,630)	(129,969)	(106,380)	23,589	-18%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
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	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
Group Fitness						
Group Fitness Revenue						
Revenue	(170,500)	(68,657)	(64,912)	3,745	-5%	
Group Fitness Revenue Total	(170,500)	(68,657)	(64,912)	3,745	-5%	
Group Fitness Indirect Revenue						
Allocations	(466,560)	(201,497)	(193,136)	8,361	-4%	
Group Fitness Indirect Revenue Total	(466,560)	(201,497)	(193,136)	8,361	-4%	
Group Fitness Expenditure						
Employee Costs	275,940	116,751	111,548	(5,203)	-4%	
Other Employee Costs	900	415	479	64	15%	
Other Expenses	116,020	52,369	36,752	(15,617)	-30%	\$6k timing on music licences and other favourable variances that are not individually material.
Group Fitness Expenditure Total	392,860	169,535	148,780	(20,755)	-12%	
Group Fitness Indirect Costs						
Allocations	169,050	72,570	78,314	5,744	8%	
Group Fitness Indirect Costs Total	169,050	72,570	78,314	5,744	8%	
Group Fitness Total	(75,150)	(28,049)	(30,955)	(2,906)	10%	

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 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
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	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Aqua Fitness</u>						
Aqua Fitness Revenue						
Revenue	(30,000)	(11,361)	(11,222)	139	-1%	
Aqua Fitness Revenue Total	(30,000)	(11,361)	(11,222)	139	-1%	
Aqua Fitness Indirect Revenue						
Allocations	(196,990)	(85,076)	(81,546)	3,530	-4%	
Aqua Fitness Indirect Revenue Total	(196,990)	(85,076)	(81,546)	3,530	-4%	
Aqua Fitness Expenditure						
Employee Costs	33,110	14,008	13,496	(512)	-4%	
Other Expenses	8,500	3,946	3,594	(352)	-9%	
Aqua Fitness Expenditure Total	41,610	17,954	17,091	(863)	-5%	
Aqua Fitness Indirect Costs						
Allocations	98,660	42,697	45,688	2,991	7%	
Aqua Fitness Indirect Costs Total	98,660	42,697	45,688	2,991	7%	
Aqua Fitness Total	(86,720)	(35,786)	(29,990)	5,796	-16%	

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 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
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	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Creche</u>						
Creche Revenue						
Revenue	(16,500)	(7,430)	(12,306)	(4,876)	66%	
Creche Revenue Total	(16,500)	(7,430)	(12,306)	(4,876)	66%	
Creche Indirect Revenue						
Allocations	(37,520)	(16,207)	(15,533)	674	-4%	
Creche Indirect Revenue Total	(37,520)	(16,207)	(15,533)	674	-4%	
Creche Expenditure						
Employee Costs	231,780	97,993	92,649	(5,344)	-5%	
Other Employee Costs	1,650	1,233	215	(1,018)	-83%	
Other Expenses	1,950	1,613	1,139	(474)	-29%	
Creche Expenditure Total	235,380	100,839	94,002	(6,837)	-7%	
Creche Indirect Costs						
Allocations	94,110	40,464	41,103	639	2%	
Creche Indirect Costs Total	94,110	40,464	41,103	639	2%	
Creche Total	275,470	117,666	107,267	(10,399)	-9%	

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NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
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	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Community Partnership Mgmt Administration</u>						
Community Partnerships Management Administration						
Employee Costs	527,930	223,013	188,025	(34,988)	-16%	Manager position was vacant.
Other Employee Costs	1,150	576	938	362	63%	
Other Expenses	192,500	80,828	27,515	(53,313)	-66%	Timing variance on use of consultants.
Community Partnerships Management Administration Total	721,580	304,417	216,477	(87,940)	-29%	
Community Partnerships Mgmt Admin Indirect Costs						
Allocations	128,975	57,130	54,108	(3,022)	-5%	
Community Partnerships Mgmt Admin Recove	(850,555)	(361,547)	(270,585)	90,962	-25%	
Community Partnerships Mgmt Admin Indirect Costs Total	(721,580)	(304,417)	(216,477)	87,940	-29%	
Community Partnership Mgmt Administration Total	0	0	0	0		
<u>Community Connections</u>						
Community Connections Expenditure						
Employee Costs	89,440	37,780	36,152	(1,628)	-4%	
Other Employee Costs	4,910	2,046	2,046	0	0%	
Other Expenses	126,200	23,380	48,811	25,431	109%	\$11k CCTV maintenance expense incorrectly costed which is budgeted under Rangers administration, to be corrected in December 2017, \$12k timing variance for Noongar Outreach payment.
Community Connections Expenditure Total	220,550	63,206	87,009	23,803	38%	
Community Connections Indirect Costs						
Allocations	50,435	21,997	21,076	(921)	-4%	
Community Connections Indirect Costs Total	50,435	21,997	21,076	(921)	-4%	
Community Connections Total	270,985	85,203	108,085	22,882	27%	

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 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
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	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Recreation, Arts and Culture</u>						
Recreation, Arts and Culture Revenue						
Revenue	(18,000)	(3,000)	(218)	2,782	-93%	
Recreation, Arts and Culture Revenue Total	(18,000)	(3,000)	(218)	2,782	-93%	
<u>Recreation, Arts and Culture Expenditure</u>						
Employee Costs	92,220	38,953	123,236	84,283	216%	\$57k paid to employees for voluntary redundancy as part of department restructure and salary cost to be reallocated to correct department.
Other Employee Costs	4,950	2,291	1,639	(652)	-28%	
Other Expenses	433,370	92,734	82,925	(9,809)	-11%	
Recreation, Arts and Culture Expenditure Total	530,540	133,978	207,799	73,821	55%	
Recreation, Arts and Culture Indirect Costs						
Allocations	123,915	55,246	60,154	4,908	9%	
Community Partnerships Mgmt Admin Alloca	382,750	162,697	121,763	(40,934)	-25%	
Recreation, Arts and Culture Indirect Costs Total	506,665	217,943	181,917	(36,026)	-17%	
Recreation, Arts and Culture Total	1,019,205	348,921	389,499	40,578	12%	

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 BY SERVICE AREAS
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	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Senior, Disability and Youth Services</u>						
Senior, Disability and Youth Services Revenue						
Revenue	(53,000)	(16,046)	(3,753)	12,293	-77%	
Senior, Disability and Youth Services Revenue Total	(53,000)	(16,046)	(3,753)	12,293	-77%	
 Senior, Disability and Youth Services Expenditure						
Employee Costs	178,870	75,564	87,504	11,940	16%	
Other Employee Costs	2,050	1,615	844	(771)	-48%	
Other Expenses	269,470	89,939	31,582	(58,357)	-65%	\$40k Community Support Grant not yet spent and other favourable variances that are not individually material.
Senior, Disability and Youth Services Expenditure Total	450,390	167,118	119,929	(47,189)	-28%	
 Senior, Disability and Youth Serv Indirect Costs						
Allocations	127,885	56,878	53,264	(3,614)	-6%	
Community Partnerships Mgmt Admin Alloca	340,225	144,618	108,234	(36,384)	-25%	
Senior, Disability and Youth Serv Indirect Costs Total	468,110	201,496	161,498	(39,998)	-20%	
Senior, Disability and Youth Services Total	865,500	352,568	277,674	(74,894)	-21%	

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NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
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	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Library Services</u>						
Library Services Revenue						
Revenue	(24,970)	(10,080)	(10,312)	(232)	2%	
Library Services Revenue Total	(24,970)	(10,080)	(10,312)	(232)	2%	
Library Services Expenditure						
Employee Costs	912,920	385,784	345,899	(39,885)	-10%	Positions not back filled while permanent staff on leave.
Other Employee Costs	7,290	570	4,218	3,648	640%	
Other Expenses	92,300	36,580	34,490	(2,090)	-6%	
Library Services Expenditure Total	1,012,510	422,934	384,606	(38,328)	-9%	
Library Services Indirect Costs						
Allocations	433,300	193,358	171,146	(22,212)	-11%	
Community Partnerships Mgmt Admin Alloca	127,580	54,232	40,588	(13,644)	-25%	
Library Services Indirect Costs Total	560,880	247,590	211,734	(35,856)	-14%	
Library Services Total	1,548,420	660,444	586,028	(74,416)	-11%	
<u>Library Building</u>						
Library Occupancy Costs						
Building Maintenance	99,300	43,310	26,471	(16,839)	-39%	No major maintenance work yet required.
Other Expenses	176,910	67,872	74,643	6,771	10%	
Library Occupancy Costs Total	276,210	111,182	101,114	(10,068)	-9%	
Library Indirect Costs						
Allocations	5,430	2,260	2,036	(224)	-10%	
Library Indirect Costs Total	5,430	2,260	2,036	(224)	-10%	
Library Building Total	281,640	113,442	103,150	(10,292)	-9%	

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	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Ranger Services Administration</u>						
Ranger Services Administration Revenue						
Revenue	(3,870)	(1,610)	(1,277)	333	-21%	
Ranger Services Administration Revenue Total	(3,870)	(1,610)	(1,277)	333	-21%	
Ranger Services Administration Expenditure						
Employee Costs	2,379,630	1,005,192	905,075	(100,117)	-10%	Variance due to vacant positions and staff on leave without pay.
Other Employee Costs	36,680	16,786	18,780	1,994	12%	
Other Expenses	153,680	61,672	33,555	(28,117)	-46%	\$16k legal costs not yet required and various favourable variances that are not individually material.
Ranger Services Administration Expenditure Total	2,569,990	1,083,650	957,410	(126,240)	-12%	
Ranger Services Administration Indirect Costs						
Allocations	(2,566,120)	(1,082,040)	(956,133)	125,907	-12%	
Ranger Services Administration Indirect Costs Total	(2,566,120)	(1,082,040)	(956,133)	125,907	-12%	
Ranger Services Administration Total	0	0	0	0		
<u>Fire Prevention</u>						
Fire Prevention Revenue						
Revenue	(5,000)	(2,085)	954	3,039	-146%	
Fire Prevention Revenue Total	(5,000)	(2,085)	954	3,039	-146%	
Fire Prevention Indirect Costs						
Allocations	214,940	91,812	85,210	(6,602)	-7%	
Fire Prevention Indirect Costs Total	214,940	91,812	85,210	(6,602)	-7%	
Fire Prevention Total	209,940	89,727	86,164	(3,563)	-4%	

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	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Animal Control</u>						
Animal Control Revenue						
Revenue	(107,700)	(63,790)	(51,042)	12,748	-20%	\$10k Dog registration fees lower than anticipated.
Animal Control Revenue Total	(107,700)	(63,790)	(51,042)	12,748	-20%	
Animal Control Expenditure						
Other Expenses	16,650	5,857	7,264	1,407	24%	
Animal Control Expenditure Total	16,650	5,857	7,264	1,407	24%	
Animal Control Indirect Costs						
Allocations	214,940	91,812	83,610	(8,202)	-9%	
Animal Control Indirect Costs Total	214,940	91,812	83,610	(8,202)	-9%	
Animal Control Total	123,890	33,879	39,831	5,952	18%	
<u>Local Laws (Law and Order)</u>						
Local Laws (Law and Order) Revenue						
Revenue	(54,000)	(22,505)	(24,250)	(1,745)	8%	
Local Laws (Law and Order) Revenue Total	(54,000)	(22,505)	(24,250)	(1,745)	8%	
Local Laws (Law and Order) Indirect Costs						
Allocations	422,870	180,468	163,586	(16,882)	-9%	
Local Laws (Law and Order) Indirect Costs Total	422,870	180,468	163,586	(16,882)	-9%	
Local Laws (Law and Order) Total	368,870	157,963	139,336	(18,627)	-12%	

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BY SERVICE AREAS
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	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Abandoned Vehicles</u>						
Abandoned Vehicles Revenue						
Revenue	(21,000)	(8,750)	(12,890)	(4,140)	47%	
Abandoned Vehicles Revenue Total	(21,000)	(8,750)	(12,890)	(4,140)	47%	
Abandoned Vehicles Expenditure						
Other Expenses	17,500	7,290	3,813	(3,477)	-48%	
Abandoned Vehicles Expenditure Total	17,500	7,290	3,813	(3,477)	-48%	
Abandoned Vehicles Indirect Costs						
Allocations	214,940	91,812	83,610	(8,202)	-9%	
Abandoned Vehicles Indirect Costs Total	214,940	91,812	83,610	(8,202)	-9%	
Abandoned Vehicles Total	211,440	90,352	74,534	(15,818)	-18%	
<u>Inspectorial Control</u>						
Inspectorial Control Revenue						
Revenue	(2,483,800)	(1,048,040)	(959,107)	88,933	-8%	
Inspectorial Control Revenue Total	(2,483,800)	(1,048,040)	(959,107)	88,933	-8%	
Inspectorial Control Expenditure						
Other Expenses	1,034,630	664,175	587,551	(76,624)	-12%	\$40k timing variance on software licence, which will be incurred once handheld enforcement devices are set up; and \$62.5k timing variance on fines lodgment fees, \$24k not yet required for Parking ticket supplies.
Inspectorial Control Expenditure Total	1,034,630	664,175	587,551	(76,624)	-12%	
Inspectorial Control Indirect Costs						
Allocations	2,469,470	1,053,907	955,040	(98,867)	-9%	
Inspectorial Control Indirect Costs Total	2,469,470	1,053,907	955,040	(98,867)	-9%	
Inspectorial Control Total	1,020,300	670,042	583,484	(86,558)	-13%	

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	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Car Park Control</u>						
Car Park Control Revenue						
Revenue	(2,758,160)	(1,165,280)	(1,146,674)	18,606	-2%	
Car Park Control Revenue Total	(2,758,160)	(1,165,280)	(1,146,674)	18,606	-2%	
Car Park Control Expenditure						
Ground Maintenance	193,280	72,972	63,734	(9,238)	-13%	
Other Expenses	760,620	289,077	262,504	(26,573)	-9%	
Car Park Control Expenditure Total	953,900	362,049	326,239	(35,810)	-10%	
Car Park Control Total	(1,804,260)	(803,231)	(820,435)	(17,204)	2%	
<u>Kerbside Parking Control</u>						
Kerbside Parking Control Revenue						
Revenue	(2,396,180)	(998,410)	(1,023,337)	(24,927)	2%	
Kerbside Parking Control Revenue Total	(2,396,180)	(998,410)	(1,023,337)	(24,927)	2%	
Kerbside Parking Control Expenditure						
Other Expenses	526,220	190,726	213,686	22,960	12%	\$8.9k over budget for equipment maintenance and other unfavourable variances that are not individually material.
Kerbside Parking Control Expenditure Total	526,220	190,726	213,686	22,960	12%	
Kerbside Parking Control Total	(1,869,960)	(807,684)	(809,651)	(1,967)	0%	

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	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Dog Pound Expenditure</u>						
Dog Pound Expenditure						
Building Maintenance	5,150	2,560	1,588	(972)	-38%	
Other Expenses	5,720	2,385	0	(2,385)	-100%	
Dog Pound Expenditure Total	10,870	4,945	1,588	(3,357)	-68%	
Dog Pound Expenditure Total	10,870	4,945	1,588	(3,357)	-68%	
<u>Director Development Services</u>						
Director Development Services Expenditure						
Employee Costs	411,410	173,835	168,197	(5,638)	-3%	
Other Employee Costs	2,440	2,440	474	(1,966)	-81%	
Other Expenses	37,830	2,010	23,186	21,176	1054%	\$21k timing variance on subscription and publications.
Director Development Services Expenditure Total	451,680	178,285	191,857	13,572	8%	
Director Development Services Indirect Costs						
Allocations	(451,680)	(178,285)	(191,857)	(13,572)	8%	
Director Development Services Indirect Costs Total	(451,680)	(178,285)	(191,857)	(13,572)	8%	
Director Development Services Total	0	0	0	0		

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	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Health Administration and Inspection</u>						
Health Administration and Inspection Revenue						
Revenue	(309,860)	(146,355)	(256,436)	(110,081)	75%	\$76k Food premises licences received earlier than expected and one off payment of \$15k received from nib Stadium for the Regulation 19B application and timing variance.
Health Administration and Inspection Revenue Total	(309,860)	(146,355)	(256,436)	(110,081)	75%	
Health Administration and Inspection Expenditure						
Employee Costs	670,120	283,122	263,179	(19,943)	-7%	
Other Employee Costs	22,380	9,175	8,182	(993)	-11%	
Other Expenses	78,800	20,040	16,773	(3,267)	-16%	
Health Administration and Inspection Expenditure Total	771,300	312,337	288,134	(24,203)	-8%	
Health Administration and Inspection Indirect Cost						
Allocations	339,850	148,551	145,118	(3,433)	-2%	
Health Administration and Inspection Indirect Cost Total	339,850	148,551	145,118	(3,433)	-2%	
Health Administration and Inspection Total	801,290	314,533	176,816	(137,717)	-44%	
<u>Food Control</u>						
Food Control Revenue						
Revenue	(2,000)	(500)	0	500	-100%	
Food Control Revenue Total	(2,000)	(500)	0	500	-100%	
Food Control Expenditure						
Other Expenses	21,500	6,500	8,521	2,021	31%	
Food Control Expenditure Total	21,500	6,500	8,521	2,021	31%	
Food Control Total	19,500	6,000	8,521	2,521	42%	

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	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Health Clinics</u>						
Health Clinics Revenue						
Revenue	(19,080)	(10,063)	(9,911)	152	-2%	
Health Clinics Revenue Total	(19,080)	(10,063)	(9,911)	152	-2%	
Health Clinics Expenditure						
Building Maintenance	29,530	13,561	7,451	(6,110)	-45%	
Ground Maintenance	0	0	1,687	1,687		
Other Expenses	65,530	26,805	27,244	439	2%	
Health Clinics Expenditure Total	95,060	40,366	36,382	(3,984)	-10%	
Health Clinics Indirect Costs						
Allocations	2,400	1,000	902	(98)	-10%	
Health Clinics Indirect Costs Total	2,400	1,000	902	(98)	-10%	
Health Clinics Total	78,380	31,303	27,373	(3,930)	-13%	

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	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Statutory Planning Services</u>						
Statutory Planning Services Revenue						
Revenue	(645,570)	(268,990)	(236,684)	32,306	-12%	Development application fees lower than anticipated.
Statutory Planning Services Revenue Total	(645,570)	(268,990)	(236,684)	32,306	-12%	
Statutory Planning Services Expenditure						
Employee Costs	1,255,300	530,337	442,939	(87,398)	-16%	Positions vacant, agency staff used.
Other Employee Costs	24,810	10,335	56,761	46,426	449%	Agency staff used to fill vacant positions.
Other Expenses	266,900	111,205	90,593	(20,612)	-19%	\$15k savings in Development application panel fees and other favourable variances that are not individually material.
Statutory Planning Services Expenditure Total	1,547,010	651,877	590,293	(61,584)	-9%	
Statutory Planning Services Indirect Costs						
Allocations	700,915	309,305	327,793	18,488	6%	
Statutory Planning Services Indirect Costs Total	700,915	309,305	327,793	18,488	6%	
Statutory Planning Services Total	1,602,355	692,192	681,402	(10,790)	-2%	

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NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
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	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Compliance Services</u>						
Compliance Services Revenue						
Revenue	(31,400)	(13,085)	(8,630)	4,455	-34%	
Compliance Services Revenue Total	(31,400)	(13,085)	(8,630)	4,455	-34%	
Compliance Services Expenditure						
Employee Costs	350,100	147,920	144,314	(3,606)	-2%	
Other Employee Costs	6,960	2,900	2,192	(708)	-24%	
Other Expenses	57,900	24,125	12,135	(11,990)	-50%	\$13k legal cost not yet required.
Compliance Services Expenditure Total	414,960	174,945	158,641	(16,304)	-9%	
Compliance Services Indirect Costs						
Allocations	249,315	107,464	107,807	343	0%	
Compliance Services Indirect Costs Total	249,315	107,464	107,807	343	0%	
Compliance Services Total	632,875	269,324	257,819	(11,505)	-4%	
<u>Policy and Place Services</u>						
Policy and Place Services Revenue						
Revenue	(16,410)	(8,085)	(7,057)	1,028	-13%	
Policy and Place Services Revenue Total	(16,410)	(8,085)	(7,057)	1,028	-13%	
Policy and Place Serv Expenditure						
Employee Costs	896,520	378,787	350,085	(28,702)	-8%	
Other Employee Costs	15,260	6,500	5,328	(1,172)	-18%	
Other Expenses	565,520	227,717	57,856	(169,861)	-75%	Timing variance, \$68k on Strategic Planning Programmes, \$18k on Place Management Programmes, \$29k on Grants and Donation and \$16k on Data acquisition.
Policy and Place Serv Expenditure Total	1,477,300	613,004	413,268	(199,736)	-33%	
Policy and Place Services Indirect Cost						
Allocations	360,880	159,514	153,411	(6,103)	-4%	
Policy and Place Services Indirect Cost Total	360,880	159,514	153,411	(6,103)	-4%	
Policy and Place Services Total	1,821,770	764,433	559,622	(204,811)	-27%	

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NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
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	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Building Control</u>						
Building Control Revenue						
Revenue	(239,410)	(99,755)	(121,759)	(22,004)	22%	Building Licence applications higher than budget estimates.
Building Control Revenue Total	(239,410)	(99,755)	(121,759)	(22,004)	22%	
Building Control Expenditure						
Employee Costs	391,530	165,410	129,602	(35,808)	-22%	Part-time pool inspection positions still vacant.
Other Employee Costs	10,590	4,415	3,316	(1,099)	-25%	
Other Expenses	44,500	18,540	7,602	(10,938)	-59%	Made up of various favourable variances that are not individually material.
Building Control Expenditure Total	446,620	188,365	140,519	(47,846)	-25%	
Building Control Indirect Costs						
Allocations	301,735	130,528	138,301	7,773	6%	
Building Control Indirect Costs Total	301,735	130,528	138,301	7,773	6%	
Building Control Total	508,945	219,138	157,062	(62,076)	-28%	
<u>Director Technical Services</u>						
Director Technical Services Expenditure						
Employee Costs	378,680	160,004	84,205	(75,799)	-47%	DTS position currently vacant.
Other Employee Costs	10,520	5,286	6,443	1,157	22%	
Other Expenses	65,200	37,580	22,877	(14,703)	-39%	\$7k legal cost not yet required and other positive variances that are not individually material.
Director Technical Services Expenditure Total	454,400	202,870	113,525	(89,345)	-44%	
Director Technical Services Indirect Costs						
Allocations	(454,400)	(202,870)	(113,525)	89,345	-44%	
Director Technical Services Indirect Costs Total	(454,400)	(202,870)	(113,525)	89,345	-44%	
Director Technical Services Total	0	0	(0)	(0)		

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	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Engineering Design Services</u>						
Engineering Design Services Revenue						
Revenue	(6,050)	(2,725)	(2,663)	62	-2%	
Engineering Design Services Revenue Total	(6,050)	(2,725)	(2,663)	62	-2%	
Engineering Design Services Expenditure						
Employee Costs	495,550	209,377	235,647	26,270	13%	\$13k long service leave cashed out and Manager Engineering Design is acting Director Technical Services, salary to be transferred to DTS in December 2017.
Other Employee Costs	11,100	5,196	19,017	13,821	266%	
Other Expenses	250,750	110,769	41,266	(69,503)	-63%	\$39k not yet required for Asset data collection and building condition survey, \$10k timing variance on traffic survey and other favourable variances that are not individually material.
Engineering Design Services Expenditure Total	757,400	325,342	295,930	(29,412)	-9%	
Engineering Design Services Indirect Costs						
Allocations	369,635	163,744	143,038	(20,706)	-13%	
Engineering Design Services Indirect Costs Total	369,635	163,744	143,038	(20,706)	-13%	
Engineering Design Services Total	1,120,985	486,361	436,305	(50,056)	-10%	
<u>Bike Station Expenditure</u>						
Bike Station Expenditure						
Other Expenses	6,000	3,000	0	(3,000)	-100%	
Bike Station Expenditure Total	6,000	3,000	0	(3,000)	-100%	
Bike Station Expenditure Total	6,000	3,000	0	(3,000)	-100%	

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	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Street Lighting</u>						
Street Lighting Revenue						
Revenue	(23,000)	0	0	0		
Street Lighting Revenue Total	(23,000)	0	0	0		
Street Lighting Expenditure						
Other Expenses	840,000	352,500	218,785	(133,715)	-38%	Timing variance on invoices from Synergy for electricity expenses.
Street Lighting Expenditure Total	840,000	352,500	218,785	(133,715)	-38%	
Street Lighting Total	817,000	352,500	218,785	(133,715)	-38%	
<u>Underground Power Project</u>						
Underground Power Project Revenue						
Revenue	0	0	(311)	(311)		
Underground Power Project Revenue Total	0	0	(311)	(311)		
Underground Power Project Total	0	0	(311)	(311)		
<u>Bus Shelter</u>						
Bus Shelter Revenue						
Revenue	(59,000)	(12,500)	(11,358)	1,142	-9%	
Bus Shelter Revenue Total	(59,000)	(12,500)	(11,358)	1,142	-9%	
Bus Shelter Expenditure						
Other Expenses	45,930	16,763	43,991	27,228	162%	\$23k unfavourable variance in depreciation expense, to be reviewed in mid year budget review.
Bus Shelter Expenditure Total	45,930	16,763	43,991	27,228	162%	
Bus Shelter Total	(13,070)	4,263	32,634	28,371	666%	

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	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Parking and Street Name Signs Expenditure</u>						
Parking and Street Name Signs Expenditure						
Other Expenses	91,000	22,750	27,944	5,194	23%	
Parking and Street Name Signs Expenditure Total	91,000	22,750	27,944	5,194	23%	
Parking and Street Name Signs Expenditure Total	91,000	22,750	27,944	5,194	23%	
<u>Crossovers</u>						
Crossovers Expenditure						
Other Expenses	15,000	3,750	3,440	(310)	-8%	
Crossovers Expenditure Total	15,000	3,750	3,440	(310)	-8%	
Crossovers Total	15,000	3,750	3,440	(310)	-8%	
<u>Roads Linemarking Expenditure</u>						
Roads Linemarking Expenditure						
Other Expenses	60,000	25,000	16,117	(8,883)	-36%	
Roads Linemarking Expenditure Total	60,000	25,000	16,117	(8,883)	-36%	
Roads Linemarking Expenditure Total	60,000	25,000	16,117	(8,883)	-36%	
<u>Tree Lighting Leederville Expenditure</u>						
Tree Lighting Leederville Expenditure						
Other Expenses	50,000	0	0	0		
Tree Lighting Leederville Expenditure Total	50,000	0	0	0		
Tree Lighting Leederville Expenditure Total	50,000	0	0	0		

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	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Parklets Expenditure</u>						
Parklets Expenditure						
Other Expenses	4,000	1,335	1,449	114	9%	
Parklets Expenditure Total	4,000	1,335	1,449	114	9%	
Parklets Expenditure Total	4,000	1,335	1,449	114	9%	
<u>Environmental Services</u>						
Environmental Services Revenue						
Revenue	(24,500)	(10,210)	(8,705)	1,505	-15%	
Environmental Services Revenue Total	(24,500)	(10,210)	(8,705)	1,505	-15%	
Environmental Services Expenditure						
Employee Costs	87,200	36,842	35,736	(1,106)	-3%	
Other Expenses	224,940	93,255	96,889	3,634	4%	
Environmental Services Expenditure Total	312,140	130,097	132,626	2,529	2%	
Environmental Services Indirect Costs						
Allocations	53,530	23,977	18,461	(5,516)	-23%	
Environmental Services Indirect Costs Total	53,530	23,977	18,461	(5,516)	-23%	
Environmental Services Total	341,170	143,864	142,382	(1,482)	-1%	

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NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
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	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Property Management Administration</u>						
Property Management Administration Revenue						
Revenue	(2,810)	(1,170)	(3,923)	(2,753)	235%	
Property Management Administration Revenue Total	(2,810)	(1,170)	(3,923)	(2,753)	235%	
Property Management Administration Expenditure						
Employee Costs	319,640	135,009	123,388	(11,621)	-9%	
Other Employee Costs	4,060	1,691	1,691	0	0%	
Other Expenses	42,930	2,365	2,813	448	19%	
Property Management Administration Expenditure Total	366,630	139,065	127,892	(11,173)	-8%	
Property Management Administration Indirect Costs						
Allocations	208,445	91,648	69,023	(22,625)	-25%	
Property Management Administration Indirect Costs Total	208,445	91,648	69,023	(22,625)	-25%	
Property Management Administration Total	572,265	229,543	192,992	(36,551)	-16%	
<u>Civic Centre Building</u>						
Civic Centre Building Expenditure						
Building Maintenance	236,800	154,905	170,743	15,838	10%	Parks and garden costs incorrectly allocated to this account; to be corrected in December 2017.
Ground Maintenance	73,000	45,665	41,457	(4,208)	-9%	
Other Expenses	426,430	165,168	279,966	114,798	70%	\$122k unfavourable variance due to increase in depreciation cost after revaluation of building assets and \$9k favourable variance on rates and levy due to timing.
Civic Centre Building Expenditure Total	736,230	365,738	492,166	126,428	35%	
Civic Centre Building Indirect Costs						
Allocations	(736,230)	(365,738)	(492,166)	(126,428)	35%	
Civic Centre Building Indirect Costs Total	(736,230)	(365,738)	(492,166)	(126,428)	35%	
Civic Centre Building Total	0	0	0	0		

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	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Child Care Centres and Play Groups</u>						
Child Care Centres and Play Groups Revenue						
Revenue	(21,580)	(11,651)	(6,393)	5,258	-45%	
Child Care Centres and Play Groups Revenue Total	(21,580)	(11,651)	(6,393)	5,258	-45%	
Child Care Centres and Play Groups Expenditure						
Building Maintenance	12,000	6,325	2,862	(3,463)	-55%	
Ground Maintenance	0	0	283	283		
Other Expenses	79,220	33,016	18,401	(14,615)	-44%	\$14k favourable variance due to decrease in depreciation cost after revaluation of building assets.
Child Care Centres and Play Groups Expenditure Total	91,220	39,341	21,546	(17,795)	-45%	
Child Care Centres and Play Groups Indirect Costs						
Allocations	2,920	1,215	1,095	(120)	-10%	
Child Care Centres and Play Groups Indirect Costs Total	2,920	1,215	1,095	(120)	-10%	
Child Care Centres and Play Groups Total	72,560	28,905	16,248	(12,657)	-44%	
<u>Pre Schools and Kindergartens</u>						
Pre Schools and Kindergartens Revenue						
Revenue	(53,765)	(29,146)	(23,950)	5,196	-18%	
Pre Schools and Kindergartens Revenue Total	(53,765)	(29,146)	(23,950)	5,196	-18%	
Pre Schools and Kindergartens Expenditure						
Building Maintenance	12,175	7,688	1,546	(6,142)	-80%	
Ground Maintenance	400	165	528	363	220%	
Other Expenses	53,010	22,700	20,596	(2,104)	-9%	
Pre Schools and Kindergartens Expenditure Total	65,585	30,553	22,670	(7,883)	-26%	
Pre Schools and Kindergartens Indirect Costs						
Allocations	2,080	865	779	(86)	-10%	
Pre Schools and Kindergartens Indirect Costs Total	2,080	865	779	(86)	-10%	
Pre Schools and Kindergartens Total	13,900	2,272	(501)	(2,773)	-122%	

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	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Community and Welfare Centres</u>						
Community and Welfare Centres Revenue						
Revenue	(87,670)	(44,912)	(46,129)	(1,217)	3%	
Community and Welfare Centres Revenue Total	(87,670)	(44,912)	(46,129)	(1,217)	3%	
 Community and Welfare Centres Expenditure						
Building Maintenance	35,100	20,861	20,569	(292)	-1%	
Ground Maintenance	5,500	2,585	1,682	(903)	-35%	
Other Expenses	188,020	72,432	73,633	1,201	2%	
Community and Welfare Centres Expenditure Total	228,620	95,878	95,884	6	0%	
 Community and Welfare Centres Indirect Costs						
Allocations	8,120	3,385	3,046	(339)	-10%	
Community and Welfare Centres Indirect Costs Total	8,120	3,385	3,046	(339)	-10%	
Community and Welfare Centres Total	149,070	54,351	52,802	(1,549)	-3%	

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	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Department of Sports and Recreation Building</u>						
Dept of Sports and Recreation Building Revenue						
Revenue	(759,570)	(315,875)	(312,528)	3,347	-1%	
Dept of Sports and Recreation Building Revenue Total	(759,570)	(315,875)	(312,528)	3,347	-1%	
Dept of Sports and Recreation Building Expenditure						
Building Maintenance	143,550	100,485	94,009	(6,476)	-6%	
Ground Maintenance	9,900	4,410	4,620	210	5%	
Other Expenses	584,690	229,042	265,382	36,340	16%	\$36k unfavourable variance due to increase in depreciation cost after revaluation of building assets.
Dept of Sports and Recreation Building Expenditure Total	738,140	333,937	364,011	30,074	9%	
Dept of Sports and Recreation Building Indirect Costs						
Allocations	14,170	5,905	5,316	(589)	-10%	
Dept of Sports and Recreation Building Indirect Costs Total	14,170	5,905	5,316	(589)	-10%	
Department of Sports and Recreation Building Total	(7,260)	23,967	56,799	32,832	137%	
<u>nib Stadium</u>						
nib Stadium Revenue						
Revenue	(27,050)	(27,050)	(27,111)	(61)	0%	
nib Stadium Revenue Total	(27,050)	(27,050)	(27,111)	(61)	0%	
nib Stadium Expenditure						
Other Expenses	576,830	240,345	7,417	(232,928)	-97%	nib building assets not to be depreciated for the duration of lease with State Government, to be adjusted in mid year budget review.
nib Stadium Expenditure Total	576,830	240,345	7,417	(232,928)	-97%	
nib Stadium Total	549,780	213,295	(19,694)	(232,989)	-109%	

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	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Leederville Oval</u>						
Leederville Oval Revenue						
Revenue	(213,010)	(88,756)	(90,295)	(1,539)	2%	
Leederville Oval Revenue Total	(213,010)	(88,756)	(90,295)	(1,539)	2%	
Leederville Oval Expenditure						
Building Maintenance	38,700	11,850	7,589	(4,261)	-36%	
Ground Maintenance	100,000	41,665	35,130	(6,535)	-16%	
Other Expenses	423,770	174,568	178,935	4,367	3%	
Leederville Oval Expenditure Total	562,470	228,083	221,655	(6,428)	-3%	
Leederville Oval Indirect Costs						
Allocations	10,340	4,310	3,876	(434)	-10%	
Leederville Oval Indirect Costs Total	10,340	4,310	3,876	(434)	-10%	
Leederville Oval Total	359,800	143,637	135,236	(8,401)	-6%	

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	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Loftus Centre</u>						
Loftus Centre Revenue						
Revenue	(696,280)	(305,106)	(261,246)	43,860	-14%	
Loftus Centre Revenue Total	(696,280)	(305,106)	(261,246)	43,860	-14%	
Loftus Centre Expenditure						
Building Maintenance	126,400	57,856	40,664	(17,192)	-30%	
Ground Maintenance	21,700	9,625	17,919	8,294	86%	
Other Expenses	922,420	362,200	395,367	33,167	9%	
Loftus Centre Expenditure Total	1,070,520	429,681	453,950	24,269	6%	
Loftus Centre Indirect Costs						
Allocations	22,980	9,570	8,621	(949)	-10%	
Loftus Centre Indirect Costs Total	22,980	9,570	8,621	(949)	-10%	
Loftus Centre Total	397,220	134,145	201,325	67,180	50%	

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 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
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	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
Public Halls						
Public Halls Revenue						
Revenue	(232,750)	(98,391)	(67,152)	31,239	-32%	Budget not in line with updated fees and charges, to be reviewed in mid year budget review.
Public Halls Revenue Total	(232,750)	(98,391)	(67,152)	31,239	-32%	
Public Halls Expenditure						
Building Maintenance	189,750	105,931	68,792	(37,139)	-35%	No major maintenance yet required.
Ground Maintenance	4,000	3,500	4,053	553	16%	
Other Expenses	231,760	96,019	95,921	(98)	0%	
Public Halls Expenditure Total	425,510	205,450	168,766	(36,684)	-18%	
Public Halls Indirect Costs						
Allocations	8,120	3,375	3,044	(331)	-10%	
Public Halls Indirect Costs Total	8,120	3,375	3,044	(331)	-10%	
Public Halls Total	200,880	110,434	104,658	(5,776)	-5%	

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	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Reserves Pavilions and Facilities</u>						
Reserves Pavilions and Facilities Revenue						
Revenue	(106,810)	(44,950)	(22,810)	22,140	-49%	Budget not in line with updated fees and charges, to be reviewed in mid year budget review.
Reserves Pavilions and Facilities Revenue Total	(106,810)	(44,950)	(22,810)	22,140	-49%	
Reserves Pavilions and Facilities Expenditure						
Building Maintenance	459,175	221,910	144,451	(77,459)	-35%	No major maintenance yet required.
Ground Maintenance	7,500	7,500	7,392	(108)	-1%	
Other Expenses	315,710	128,287	119,315	(8,972)	-7%	
Reserves Pavilions and Facilities Expenditure Total	782,385	357,697	271,159	(86,538)	-24%	
Reserves Pavilions and Facilities Indirect Costs						
Allocations	8,270	3,430	3,107	(323)	-9%	
Reserves Pavilions and Facilities Indirect Costs Total	8,270	3,430	3,107	(323)	-9%	
Reserves Pavilions and Facilities Total	683,845	316,177	251,456	(64,721)	-20%	

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	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Sporting Clubs Buildings</u>						
Sporting Clubs Buildings Revenue						
Revenue	(139,610)	(69,924)	(60,250)	9,674	-14%	
Sporting Clubs Buildings Revenue Total	(139,610)	(69,924)	(60,250)	9,674	-14%	
Sporting Clubs Buildings Expenditure						
Building Maintenance	64,570	40,699	26,212	(14,487)	-36%	No major maintenance yet required.
Ground Maintenance	14,500	14,500	7,777	(6,723)	-46%	
Other Expenses	866,270	359,046	282,269	(76,777)	-21%	\$66k favourable variance on depreciation expense after revaluation of buildings and \$14k timing variance on utilities.
Sporting Clubs Buildings Expenditure Total	945,340	414,245	316,258	(97,987)	-24%	
Sporting Clubs Buildings Indirect Costs						
Allocations	25,020	10,425	9,379	(1,046)	-10%	
Sporting Clubs Buildings Indirect Costs Total	25,020	10,425	9,379	(1,046)	-10%	
Sporting Clubs Buildings Total	830,750	354,746	265,388	(89,358)	-25%	

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	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Parks and Reserves Administration</u>						
Parks and Reserves Administration Revenue						
Revenue	(4,870)	(2,025)	(1,331)	694	-34%	
Parks and Reserves Administration Revenue Total	(4,870)	(2,025)	(1,331)	694	-34%	
Parks and Reserves Administration Expenditure						
Employee Costs	1,110,330	468,424	459,689	(8,735)	-2%	
Other Employee Costs	34,850	14,531	20,941	6,410	44%	
Other Expenses	155,760	64,900	67,522	2,622	4%	
Parks and Reserves Administration Expenditure Total	1,300,940	547,855	548,152	297	0%	
Parks and Reserves Administration Indirect Costs						
Allocations	782,935	342,510	310,544	(31,966)	-9%	
On Costs Recovery	(1,440,000)	(600,000)	(589,588)	10,412	-2%	
Parks and Reserves Administration Indirect Costs Total	(657,065)	(257,490)	(279,044)	(21,554)	8%	
Parks and Reserves Administration Total	639,005	288,340	267,776	(20,564)	-7%	
<u>Parks and Reserves</u>						
Parks and Reserves Revenue						
Revenue	(68,650)	(28,605)	(29,221)	(616)	2%	
Parks and Reserves Revenue Total	(68,650)	(28,605)	(29,221)	(616)	2%	
Parks and Reserves Expenditure						
Ground Maintenance	2,150,595	895,925	780,750	(115,175)	-13%	No major maintenance yet required.
Other Expenses	838,220	341,766	326,997	(14,769)	-4%	
Parks and Reserves Expenditure Total	2,988,815	1,237,691	1,107,748	(129,943)	-10%	
Parks and Reserves Indirect Costs						
Allocations	370	155	140	(15)	-10%	
Parks and Reserves Indirect Costs Total	370	155	140	(15)	-10%	
Parks and Reserves Total	2,920,535	1,209,241	1,078,667	(130,574)	-11%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 30 NOVEMBER 2017



	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Sporting Grounds</u>						
Sporting Grounds Revenue						
Revenue	(78,000)	(32,495)	(14,334)	18,161	-56%	Budget not in line with new fees and charges schedule, to be reviewed in mid year budget review.
Sporting Grounds Revenue Total	(78,000)	(32,495)	(14,334)	18,161	-56%	
Sporting Grounds Expenditure						
Ground Maintenance	1,169,550	508,170	490,625	(17,545)	-3%	
Other Expenses	579,210	240,360	227,197	(13,163)	-5%	
Sporting Grounds Expenditure Total	1,748,760	748,530	717,822	(30,708)	-4%	
Sporting Grounds Total	1,670,760	716,035	703,488	(12,547)	-2%	
<u>Road Reserves Expenditure</u>						
Road Reserves Expenditure						
Ground Maintenance	394,250	164,165	117,027	(47,138)	-29%	No major maintenance yet required, also delayed maintenance due to bad weather.
Other Expenses	16,190	7,842	3,065	(4,777)	-61%	
Road Reserves Expenditure Total	410,440	172,007	120,092	(51,915)	-30%	
Road Reserves Expenditure Total	410,440	172,007	120,092	(51,915)	-30%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
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	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Parks Other</u>						
Parks Other Revenue						
Revenue	(2,000)	(2,000)	(450)	1,550	-78%	
Parks Other Revenue Total	(2,000)	(2,000)	(450)	1,550	-78%	
Parks Other Expenditure						
Other Expenses	2,061,910	1,002,921	1,011,916	8,995	1%	
Money/Monger Street Trees Surgery	22,000	22,000	21,618	(382)	-2%	
Parks Other Expenditure Total	2,083,910	1,024,921	1,033,534	8,613	1%	
Parks Other Total	2,081,910	1,022,921	1,033,085	10,164	1%	
<u>Processable Waste Collection</u>						
Processable Waste Collection Revenue						
Revenue	(268,410)	(267,000)	(301,260)	(34,260)	13%	Increase in fees from \$285 to \$430 for 240L additional garbage collection.
Processable Waste Collection Revenue Total	(268,410)	(267,000)	(301,260)	(34,260)	13%	
Processable Waste Collection Expenditure						
Employee Costs	564,130	238,048	215,886	(22,162)	-9%	
Other Employee Costs	5,000	2,085	0	(2,085)	-100%	
Other Expenses	3,814,250	1,584,753	1,399,802	(184,951)	-12%	\$38k not yet required for general maintenance and \$112k timing variance on tipping cost.
Processable Waste Collection Expenditure Total	4,383,380	1,824,886	1,615,688	(209,198)	-11%	
Processable Waste Collection Indirect Costs						
Allocations	356,120	156,782	134,848	(21,934)	-14%	
On Costs Recovery	(530,000)	(220,830)	(225,996)	(5,166)	2%	
Processable Waste Collection Indirect Costs Total	(173,880)	(64,048)	(91,148)	(27,100)	42%	
Processable Waste Collection Total	3,941,090	1,493,838	1,223,280	(270,558)	-18%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 30 NOVEMBER 2017



	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Other Waste Services</u>						
Other Waste Services Revenue						
Revenue	(1,200)	(500)	(1,891)	(1,391)	278%	
Other Waste Services Revenue Total	(1,200)	(500)	(1,891)	(1,391)	278%	
Other Waste Services Expenditure						
Other Expenses	673,750	98,018	51,968	(46,050)	-47%	\$31k timing variance on Waste Management Programmes and \$7k on general maintenance that is yet not required.
Other Waste Services Expenditure Total	673,750	98,018	51,968	(46,050)	-47%	
Other Waste Services Total	672,550	97,518	50,077	(47,441)	-49%	
<u>Recycling Expenditure</u>						
Recycling Expenditure						
Other Expenses	1,097,000	457,080	335,018	(122,062)	-27%	Timing variance.
Recycling Expenditure Total	1,097,000	457,080	335,018	(122,062)	-27%	
Recycling Expenditure Total	1,097,000	457,080	335,018	(122,062)	-27%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
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	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Public Works Overhead</u>						
Public Works Overhead Revenue						
Revenue	(49,110)	(17,732)	(16,408)	1,324	-7%	
Public Works Overhead Revenue Total	(49,110)	(17,732)	(16,408)	1,324	-7%	
Public Works Overhead Expenditure						
Employee Costs	503,800	212,555	153,356	(59,199)	-28%	\$40k variance due to a position being vacant, \$13k wages not yet required and other small favourable variances that are not individually material.
Other Employee Costs	20,000	6,255	6,999	744	12%	
Other Expenses	54,705	22,725	26,502	3,777	17%	
Public Works Overhead Expenditure Total	578,505	241,535	186,857	(54,678)	-23%	
Public Works Overhead Indirect Costs						
Allocations	606,175	265,107	233,258	(31,849)	-12%	
On Costs Recovery	(553,000)	(230,415)	(216,057)	14,358	-6%	
Public Works Overhead Indirect Costs Total	53,175	34,692	17,201	(17,491)	-50%	
Public Works Overhead Total	582,570	258,495	187,650	(70,845)	-27%	
<u>Plant Operating</u>						
Plant Operating Expenditure						
Other Expenses	1,797,620	771,261	705,173	(66,088)	-9%	
Plant Operating Expenditure Total	1,797,620	771,261	705,173	(66,088)	-9%	
Plant Operating Indirect Costs						
Allocations	(1,837,620)	(765,670)	(617,983)	147,687	-19%	
Plant Operating Indirect Costs Total	(1,837,620)	(765,670)	(617,983)	147,687	-19%	
Plant Operating Total	(40,000)	5,591	87,190	81,599	1459%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 30 NOVEMBER 2017



	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Recoverable Works</u>						
Recoverable Works Revenue						
Revenue	(100,000)	(50,000)	(33,472)	16,528	-33%	Timing variance on completion of recoverable works.
Recoverable Works Revenue Total	(100,000)	(50,000)	(33,472)	16,528	-33%	
Recoverable Works Expenditure						
Other Expenses	100,000	50,000	56,773	6,773	14%	
Recoverable Works Expenditure Total	100,000	50,000	56,773	6,773	14%	
Recoverable Works Total	0	0	23,300	23,300		
<u>Drainage Expenditure</u>						
Drainage Expenditure						
Other Expenses	279,250	114,122	143,133	29,011	25%	\$29k unfavourable variance due to higher general maintenance required.
Drainage Expenditure Total	279,250	114,122	143,133	29,011	25%	
Drainage Expenditure Total	279,250	114,122	143,133	29,011	25%	
<u>Footpaths/Cycleways Expenditure</u>						
Footpaths/Cycleways Expenditure						
Other Expenses	799,900	310,243	345,715	35,472	11%	\$35k unfavourable variance due to higher general maintenance required.
Footpaths/Cycleways Expenditure Total	799,900	310,243	345,715	35,472	11%	
Footpaths/Cycleways Expenditure Total	799,900	310,243	345,715	35,472	11%	
<u>Rights of Way Expenditure</u>						
Rights of Way Expenditure						
Other Expenses	192,830	79,147	82,962	3,815	5%	
Rights of Way Expenditure Total	192,830	79,147	82,962	3,815	5%	
Rights of Way Expenditure Total	192,830	79,147	82,962	3,815	5%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 30 NOVEMBER 2017



	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Roads Expenditure</u>						
Roads Expenditure						
Other Expenses	1,853,090	756,798	858,544	101,746	13%	\$90k depreciation expense higher than budget estimates, to be reviewed in mid year budget review.
Roads Expenditure Total	1,853,090	756,798	858,544	101,746	13%	
Roads Expenditure Total	1,853,090	756,798	858,544	101,746	13%	
<u>Street Cleaning Expenditure</u>						
Street Cleaning Expenditure						
Other Expenses	724,000	301,670	280,009	(21,662)	-7%	
Street Cleaning Expenditure Total	724,000	301,670	280,009	(21,662)	-7%	
Street Cleaning Expenditure Total	724,000	301,670	280,009	(21,662)	-7%	
<u>Traffic Control for Roadworks Expenditure</u>						
Traffic Control for Roadworks Expenditure						
Other Expenses	171,000	39,585	26,095	(13,490)	-34%	Timing variance.
Traffic Control for Roadworks Expenditure Total	171,000	39,585	26,095	(13,490)	-34%	
Traffic Control for Roadworks Expenditure Total	171,000	39,585	26,095	(13,490)	-34%	
<u>Roadwork Signs and Barricades Expenditure</u>						
Roadwork Signs and Barricades Expenditure						
Other Expenses	500	210	431	221	105%	
Roadwork Signs and Barricades Expenditure Total	500	210	431	221	105%	
Roadwork Signs and Barricades Expenditure Total	500	210	431	221	105%	

CITY OF VINCENT
 NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
 BY SERVICE AREAS
 AS AT 30 NOVEMBER 2017



	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Sump Expenditure</u>						
Sump Expenditure						
Other Expenses	2,500	0	0	0		
Sump Expenditure Total	2,500	0	0	0		
Sump Expenditure Total	2,500	0	0	0		
<u>Works Depot</u>						
Works Depot Expenditure						
Employee Costs	158,740	67,073	63,865	(3,208)	-5%	
Other Employee Costs	5,330	1,739	2,775	1,036	60%	
Other Expenses	4,170	621	3,502	2,881	464%	
Works Depot Expenditure Total	168,240	69,433	70,141	708	1%	
Works Depot Indirect Costs						
Allocations	(168,240)	(69,433)	(70,141)	(708)	1%	
Works Depot Indirect Costs Total	(168,240)	(69,433)	(70,141)	(708)	1%	
Works Depot Total	0	0	0	(0)		

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 30 NOVEMBER 2017



	Adopted Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Depot Building</u>						
Depot Occupancy Costs						
Building Maintenance	93,650	40,065	46,713	6,648	17%	
Ground Maintenance	0	0	1,022	1,022		
Other Expenses	198,540	91,548	109,013	17,465	19%	\$18k unfavourable variance due to increase in depreciation cost after revaluation of building assets.
Depot Occupancy Costs Total	292,190	131,613	156,748	25,135	19%	
Depot Indirect Costs						
Allocations	(292,190)	(131,613)	(156,707)	(25,094)	19%	
Depot Indirect Costs Total	(292,190)	(131,613)	(156,707)	(25,094)	19%	
Depot Building Total	0	0	41	41		
Net Operating	2,094,746	(18,199,014)	(19,711,092)	(1,512,078)	8%	

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2017/18
AS AT 30 NOVEMBER 2017



	Revised Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance	Variance Commentary
LAND & BUILDING ASSETS					
ADMINISTRATION & CIVIC CENTRE					
Fitout and relocation	700	700	4,261	3,561	509%
Fire compliance upgrade.	100,000	0	0	0	0%
Administration & Civic Centre, Workforce Accommodation Upgrade	270,000	40,000	22,665	(17,335)	-43% Timing variance.
Community Partnerships - Workforce Relocation	30,000	30,000	8,537	(21,463)	-72% Timing variance, works completed In November 2017.
BEATTY PARK LEISURE CENTRE					
Beatty Park Leisure Centre - Remedial Works (OMC 27/06/2017 - Item 10.3)	398,353	398,353	76,778	(321,575)	-81% Timing variance.
Changeroom Tiles replacement	120,000	60,000	0	(60,000)	-100% Project to commence in December 2017.
DEPARTMENT OF SPORTS AND RECREATION					
Zip Unit Renewal	10,000	0	0	0	0%
Carpet replacement	140,000	0	0	0	0%
LOFTUS RECREATION CENTRE					
Leveling Hardstand Escape Route for Drainage	8,000	8,000	8,526	526	7%
Refrigerated A/C Plant Renewal	100,000	0	0	0	0%
Roof fall restraint system renewal	20,000	20,000	0	(20,000)	-100% Project to commence in January 2018.
Renewal of ceiling fabric and upgrade of lights throughout centre	250,000	250,000	0	(250,000)	-100% Project to commence in December 2017.
Escape Gate Upgrade	12,000	12,000	0	(12,000)	-100% Timing variance, project commenced in October 2017.
LEEDERVILLE OVAL					
Stadium - Electrical upgrade	70,000	70,000	0	(70,000)	-100% Project to commence in January 2018.

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2017/18
AS AT 30 NOVEMBER 2017



	Revised Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance	Variance	Commentary
MANDATORY BUILDING COMPLIANCE UPGRADE						
Earlybird Playgroup Centre	4,137	4,137	0	(4,137)	-100%	
Dorrien Gardens (Azzurri Bocce Club)	10,120	10,120	0	(10,120)	-100%	Project delayed, to be completed by December 2017.
WORKS DEPOT						
Works Depot - Roof fall restraint system renewal	12,000	12,000	0	(12,000)	-100%	Project under review.
Roof sheet and screw renewal	20,000	0	11,773	11,773	100%	Works commenced earlier than planned.
Workplace Accommodation Depot staff computer kiosk	5,000	5,000	0	(5,000)	-100%	
MISCELLANEOUS						
Aircon re-gasification - various locations	70,000	70,000	0	(70,000)	-100%	Project to be scoped.
Anzac Cottage - Grant Interpretation	2,100	2,100	0	(2,100)	-100%	
Birdwood Square Ablutions - Gas HWS Renewal	6,000	6,000	3,070	(2,930)	-49%	
Braithwaite Park public toilet block upgrade and refurbishment	270,000	270,000	19,150	(250,850)	-93%	Timing variance.
Dorrien Gardens - Perth Soccer Club	57,448	57,448	57,448	0	0%	
Earlybird Playgroup Centre - Replace ceilings	8,000	8,000	6,820	(1,180)	-15%	
Earlybird Playgroup Centre upgrade	20,000	20,000	10,000	(10,000)	-50%	Timing variance, project commenced.
Earlybird Playgroup Centre - Switchboard Renewal	10,000	10,000	0	(10,000)	-100%	Timing variance, project commenced.
Forrest Park Croquet - Electrical HWS Renewal	4,000	4,000	2,846	(1,155)	-29%	
Highgate Child Health Clinic - Switchboard, lights and switches renewal	10,000	0	0	0	0%	
Highgate Child Health Clinic - Remove/Replace Lino Kitchen	5,000	5,000	5,000	0	0%	
Highgate Child Health Clinic - Replace ceilings	5,000	5,000	7,425	2,425	49%	
Leederville Child Health Clinic - Additional External Door	2,500	2,500	0	(2,500)	-100%	
Leederville Oval East Ablutions - Switchboard Renewal	4,000	4,000	804	(3,196)	-80%	
Lycopodium - Misc Renewals	100,000	40,000	15,432	(24,568)	-61%	Project commenced in September 2017, to be completed by the end of financial year.
Mens Shed - Macerator Sewer Upgrade	50,000	0	0	0	0%	
Menzies Park Pavilion - Electric HWS Renewal	2,000	2,000	0	(2,000)	-100%	

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2017/18
AS AT 30 NOVEMBER 2017



	Revised Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance	Variance	Commentary
North Perth Basketball club adjustable nets at Loftus Rec	15,000	15,000	0	(15,000)	-100%	Project delayed.
North Perth Bowling Club - Switchboard supply renewal	10,000	10,000	0	(10,000)	-100%	Timing variance, project commenced.
North Perth Tennis Club - Boundary retaining wall	20,000	20,000	18,491	(1,509)	-8%	
Royal Park Hall - Carpet Renewal	12,000	12,000	12,496	496	4%	
Royal Park Hall - Electrical Renewal	15,000	15,000	14,856	(144)	-1%	
Woodville Reserve - Power upgrade	40,000	0	0	0	0%	
Woodville Reserve - Replace slabbed building surrounds with concrete	25,000	0	1,364	1,364	100%	
FOR LAND & BUILDING ASSETS	2,343,358	1,498,358	307,743	(1,190,615)	-79%	

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2017/18
AS AT 30 NOVEMBER 2017



	Revised Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance	Variance Commentary
INFRASTRUCTURE ASSETS					
TRAFFIC MANAGEMENT					
Improvements at Vincent/Oxford Streets	40,000	40,000	3,629	(36,371)	-91% Project on hold, pending on Main Roads WA approval.
Intersections at Bourke and Loftus Streets	150,000	150,000	0	(150,000)	-100% Project on hold, pending on Main Roads WA approval.
Intersections at Vincent and Fitzgerald Streets	79,560	79,560	0	(79,560)	-100% Project completed, awaiting invoices from Main Roads WA.
William and Bulwer Streets Pedestrian Phasing Signals	207,580	207,580	196,930	(10,650)	-5%
Improved pedestrian crossings at signalised intersections	230,000	50,000	0	(50,000)	-100% Project to commence in January 2018.
Miscellaneous Traffic Management	80,000	40,000	15,722	(24,278)	-61% On going project, depending on requirement.
Mid-block signalised pedestrian 'Pelican' crossings	250,000	125,000	3,433	(121,568)	-97% On going project, to be completed by end of financial year.
Replace Fitzgerald Street speed cushions	25,000	0	0	0	0%
Proposed Killarney Street intersection modifications at Scarb Bch Rd	30,000	0	1,000	1,000	100%
Proposed Anzac Road Traffic Calming	65,000	65,000	8,752	(56,248)	-87% Timing variance.
BLACK SPOT PROGRAM					
Newcastle and Palmerston Streets	40,000	40,000	0	(40,000)	-100% On hold, awaiting City of Perth approval.
Walcott and Raglan Streets	0	0	450	450	100% Expenses related to 2016-17 financial year, to be adjusted in carry forward adjustments.
William and Forrest Streets	12,000	5,000	0	(5,000)	-100%
Green and Matlock Streets	30,000	11,900	23,174	11,274	95% Project ahead of schedule.
Ruby and Fitzgerald Streets	30,000	11,900	1,000	(10,900)	-92% Timing variance.

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2017/18
AS AT 30 NOVEMBER 2017



	Revised Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance	Variance Commentary
STREETSCAPE IMPROVEMENTS					
Axford Park Improvements	5,860	5,860	5,860	0	0%
Streetscape improvements/Place Making - William Street - Street Furniture Improvements	30,000	0	0	0	0%
Streetscape improvements/Place Making - Miscellaneous Renewals	30,000	10,000	0	(10,000)	-100% Project in planning phase.
Streetscapes - Upgrade of street Litter bins	30,000	20,000	0	(20,000)	-100% Project to commenct in December 2017.
Greening (Streetscapes)	300,000	120,000	84,922	(35,078)	-29% Timing variance.
North Perth Public Open Space	114,000	114,000	0	(114,000)	-100% Tender to be advertised in November 2017, works to start in February 2018 till end of financial year.
ROADWORKS - LOCAL ROADS PROGRAM					
Bennelong Street - Oxford St to Cul-de-sac	30,000	18,600	6,521	(12,079)	-65% Timing variance.
Monmouth Street - York St to William St	30,000	18,600	570	(18,030)	-97% Timing variance.
Gill Street - Charles St to London St	130,000	80,700	72,278	(8,422)	-10%
Ellesmere Street (Stage 1) - Charles St to London St	115,000	71,370	68,670	(2,700)	-4%
Cleaver St - Carr St - Roundabout	50,000	31,050	0	(31,050)	-100% Project delayed, to commence in February 2018.
Fleet Street - Richmond St to Bourke St	10,000	6,300	1,013	(5,287)	-84%
Frame Court - Leederville Pde to Water Corp	30,000	18,600	10,516	(8,084)	-43%
Hawthorn Street - Flinders St to Coogee St	30,000	18,600	38,055	19,455	105% Increase in scope, to be adjusted during mid year review.
Little Walcott Street - Mabel St to Blake St	50,000	31,050	2,236	(28,814)	-93% Timing variance, project commenced in October 2017.
Norfolk Street - Vincent St to Chelmsford Rd	35,000	21,720	35,614	13,894	64%
Westralia Street - East Pde to Joel Tce	25,000	15,480	19,454	3,974	26%
Hutt Street - Grosvenor Rd to Raglan Rd	20,000	12,450	25,054	12,604	101% Increase in scope, to be adjusted during mid year review.
Dover Street - Scarborough Beach Rd to Matlock St	25,000	15,480	32,219	16,739	108% Increase in scope, to be adjusted during mid year review.

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NOTE 5 - CAPITAL WORKS SCHEDULE 2017/18
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	Revised Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance	Variance Commentary
ROADWORKS - REHABILITATION (MRRG PROGRAM)					
Beaufort/Brisbane Street Intersection Improvements	139,970	139,970	2,177	(137,793)	-98% Project on hold, pending on Main Roads WA approval.
Brisbane Street - Beaufort to William Street	134,214	134,214	0	(134,214)	-100% Project on hold, pending on Main Roads WA approval.
Beaufort Street - Brisbane to Parry Street	51,043	51,043	0	(51,043)	-100% Project on hold, pending on Main Roads WA approval.
Vincent Street - William to Beaufort Street	110,082	110,082	9,585	(100,497)	-91% Timing variance.
Angove Street - Daphne to Fitzgerald Street	153,200	44,030	0	(44,030)	-100% Project to commence in January 2018.
Angove Street - Charles to Daphne Street	327,400	94,090	0	(94,090)	-100% Project to commence in January 2018.
Fitzgerald Street - Raglan Road to Angove Street	142,700	41,010	0	(41,010)	-100% Project to commence in January 2018.
Scarborough Beach Road - Oxford to Fairfield Street	72,600	20,870	0	(20,870)	-100% Project to commence in December 2017.
ROADWORKS - ROADS TO RECOVERY PROGRAM					
Newcastle Street - Oxford Street to Carr Place	48,794	48,794	31,748	(17,046)	-35% Timing variance, project completed.
Roads to Recovery Program (Deferred from 2016-17)	201,248	60,000	0	(60,000)	-100% To be reviewed at mid year budget review.
Tennyson Street - Oxford St to Scott St	100,000	34,760	1,191	(33,569)	-97% Timing variance.
Barnet Street - Richmond St to Bourke St	55,145	19,200	1,285	(17,915)	-93% Timing variance.
Richmond Street - Loftus St to Elven St	100,000	34,760	25,839	(8,921)	-26%
Randell Street - Fitzgerald St to Palmerston St	90,000	31,280	0	(31,280)	-100% Project to commence in first quarter of 2018.
RIGHTS OF WAY					
Nova Lane	98,900	98,900	2,143	(96,758)	-98% Project to commence in February 2018.
Solar Lighting of Laneways	29,647	29,647	0	(29,647)	-100% Project to commence in January 2018.
Rights of Way - Cowle/Charles Streets, West Perth	26,000	26,000	27,573	1,573	6%
Rights of Way - Ruby/Knutsford Street, North Perth	45,000	45,000	47,221	2,221	5%
Rights of Way - Rehabilitation	120,000	50,000	48,957	(1,043)	-2%

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2017/18
AS AT 30 NOVEMBER 2017



	Revised Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance	Variance	Commentary
SLAB FOOTPATH PROGRAMME						
Newcastle St - Carr to Watercorp	85,000	85,000	0	(85,000)	-100%	Project on hold due to Watercorp works in the area.
Install Tactile pavers in Brisbane and Lake Streets, Perth	20,000	20,000	5,316	(14,684)	-73%	Timing variance.
Kalgoorlie Street footpath, Berryman St to Scarborough Beach Road	36,000	36,000	0	(36,000)	-100%	Project to commence in January 2018.
Summer St footpath, Joel Terrace to the river	35,000	35,000	0	(35,000)	-100%	Project commenced.
Purslowe Street - Brady St to East St	26,500	15,900	0	(15,900)	-100%	Project to commence in first quarter of 2018.
Ellesmere Street - Fairfield St to Shakespeare St	35,000	21,000	0	(21,000)	-100%	Project to commence in first quarter of 2018.
Anzac Road - Loftus St to Scarborough Beach Rd						
Cliveden Street - Walcot to No 19 (near Hunter St)						
Barnet Place - Barnet St to Cul-de-sac	6,000	3,600	0	(3,600)	-100%	
Gardiner Street - Zebina St to East Pde	10,000	6,000	0	(6,000)	-100%	
Lake Street - Glendower St to Primrose St	3,500	2,100	0	(2,100)	-100%	
Walcott Street - Alma St to Raglan Rd						
Alma Street - Fitzgerald St Cul-de-sac	7,000	4,200	0	(4,200)	-100%	
Ambleside Avenue - Lynton St to Cul-de-sac	10,000	6,000	0	(6,000)	-100%	
Angove Street - Albert St to Woodville St	8,000	4,800	0	(4,800)	-100%	
Barlee Street - Roy St to new development (45m)	5,500	3,300	0	(3,300)	-100%	
Brewer Street - Lacey St to Pier St	10,000	6,000	0	(6,000)	-100%	
Campsie Street - Bourke St RAB						
Bennelong Place - Oxford St to Cul-de-sac						
Emmerson Street - Loftus St to Alto Ln	6,000	3,600	0	(3,600)	-100%	
Farmer Street - Angove St to Pansy St	9,000	5,400	0	(5,400)	-100%	
Greenway Street - Beaufort St to Stirling St						
Fore Street - Beaufort St to 25m west	8,500	5,100	0	(5,100)	-100%	
Kalgoorlie Street - Berryman St to Scarborough Beach Rd						
William Street - Glendower St to Vincent St	5,000	3,000	0	(3,000)	-100%	
Charles Street - Carr St to Newcastle St	90,000	54,000	0	(54,000)	-100%	Project to commence in February 2018.
Robinson Avenue - Wellman St to William St	10,000	6,000	0	(6,000)	-100%	

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2017/18
AS AT 30 NOVEMBER 2017



	Revised Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance	Variance Commentary
BICYCLE NETWORK					
Bike Plan Network 2015-16 Implementation (Palmerston to Lord)	45,007	45,007	30,367	(14,640)	-33% Timing variance.
Bicycle Network Oxford - Anzac to Scarb Bch Rd	190,000	70,000	0	(70,000)	-100% Project on hold due to Watercorp works in the area.
Oxford Street Green - Bike Box	25,000	25,000	0	(25,000)	-100% Awaiting Main Roads WA approval.
Bike Boulevard Stage 2	1,100,000	0	7,150	7,150	100%
Bike Parking	14,000	4,000	2,778	(1,222)	-31%
Carr/Cleaver Street - bike lanes	50,000	0	0	0	0%
CAR PARK DEVELOPMENT					
Beatty Park Reserve car park - Lighting	2,500	2,500	0	(2,500)	-100%
Berryman and The Boulevard - Angle Parking	90,000	0	600	600	100%
Brisbane Street Car Park - Lighting	35,000	35,000	0	(35,000)	-100% Project to commence in February 2018.
Chelmsford Road Car Park	78,000	78,000	0	(78,000)	-100% Project to commence in February 2018.
Glebe Street - Angle Parking	85,000	0	0	0	0%
North Perth ACROD Parking Bays	5,000	5,000	0	(5,000)	-100%
Pansy Street Car Park - Lighting	1,600	1,600	0	(1,600)	-100%
Parking Restriction Implementation	143,682	50,000	33,487	(16,513)	-33% Timing variance.
Raglan Road Car Park - Resurfacing & Lighting	70,000	70,000	0	(70,000)	-100% Project to commence in February 2018.
DRAINAGE					
Beatty Park Reserve - Flood Mitigation Works	3,033	3,033	0	(3,033)	-100%
Beatty Park Reserve - Drainage Improvements	150,000	150,000	0	(150,000)	-100% Project to commence in February 2018.
Gully Soakwell Program	75,000	55,000	64,168	9,168	17%
Lawler Street Sump - Infill	198,000	198,000	0	(198,000)	-100% Project to commence in January 2018.
Miscellaneous Improvements	55,000	10,000	0	(10,000)	-100% Requests not yet received.
Muriel Place Drainage Upgrade	20,000	20,000	0	(20,000)	-100% Project to commence in first quarter of 2018.

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2017/18
AS AT 30 NOVEMBER 2017



	Revised Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance	Variance Commentary
PARKS AND RESERVES					
Axford Park - Redevelopment	200,000	0	0	0	0%
Banks Reserve - Foreshore restoration stage 2	185,300	140,000	20,000	(120,000)	-86% Timing variance.
Central Control Irrigation System (Stage 3)	60,000	30,000	46,306	16,306	54% Timing variance.
Charles Veryard Reserve - Full/Partial Dog Exercise Fence & Landscaping	15,000	15,000	0	(15,000)	-100% Project on hold, further consultation required.
Greening Plan - Oxford St, Scarb Bch Rd, Lord	0	0	9,572	9,572	100% Expenses related to 2016-17. Project to be reviewed during mid year budget.
Hyde Park - Re-asphalt pathways	72,336	72,336	53,639	(18,697)	-26% Timing variance.
Kylla Park - Replace/upgrade in ground reticulation system	65,000	0	0	0	0%
Leake Street Public Open Space - Eco Zoning	5,000	5,000	3,456	(1,544)	-31%
Les Lilleyman Reserve - Basketball and Netball installation	20,000	20,000	9,120	(10,880)	-54% Timing variance, project commenced in October 2017.
Les Lilleyman Reserve - Eco-zoning	30,000	10,000	0	(10,000)	-100% Project to commence in January 2018.
Menzies Park - Replace groundwater bore	40,000	40,000	0	(40,000)	-100% Project delayed, to commence in December 2017.
Miscellaneous - Parks and Reserves Upgrade	20,000	10,000	13,959	3,959	40%
Parks BBQ installations	9,500	9,500	3,173	(6,327)	-67%
Roads to Parks Demonstration Project - Hyde Street Park Mt Lawley	140,000	40,000	0	(40,000)	-100% Project to commence in December 2017.
Synthetic Cricket Wicket Surfacing Program	25,000	0	11,430	11,430	100% Timing variance.
Venables Park - Re-asphalt pathways and install barrier kerbing	20,000	20,000	2,408	(17,592)	-88% Timing variance.

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2017/18
AS AT 30 NOVEMBER 2017



	Revised Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance	Variance	Commentary
MISCELLANEOUS						
Axford Park - Uplighting trees	60,000	60,000	60,000	0	0%	
Install a pit and pump at Depot Dog Pound	41,000	41,000	0	(41,000)	-100%	Project under review.
New Parklets - Mt Hawthorn & North Perth	24,600	24,600	0	(24,600)	-100%	Project in planning stage, to be spend from January 2018.
Proposed Pedestrian Safety Ballustrade intersection Oxford and Bourke Streets, Leederville	8,000	8,000	7,273	(727)	-9%	
Robertson Park - Restump concrete boardwalk	15,000	15,000	0	(15,000)	-100%	Project commence in November 2017.
Bus Shelters	40,000	20,000	3,991	(16,009)	-80%	Timing variance.
Upgrade and install new street lighting	15,000	5,000	0	(5,000)	-100%	
TOTAL EXPENDITURE FOR INFRASTRUCTURE ASSETS	8,377,501	4,303,026	1,242,985	(3,060,041)	-71%	

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2017/18
AS AT 30 NOVEMBER 2017



	Revised Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance	Variance	Commentary
PLANT & EQUIPMENT ASSETS						
LIGHT FLEET VEHICLE REPLACEMENT PROGRAMME						
Light Fleet - Annual Changeovers	280,500	198,000	203,995	5,995	3%	Timing of vehicle change over impacted by availability of replacements.
MAJOR PLANT REPLACEMENT PROGRAMME						
Road Safety Trailer	29,500	29,500	29,220	(280)	-1%	
Side Loader Rubbish Compactor	380,000	0	0	0	0%	
Single Axle Truck (Flocon)	200,000	0	0	0	0%	
Tractor - Parks	120,000	120,000	0	(120,000)	-100%	Purchase order raised.
Ride-on Rotary mower (zero turn) - Parks	42,000	42,000	0	(42,000)	-100%	Purchase order raised.
Electric Bike	2,500	2,500	0	(2,500)	-100%	
All Terrain vehicle (ATV) - Hyde Park	30,000	0	0	0	0%	
ADMINISTRATION & CIVIC CENTRE						
Beatty Park Server	19,000	19,000	0	(19,000)	-100%	Project on hold.
Upgrade of CCTV	42,800	0	0	0	0%	
BEATTY PARK LEISURE CENTRE						
Boiler Replacement	199,000	199,000	0	(199,000)	-100%	Planning stage, to commence in March 2018.
Upgrade fire panel	25,000	25,000	0	(25,000)	-100%	Planning stage, receiving advice.
Ventilation in spa plant room	8,500	8,500	0	(8,500)	-100%	
Switchboard in top level of plantroom	12,500	0	0	0	0%	
25m pool pump	7,500	7,500	0	(7,500)	-100%	
Dry Chlorine feeder	12,000	12,000	0	(12,000)	-100%	Timing variance, project commenced in October 2017.
POLICY AND PLACE						
Installation of Device Sensors for Town Centre Performance	1,236	1,236	0	(1,236)	-100%	

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2017/18
AS AT 30 NOVEMBER 2017



	Revised Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance	Variance	Commentary
COMMUNITY SERVICES						
Replace Autocite Units (mobile infringement hardware)	40,000	40,000	32,682	(7,318)	-18%	
5x 'Pay by Plate' parking ticket machines - Avenue Car Park	6,900	6,900	0	(6,900)	-100%	
Frame Court Car Park - Pay-by-Plate Parking Machines	50,000	50,000	34,071	(15,929)	-32%	Project commenced ahead of schedule.
Parking Machines Asset Replacement Program	40,000	0	10,580	10,580	100%	Project commenced ahead of schedule.
Parking Sensors Pilot Project	51,410	51,410	0	(51,410)	-100%	Receiving quotes, to be implemented from March 2018.
TOTAL EXPENDITURE						
FOR PLANT & EQUIPMENT ASSETS	1,600,346	812,546	310,548	(501,998)	-62%	

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2017/18
AS AT 30 NOVEMBER 2017



	Revised Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance	Variance Commentary
<u>FURNITURE & EQUIPMENT ASSETS</u>					
CORPORATE SERVICES					
Corporate Systems - Re-Implementation or Replacement	37,500	37,500	24,297	(13,203)	-35% Under review.
BEATTY PARK LEISURE CENTRE					
Replacement of Gym Equipment for Loftus Centre	54,615	54,615	53,750	(865)	-2%
Stereo upgrades - RPM studio, Studio 1&2 and Gym (Currently Leased)	41,000	0	0	0	0%
Pool Lane rope replacement	7,000	7,000	0	(7,000)	-100%
INFORMATION TECHNOLOGY					
Upgrade of IT Firewall	80,000	0	0	0	0%
Replace IT Servers	50,000	50,000	0	(50,000)	-100% Project to commence in December 2017.
Replacement PC Fleet (Currently Leased)	350,000	350,000	2,591	(347,409)	-99% Purchase order to be raised before Christmas, expected to complete by February 2018.
Redevelopment of Website (stage 2)	30,000	30,000	6,058	(23,943)	-80% Ongoing project, to be completed by June 2018.
Upgrade of AV Devices	30,000	30,000	0	(30,000)	-100% Project to commence in January 2018.
Upgrade IT Network Remote Access Facility	30,000	0	0	0	0%
SOE Development	15,000	15,000	0	(15,000)	-100% Project linked to PC replacement project.
Online Lodgement of Applications	100,000	0	1,353	1,353	100%
Replacement of CARS Systems	60,000	0	0	0	0%
Upgrade Two Way Radio Fleet	100,000	0	0	0	0%
MARKETING & COMMUNICATIONS					
Digital Camera	2,532	2,532	0	(2,532)	-100%
LOFTUS RECREATION CENTRE					
Loftus Recreation Equipment replacement	44,000	44,000	8,713	(35,287)	-80% Timing variance.
Replacement Stereo - Loftus Recreation	15,000	0	0	0	0%

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2017/18
AS AT 30 NOVEMBER 2017



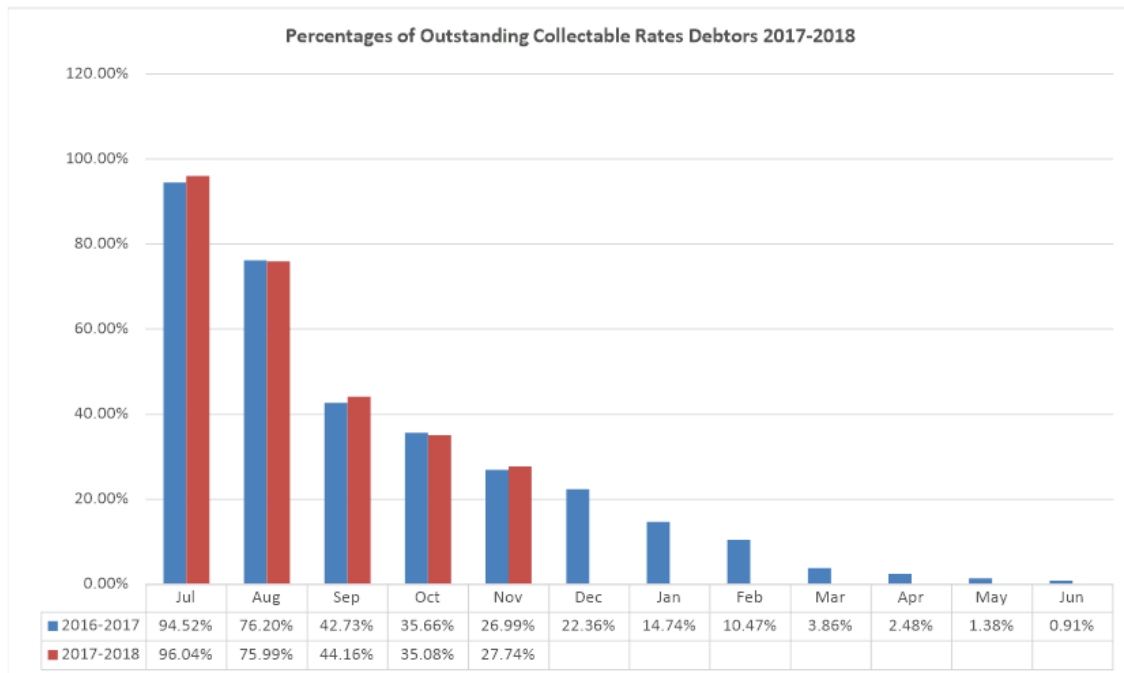
	Revised Budget 2017/18 \$	YTD Budget Nov-17 \$	YTD Actual Nov-17 \$	YTD Variance	Variance	Commentary
PUBLIC HALLS						
Renewal of furniture for municipal halls	6,000	6,000	0	(6,000)	-100%	
Halls, Pavilions and Operational Buildings - Non Fixed Assets - Renewal	60,000	60,000	19,222	(40,778)	-68%	Ongoing project, to be completed by June 2018.
WORKS DEPOT						
New letter folding machine at the depot	1,500	1,500	1,360	(140)	-9%	
TOTAL EXPENDITURE FOR FURNITURE & EQUIPMENT ASSETS	1,114,147	688,147	117,343	(570,804)	-83%	
TOTAL CAPITAL EXPENDITURE	13,435,352	7,302,077	1,978,618	(5,323,459)	-73%	

CITY OF VINCENT
NOTE 6 - CASH BACKED RESERVES
AS AT 30 NOVEMBER 2017



Reserve Particulars	Budget Opening Balance 01-Jul-17 \$	Estimated Opening Balance 01-Jul-17 \$	FY Budget Transfers From Muni Funds \$	YTD Actual Transfers From Muni Funds \$	FY Budget Interest Earned \$	YTD Actual Interest Earned \$	FY Budget Transfers To Muni Funds \$	YTD Actual Transfers To Muni Funds \$	Budget Balance 30-Jun-18 \$	Actual Balance 30-Nov-17 \$
Administration Centre Reserve	11,418	10,587	0	0	178	120	(10,440)	0	1,156	10,707
Aged Persons and Senior Citizens Reserve	0	0	0	0	0	0	0	0	0	0
Asset Sustainability Reserve	3,246,209	3,251,804	0	0	92,983	36,622	0	0	3,339,192	3,288,426
Beatty Park Leisure Centre Reserve	252,933	253,819	0	0	4,739	3,081	(175,000)	0	82,672	256,900
Capital Reserve	8,264	7,470	0	0	237	85	0	0	8,501	7,555
Cash in Lieu Parking Reserve	782,114	781,449	60,000	17,000	20,756	8,874	(175,000)	(600)	687,870	806,723
Electronic Equipment Reserve	52,666	52,589	0	0	1,509	592	0	0	54,175	53,181
Hyde Park Lake Reserve	148,486	148,177	0	0	4,253	1,669	0	0	152,739	149,846
Land and Building Acquisition Reserve	277,340	276,761	0	0	7,944	3,116	0	0	285,284	279,877
Leederville Oval Reserve	217,145	216,694	0	0	5,217	2,440	(70,000)	0	152,362	219,134
Leederville Tennis Reserve	1,976	1,981	970	481	70	24	0	0	3,016	2,486
Light Fleet Replacement Reserve	0	0	0	0	0	0	0	0	0	0
Loftus Community Centre Reserve	17,899	17,811	6,150	3,081	601	219	0	0	24,650	21,111
Loftus Recreation Centre Reserve	39,329	39,123	57,060	23,714	1,380	547	(39,375)	0	58,394	63,384
North Perth Tennis Reserve	42,094	42,049	4,670	2,338	1,273	486	0	0	48,037	44,873
Office Building Reserve - 246 Vincent Street	528,131	527,031	0	0	12,979	5,935	(150,000)	0	391,110	532,966
Parking Facility Reserve	98,461	98,182	0	0	2,788	1,178	(2,250)	0	98,999	99,360
Parking Funded City Upgrade Reserve	0	0	0	0	0	0	0	0	0	0
Parking Funded Transport Initiatives Reserve	0	0	0	0	0	0	0	0	0	0
Percentage For Public Art Reserve	0	0	0	0	0	0	0	0	0	0
Plant and Equipment Reserve	303,210	300,763	0	0	4,539	3,387	(289,500)	0	18,249	304,150
State Gymnastics Centre Reserve	96,746	96,639	10,750	4,489	2,925	1,109	0	0	110,421	102,237
Strategic Waste Management Reserve	20,884	20,842	0	0	598	234	0	0	21,482	21,076
Tamala Park Land Sales Reserve	1,991,393	2,022,698	1,452,514	0	77,298	22,632	(48,040)	(30,367)	3,473,165	2,014,963
Underground Power Reserve	195,835	195,426	0	0	5,609	2,201	0	0	201,444	197,627
Waste Management Plant and Equipment Reserve	543,138	546,224	0	0	10,544	6,152	(350,000)	0	203,682	552,376
	8,875,671	8,908,119	1,592,114	51,103	258,420	100,703	(1,309,605)	(30,967)	9,416,600	9,028,958

**CITY OF VINCENT
NOTE 7 - RATING INFORMATION GRAPH
AS AT 30 NOVEMBER 2017**



CITY OF VINCENT
NOTE 8 - RATING INFORMATION
FOR THE MONTH ENDED 30 NOVEMBER 2017



	Rateable Value	Rate in Dollar Cents	Budget	Actual	Rates Levied to Budget %
	\$		\$	\$	%
Rate Revenue					
General Rate					
12936 Residential	304,582,890	6.289	19,164,597	19,155,218	100.0%
1607 Other	125,576,961	6.489	8,197,230	8,156,417	99.5%
50 Vacant Other	2,659,300	12.236	331,449	325,392	98.2%
Minimum Rate					
3129 Residential @ \$1,007	62,344,682	6.289	4,699,200	4,712,400	100.3%
94 Other @ \$1,007	1,423,005	6.489	136,400	141,900	104.0%
0 Vacant Other @ \$1,414	41,700	12.236	5,656	5,656	100.0%
Interim Rates	0		375,000	64,819	17.3%
Back Rates	0		30,000	15,190	50.6%
Total Amount Made up from Rates	496,628,538		32,939,532	32,576,993	
Non Payment Penalties					
Instalment Interest @ 5.5%			176,260	157,350	89.3%
Penalty Interest @ 11%			80,000	60,647	75.8%
Administration Charge - \$13 per instalment			200,000	247,124	123.6%
Legal Costs Recovered			25,000	6,434	25.7%
Other Reimbursements			600	340	56.7%
Interest Write Off			(200)	0	0.0%
			33,421,192	33,048,886	
Other Revenue					
Exempt Bins - Non Rated Properties			147,000	128,562	87.5%
Commercial / Residential Additional Bins			119,000	171,668	144.3%
Swimming Pools Inspection Fees			12,000	12,909	107.6%
			33,699,192	33,362,026	
Opening Balance				218,492	
Total Collectable			33,699,192	33,580,518	99.65%
Less					
Cash Received				23,329,381	
Overpayments of Rates 2016-17				(115,942)	
Rebates Allowed				1,017,508	
Refunds Allowed				0	
Rates Balance To Be Collected			33,699,192	9,349,573	27.74%
Add					
ESL Debtors				218,801	
Pensioner Rebates Not Yet Claimed				371,066	
ESL Rebates Not Yet Claimed				11,029	
Less					
Deferred Rates Debtors				(102,650)	
Current Rates Debtors Balance				9,847,819	

**CITY OF VINCENT
DEBTOR REPORT
FOR THE MONTH ENDED 30 NOVEMBER 2017**



DESCRIPTION	CURRENT	31-59 DAYS	60-89 DAYS	OVER 90 DAYS	BALANCE
	\$	\$	\$	\$	\$
DEBTOR CONTROL - HEALTH LICENCES	0	0	0	0	0
DEBTOR CONTROL - RUBBISH CHARGES	0	0	0	0	0
DEBTOR CONTROL - CASH IN LIEU CAR PARKING	0	13,398	(1,215)	429,846	442,029
DEBTOR CONTROL - PROPERTY INCOME	44,054	20,872	7,134	101,827	173,887
DEBTOR CONTROL - RECOVERABLE WORKS	8,487	8,802	4,217	62,720	84,226
DEBTOR CONTROL - BEATTY PARK LEISURE CENTRE	2,729	0	0	0	2,729
DEBTOR CONTROL - OTHER	2,540	1,020	900	38,953	43,413
DEBTOR CONTROL - % ART CONTRIBUTIONS	0	0	0	0	0
DEBTOR CONTROL - GST	91,610	0	0	0	91,610
DEBTOR CONTROL - INFRINGEMENT	146,705	91,027	47,572	2,265,005	2,550,309
PROVISION FOR DOUBTFUL DEBT					0
TOTAL DEBTORS OUTSTANDING AS AT 30/11/2017	296,125	135,119	58,608	2,898,351	3,388,203
UNDERGROUND POWER					58,437
ACCRUED INCOME					24,055
ACCRUED INTEREST					262,954
PREPAYMENTS					414,671
TOTAL TRADE AND OTHER RECEIVABLES					4,148,320

DATE	DEBTOR OVER 60 DAYS	AMOUNT	DEBT DETAILS & COMMENTS
25/02/2015	Subiaco Football Club	41,659.81	Turf maintenance & top dressing <i>Comment: Pending discussions on annual maintenance plan</i>
24/06/2016	Belgravia Leisure Pty Ltd	15,317.22	Maintenance recoup, Variable Outgoings <i>Comment: Pending confirmation on lease terms</i>
25/02/2015	East Perth Football Club	41,540.25	Turf maintenance & top dressing <i>Comment: Pending discussions on annual maintenance plan</i>
14/04/2016	Loftus Community Centre	1,417.97	FESA Levy 15/16 & Security Alarm Response <i>Comment: Request for write off</i>
12/09/2016	Tuart Hill Cricket Club	6,680.00	Charles Veryard Reserve for training/matches <i>Comment: Pending negotiation of ground hire</i>
30/03/2017	Vietnam Veterans Association of Australia	901.62	Annual Pest Treatment/Safety Testing <i>Comment: Negotiating on lease responsibilities</i>
01/05/2017	Department of Sports and Recreations	62,407.30	Variable Outgoings 2016/17 <i>Comment: Pending audit of variable outgoings</i>
04/11/2016	C Caferelli	28,600.00	Breaches of Planning Development Act <i>Comment: Referred to Fines Enforcement Registry</i>
BALANCE OF 60 DAY DEBTORS OVER \$500.00		198,524.17	

CITY OF VINCENT
NOTE 9 - BEATTY PARK LEISURE CENTRE FINANCIAL POSITION
AS AT 30 NOVEMBER 2017



	Revised Budget 2017/18 \$	YTD Budget 2017/18 \$	YTD Actuals Nov-17 \$	YTD Actuals Nov-16 \$	Month Actuals Nov-17 \$	Month Actuals Nov-16 \$
Administration						
Expenditure	0	0	(0)	0	(0)	0
Revenue	0	0	0	0	(0)	0
Surplus/(Deficit)	0	0	(0)	0	(0)	0
Swimming Pools Area						
Expenditure	(3,548,760)	(1,520,102)	(1,565,975)	(1,316,894)	(292,990)	(248,138)
Revenue	2,246,180	868,028	841,580	793,562	219,299	188,406
Surplus/(Deficit)	(1,302,580)	(652,074)	(724,394)	(523,332)	(73,690)	(59,733)
Swim School						
Expenditure	(1,055,780)	(454,817)	(484,492)	(493,472)	(96,178)	(88,614)
Revenue	1,496,970	696,681	710,470	688,815	140,428	142,939
Surplus/(Deficit)	441,190	241,864	225,978	195,343	44,250	54,325
Café						
Expenditure	(761,030)	(312,195)	(333,599)	(303,234)	(70,554)	(61,110)
Revenue	715,970	296,654	277,069	263,816	66,731	62,888
Surplus/(Deficit)	(45,060)	(15,541)	(56,530)	(39,418)	(3,823)	1,779
Retail Shop						
Expenditure	(409,190)	(154,486)	(127,078)	(142,583)	(33,603)	(38,267)
Revenue	517,490	196,133	199,989	185,823	56,320	51,048
Surplus/(Deficit)	108,300	41,647	72,911	43,240	22,717	12,781
Health & Fitness						
Expenditure	(1,317,370)	(571,894)	(541,662)	(579,277)	(84,127)	(83,357)
Revenue	1,596,000	701,863	648,042	626,880	110,855	120,317
Surplus/(Deficit)	278,630	129,969	106,380	47,603	26,728	36,960
Group Fitness						
Expenditure	(561,910)	(242,105)	(227,093)	(212,067)	(38,816)	(39,279)
Revenue	637,060	270,154	258,048	249,827	45,181	48,340
Surplus/(Deficit)	75,150	28,049	30,955	37,760	6,365	9,061
Aquarobics						
Expenditure	(140,270)	(60,651)	(62,778)	(54,849)	(12,820)	(9,956)
Revenue	226,990	96,437	92,768	87,345	17,149	16,824
Surplus/(Deficit)	86,720	35,786	29,990	32,496	4,329	6,867
Creche						
Expenditure	(329,490)	(141,303)	(135,105)	(138,410)	(25,607)	(28,100)
Revenue	54,020	23,637	27,838	35,231	5,130	7,492
Surplus/(Deficit)	(275,470)	(117,666)	(107,267)	(103,178)	(20,477)	(20,608)
Surplus/(Deficit)	(633,120)	(307,966)	(421,978)	(309,486)	6,398	41,432
Less: Depreciation	(546,950)	(227,895)	(483,791)	(224,245)	(96,823)	(44,848)
Cash Surplus/(Deficit)	(86,170)	(80,071)	61,813	(85,241)	103,221	86,280

LOCAL GOVERNMENT ACT 1995*City of Vincent***Parking and Parking Facilities Amendment Local Law 2017**

Under the powers conferred by the *Local Government Act 1995* and by all other powers enabling it, the Council of the City of Vincent resolved on 12 December 2017 to make the following local law.

1. Citation

This local law may be cited as the *City of Vincent Parking and Parking Facilities Amendment Local Law 2017*.

2. Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

3. Principal local law amended

This local law amends the *City of Vincent Parking and Parking Facilities Local Law 2007* published in the *Government Gazette* on 21 November 2007 and amended as published in the *Government Gazette* on 5 August 2008, 27 February 2009, 12 July 2011, 30 October 2012 and 26 July 2013.

4. Table of Contents

In the table of contents delete Schedules 6 and 7 and insert-

"Schedule 6—Notice of Intent to Revoke Permit"

5. Clause 1.6 amended

In clause 1.6 insert the following definitions in alphabetical order-

"**bicycle lane**" has the meaning given to it by the Code;

"**clearway**" means a length of carriageway which carries a high traffic volume that has clearway no stopping signs erected appurtenant to it, to facilitate the unhindered flow of traffic;

"**head of a cul-de-sac**" means the part of a road that is closed at one end and is shaped in such a way that it can be used for vehicles to turn, and includes bulb or hammer-head shaped closed roads;

6. Clause 1.8 amended

In clause 1.8 delete- ", by resolution,";

7. Clause 3.1 amended

In clause 3.1 delete- " by resolution";

8. Clause 4.1 amended

Clause 4.1 is amended as follows:

(1) In subclause 4.1(3) -

(a) in paragraph (b) delete "or";

(b) in paragraph (c) delete "." and insert "; or"; and

(c) after paragraph (c) insert - "(d) within the head of a cul-de-sac;"

- (2) After subclause (5) insert-

"(6) A person shall not stop or park a vehicle in a bicycle lane or on a bicycle path."

9. Clause 4.13 amended

- (1) In clause 4.13(1)(a)(i)-

(a) delete "an unexpired" and insert "a valid";

(b) delete "or unexpired" and insert "or valid";

- (2) In subclause 4.13(1)(c)(ii) delete "unexpired" and insert "valid";

10. Clause 5.1 amended

In clause 5.1(1)(b):

(a) delete "sign" and insert "sign"; and

(b) delete the words " "no stopping" " and insert ""no stopping" or "clearway""

11. Clause 5.3 amended

After clause 5.3(2) insert-

"(3) A person driving a taxi must not leave the taxi unattended while it is in a taxi zone/rank."

12. Clause 6.4 amended

In clause 6.4(2)(b) delete the word "unexpired" and insert "valid";

13. Clause 7.1 amended

In clause 7.1 -

- (1) Delete the definition for "**eligible person**".

- (2) Delete the definition for " *visitor's parking permit* ".

- (3) Insert in alphabetical order-

" *“eligible person”* where used in relation to an application for a –

(a) "*residential parking permit*" means an owner or occupier of a single house, grouped dwelling or multiple dwelling;

(b) "*commercial parking permit*" means the proprietor of a commercial business; ";

" *temporary parking permit*" means a permit issued to a business or individual by the local government pursuant to clause 7.4. ".

14. Clause 7.3 amended

In clause 7.3 -

- (a) In subclause 7.3(1) delete the words "in the form of Item 1 of Schedule 6";

- (c) In subclause 7.3(3) delete the words "in the form of Item 3 of Schedule 6";

- (e) Delete subclause 7.3(2) and insert-

"(2) The local government may upon written application of an eligible person issue a temporary parking permit."

- (d) In subclause 7.3(5) after the word "residential" delete ", visitor's";

15. Clause 7.4 amended

Delete clause 7.4 and replace with-

"7.4 Discretionary authority

The local government may approve the issue of one additional residential parking permit to any occupier on such terms and conditions as the local government sees fit."

16. Clause 7.5 amended

In clause 7.5 -

- (1) After the word "residential" delete ", visitor's";
- (2) In subclause 7.5(a) after the words "it is issued" insert:-
"or midnight of the expiry date shown on the permit"

17. Clause 7.7 amended

In clause 7.7 after the word "residential" delete ", visitor's";

18. Clause 7.8 amended

In clause 7.8(1) after the word "residential" delete ", visitor's";

19. Clause 7.9 amended

Delete clause 7.9 and insert-

"7.9 Display of parking permits

- (1) A person shall not stop or park a vehicle in an area set aside for persons or vehicles of a particular class during any permitted period unless a valid permit is displayed inside the vehicle.
- (2) The permit must be clearly visible to and able to be read by an authorised person from outside the vehicle at all times while the vehicle remains stopped or parked in the zone.
- (3) Resident parking permits must be affixed to the inside left hand side of the vehicle windscreen to which it was issued in order to be valid."

20. Clause 8.8 amended

Delete clause 8.8 and insert-

"8.8 Vehicles not to obstruct a public place or thoroughfare

- (1) A person shall not park or leave a vehicle, or any part of a vehicle, in a public place so that it obstructs the use of any part of that public place without the permission of the local government or unless authorised under any written law.
- (2) A vehicle which is parked in any portion of a public place where vehicles may be lawfully parked, is deemed to cause an obstruction and may be impounded where—
- (a) the vehicle is so parked during any period in which the parking of vehicles is prohibited or restricted by a sign; or
- (b) the vehicle is abandoned, unregistered or disused."

21. Schedule 2 amended

Delete the existing Schedule 2 — *Prescribed Offences* — and insert::

SCHEDULE 2

Local Government Act 1995

City of Vincent Parking and Parking Facilities Local Law 2007

PRESCRIBED OFFENCES

ITEM NO.	CLAUSE No.	NATURE OF OFFENCE	MODIFIED PENALTY (AMENDED) \$
1	2.2(1), (2)	Failure to comply with signs	60
2	2.3(a)	Unauthorised display, marking, setting up, exhibiting of a sign	135
3	2.3(b)	Unauthorised removal, defacing or misuse of a sign	80
4	2.3(c)	Unauthorised affixing anything to a sign	70
5	3.2(1)(a)	Failure to park parallel to and as close to the kerb as practicable in a parking stall	70
6	3.2(1)(b)	Failure to park wholly within parking stall	70
7	3.2(1)(c)	Failure to park in the direction of the movement of traffic in a parking stall	70
8	3.2(4)	Failure to park wholly within parking area	60
9	3.3(1)(a)	Causing obstruction in parking station	135
10	3.3(1)(b)	Parking contrary to sign in parking station	60
11	3.3(1)(c)	Parking contrary to directions of authorised person in a parking station	160
12	3.3(1)(d)	Parking or attempting to park a vehicle in a parking stall occupied by another vehicle	60
13	4.1(1)(a)	Parking by vehicles of a different class	95
14	4.1(1)(b)	Parking by persons of a different class	95
15	4.1(1)(c)	Parking during prohibited period	95
16	4.1(3)(a)	Parking in no parking area	95
17	4.1(3)(b)	Parking contrary to signs or limitations	60
18	4.1(3)(c)	Parking vehicle in motor cycle only area	60
19	4.1(3)(d)	Parking within head of cul-de-sac	95
20	4.1(4)	Park or stop motor cycle in stall not marked 'M/C'	60
21	4.1(5)	Parking without permission in an area designated for 'Authorised Vehicles Only'	95
22	4.1(6)	Park or stop in bicycle lane or path	135
23	4.2(1)(a)	Failure to park on the left of two-way carriageway	70
24	4.2(1)(b)	Failure to park on boundary of one-way carriageway	70
25	4.2(1)(a) or 4.2(1)(b)	Parking against the flow of traffic	70
26	4.2(1)(c)	Parking when distance from farther boundary less than 3 metres	110
27	4.2(1)(d)	Parking closer than 1 metre from another vehicle	60
28	4.2(1)(e)	Causing obstruction	135
29	4.3(b)	Failure to park at approximate right angle	60
30	4.4(2)	Failure to park at an appropriate angle	60
31	4.5(2)(a)	Double parking	135
32	4.5(2)(b)	Parking on or adjacent to a median strip	70
33	4.5(2)(c)	Denying access to private drive or right of way	135
34	4.5(2)(d)	Parking beside excavation or obstruction so as to obstruct traffic	135
35	4.5(2)(e)	Parking within 10 metres of traffic island	70
36	4.5(2)(f)	Parking on footpath/pedestrian crossing	160
37	4.5(2)(g)	Parking closer than 3 metres to double longitudinal lines	135

ITEM NO.	CLAUSE No.	NATURE OF OFFENCE	MODIFIED PENALTY (AMENDED) \$
38	4.5(2)(h)	Parking on intersection	160
39	4.5(2)(i)	Parking within 1 metre of fire hydrant or fire plug	60
40	4.5(2)(j)	Parking within 3 metres of public letter box	60
41	4.5(2)(k)	Parking within 10 metres of intersection	70
42	4.5(3)(a) or (b)	Parking vehicle within 10 metres of departure side of bus stop, children's crossing or pedestrian crossing	60
43	4.5(4)(a) or (b)	Parking vehicle within 20 metres of approach side of bus stop, children's crossing or pedestrian crossing	60
44	4.5(5)	Parking vehicle within 20 metres of approach side or departure side of railway level crossing	60
45	4.6	Parking contrary to direction of authorised person in a thoroughfare	160
46	4.7(1), (2) or (3)	Moving vehicle to avoid time limitation	95
47	4.8(a)	Parking in thoroughfare for purpose of sale	135
48	4.8(b)	Parking unlicensed vehicle in thoroughfare	110
49	4.8(c)	Parking a trailer/caravan on a thoroughfare	110
50	4.8(d)	Parking in thoroughfare for purpose of repairs	135
51	4.9(2)	Parking on land that is not a parking facility without consent	135
52	4.9(3)	Parking on land not in accordance with consent	135
53	4.10	Driving or parking on a reserve	135
54	4.11	Parking on a verge	70
55	4.13(1)	Failure to display a valid parking ticket (Parking Station)	70
56	4.13(2)(a)	Deface, alter, add to, erase, obliterate or otherwise interfere with a parking ticket	160
57	4.13(2)(b)	Display a defaced, altered obliterated or otherwise interfered with parking ticket	160
58	4.13(2)(c)	Produce a defaced, altered obliterated or otherwise interfered with parking ticket	160
59	5.1(1)(a)	Stopping contrary to a "no stopping" sign	135
60	5.1(1)(b)	Stopping during the times a sign specifies a "no stopping" or "clearway" restriction is in operation	270
61	5.1(2)	Parking contrary to a no parking sign	95
62	5.1(3)	Stopping within continuous yellow lines	135
63	5.2	Stopping unlawfully in a loading zone	95
64	5.3(1)	Stopping unlawfully in a taxi zone or bus zone	110
65	5.3(3)	Leave taxi unattended in taxi zone/rank	110
66	5.4	Stopping unlawfully in a mail zone	80
67	5.5	Stopping in a zone contrary to a sign	60
68	5.6	Stopping in a shared zone	60
69	5.7(1)	Double parking	135
70	5.8	Stopping near an obstruction	135
71	5.9	Stopping on a bridge or tunnel	110
72	5.1	Stopping on crests/curves etc	110
73	5.11	Stopping near fire hydrant	80
74	5.12(1)	Stopping near bus stop	95
75	5.13	Stopping on path, median strip or traffic island	135
76	5.14(1)	Stopping on verge	70
77	5.15	Obstructing path, a driveway etc	135
78	5.16	Stopping near letter box	60
79	5.17	Stopping heavy or long vehicles on carriageway	95
80	5.18	Stopping in bicycle parking area	70
81	5.19	Stopping in motorcycle parking area	70
82	5.20	Stopping or parking in a stall set up as an eating area	95

ITEM NO.	CLAUSE No.	NATURE OF OFFENCE	MODIFIED PENALTY (AMENDED) \$
83	5.21	Stopping or parking contrary to requirements of a permit	70
84	5.22	Stopping or parking a vehicle (other than a bicycle or motor cycle) in a parking stall approved for motor cycles	70
85	6.2(1)	Damaging or interfering with ticket issuing machine	160
86	6.2(2)	Affixing a board, sign, placard or notice or marking any ticket issuing machine	70
87	6.2(3)	Inserting other than a coin in a ticket issuing machine	60
88	6.2(4)	Operating a ticket issuing machine contrary to instructions	60
89	6.3(2)	Failure to pay appropriate fee	70
90	6.4(1)(a)	Failure to display an unexpired parking ticket	70
91	6.4(1)(b)	Failure to display a valid parking ticket	70
92	6.5(1)	Stopping or parking for longer than the maximum period	70
93	6.6(1)(a)	Failure to stop or park parallel to the kerb in a ticket machine zone	70
94	6.6(1)(b)	Failure to stop or park as close to the kerb as practicable in a ticket machine zone	70
95	6.6(1)(c)	Failure to stop or park wholly within a parking stall in a ticket machine zone	70
96	6.6(1)(d)	Failure to stop or park in direction of movement of traffic in a ticket machine zone	60
97	7.9	Failure to display a valid permit	95
98	8.3	Failure to comply with a lawful direction of an authorised person	160
99	8.4	Failure to leave local government property when lawfully directed to do so by an authorised person	160
100	8.5(2)	Removing or interfering with a lawful mark on a tyre	160
101	8.6	Removing a notice on a vehicle	135
102	8.8(1)	Leaving a vehicle in a public place or thoroughfare so as to cause an obstruction	135
103	8.9	Attempting to or removing, damaging, defacing, misusing or interfering with any part of a parking station or parking facility	160

22. Schedule 6 deleted

Delete Schedule 6 published in the *Government Gazette* on 12 July 2011; and

Delete Schedule 6 published in the *Government Gazette* on 21 November 2007.

23. Schedule 7 amended

Delete Schedule 7 and insert-

SCHEDULE 6

Local Government Act 1995

City of Vincent Parking and Parking Facilities Local Law 2007

ITEM 3(a) NOTICE OF INTENT TO REVOKE A PERMIT

**Local Government Act 1995
City of Vincent
Parking and Parking Facilities Local Law 2007
NOTICE OF INTENT TO REVOKE A PERMIT**

CITY OF VINCENT

Take notice that within seven days from the day of the person to whom (Residential Parking Permit/Commercial Parking Permit)* No was issued is required to give the local government notice in writing of any reason why that permit should not be revoked. If no written notice is received by the local government within that time, the local government may revoke that permit.

.....
for and on behalf of the CITY OF VINCENT

.....
Date of Service

* Delete whichever is inapplicable

ITEM 3(b) NOTICE OF REVOCATION OF A PERMIT

**Local Government Act 1995
City of Vincent
Parking and Parking Facilities Local Law 2007
NOTICE OF REVOCATION OF A PERMIT**

CITY OF VINCENT

Take notice that from and including the day of (Residential Parking Permit /Commercial Parking Permit)* No is revoked and invalid.

.....
for and on behalf of the CITY OF VINCENT

* Delete whichever is inapplicable

Insert common seal

LOCAL GOVERNMENT ACT 1995

City of Vincent

Parking and Parking Facilities Amendment Local Law 2017

Under the powers conferred by the *Local Government Act 1995* and by all other powers enabling it, the Council of the City of Vincent resolved on ~~<xx/xx/xxxx>~~ 12 December 2017 to make the following local law.

1. Citation

This local law may be cited as the *City of Vincent Parking and Parking Facilities Amendment Local Law 2017*.

2. Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

3. Principal local law amended

~~In t~~This local law amends the *City of Vincent Parking and Parking Facilities Local Law 2007* published in the *Government Gazette* on 21 November 2007 and amended as published in the *Government Gazette* on 5 August 2008, 27 February 2009, 12 July 2011, 30 October 2012 and 26 July 2013 ~~is referred to as the principal local law. The principal local law is amended.~~

4. Table of Contents

~~(1) — In the table of contents D~~delete Schedules 6 and 7 and insert-

"Schedule 6—Notice of Intent to Revoke Permit"

5. Clause 1.6 amended

In clause 1.6 iinsert the following definitions in alphabetical order-

"**bicycle lane**" has the meaning given to it by the Code;

"**clearway**" means a length of carriageway which carries a high traffic volume that has clearway no stopping signs erected appurtenant to it, to facilitate the unhindered flow of traffic;

"**head of a cul-de-sac**" means the part of a road that is closed at one end and is shaped in such a way that it can be used for vehicles to turn, and includes bulb or hammer-head shaped closed roads;

6. Clause 1.8 amended

In clause 1.8 Ddelete- ", by resolution,";

7. Clause 3.1 amended

In clause 3.1 Ddelete- " by resolution";

8. Clause 4.1 amended

Clause 4.1 is amended as follows:

(1) In subclause 4.1(3) ~~in alphabetical order~~

(a) in paragraph (b) delete "or";

(b) in paragraph (c) delete "." and insert "; or"; and

(c) after paragraph (c) insert - "(d) within the head of a cul-de-sac;"

(2) ~~In numerical order-~~ After subclause (5) insert-

"(6) A person shall not stop or park a vehicle in a bicycle lane or on a bicycle path."

9. Clause 4.13 amended

(1) In ~~sub~~clause 4.13(1)(a)(i)-

(a) delete "an unexpired" and insert "a valid";

(b) delete "or unexpired" and insert "or valid";

(2) In subclause 4.13(1)(c)(ii) delete "unexpired" and insert "valid";

10. Clause 5.1 amended

In ~~sub~~clause 5.1(1)(b):

(a) delete "sign" and insert "sign"; and

(b) delete the words "no stopping" and insert "'no stopping" or "clearway"'

11. Clause 5.3 amended

After ~~sub~~clause 5.3(2) insert-

"(3) A person driving a taxi must not leave the taxi unattended while it is in a taxi zone/rank."

12. Clause 6.4 amended

In ~~sub~~clause 6.4(2)(b) delete the word "unexpired" and insert "valid";

13. Clause 7.1 amended

In clause 7.1 -

(1) Delete the definition for "**eligible person**".

(2) Delete the definition for "**visitor's parking permit**".

(3) Insert in alphabetical order-

"**eligible person**" where used in relation to an application for a –

(a) "**residential parking permit**" means an owner or occupier of a single house, grouped dwelling or multiple dwelling;

(b) "**commercial parking permit**" means the proprietor of a commercial business; "

"**temporary parking permit**" means a permit issued to a business or individual by the local government pursuant to clause 7.4. "

14. Clause 7.3 amended

In clause 7.3 -

(a1) In subclause 7.3(1) delete the words "in the form of Item 1 of Schedule 6";

~~(2) Delete subclause 7.3(2);~~

(c2) In subclause 7.3(3) delete the words "in the form of Item 3 of Schedule 6";

~~(3) Renumber subclause 7.3(3) as 7.3(2);~~

(e4) ~~After-Delete~~ subclause 7.3(2) insert-

"(23) The local government may upon written application of an eligible person issue a temporary parking permit."

(d) In subclause 7.3(5) after the word "residential" delete ", visitor's";

15. Clause 7.4 amended

Delete clause 7.4 and replace with-

"7.4 Discretionary authority

The local government may approve the issue of one additional residential parking permit to any occupier on such terms and conditions as the local government sees fit."

16. Clause 7.5 amended

In clause 7.5 -

(1) After the word "residential" delete ", visitor's";

(2) In subclause 7.5(a) after the words "it is issued" insert:-
"or midnight of the expiry date shown on the permit"

17. Clause 7.7 amended

~~(1)~~—In clause 7.7 Aafter the word "residential" delete ", visitor's";

18. Clause 7.8 amended

~~(1)~~—In ~~sub~~clause 7.8(1) after the word "residential" delete ", visitor's";

19. Clause 7.9 amended

Delete clause 7.9 and insert-

"7.9 Display of parking permits

- (1) A person shall not stop or park a vehicle in an area set aside for persons or vehicles of a particular class during any permitted period unless a valid permit is displayed inside the vehicle.
- (2) The permit must be clearly visible to and able to be read by an authorised person from outside the vehicle at all times while the vehicle remains stopped or parked in the zone.
- (3) Resident parking permits must be affixed to the inside left hand side of the vehicle windscreen to which it was issued in order to be valid."

20. Clause 8.8 amended

Delete clause 8.8 and insert-

"8.8 Vehicles not to obstruct a public place or thoroughfare

- (1) A person shall not park or leave a vehicle, or any part of a vehicle, in a public place so that it obstructs the use of any part of that public place without the permission of the local government or unless authorised under any written law.
- (2) A vehicle which is parked in any portion of a public place where vehicles may be lawfully parked, is deemed to cause an obstruction and may be impounded where—

- (a) the vehicle is so parked during any period in which the parking of vehicles is prohibited or restricted by a sign; or
- (b) the vehicle is abandoned, unregistered or disused."

21. Schedule 2 amended

Delete the existing Schedule 2 — *Prescribed Offences* — and insert: ~~Schedule 2 — Prescribed Offences — as follows —~~:

SCHEDULE 2

Local Government Act 1995

City of Vincent Parking and Parking Facilities Local Law 2007

PREScribed OFFENCES

ITEM NO.	CLAUSE NO.	NATURE OF OFFENCE	MODIFIED PENALTY (AMENDED) \$
1	2.2(1), (2)	Failure to comply with signs	60
2	2.3(a)	Unauthorised display, marking, setting up, exhibiting of a sign	135
3	2.3(b)	Unauthorised removal, defacing or misuse of a sign	80
4	2.3(c)	Unauthorised affixing anything to a sign	70
5	3.2(1)(a)	Failure to park parallel to and as close to the kerb as practicable in a parking stall	70
6	3.2(1)(b)	Failure to park wholly within parking stall	70
7	3.2(1)(c)	Failure to park in the direction of the movement of traffic in a parking stall	70
8	3.2(4)	Failure to park wholly within parking area	60
9	3.3(1)(a)	Causing obstruction in parking station	135
10	3.3(1)(b)	Parking contrary to sign in parking station	60
11	3.3(1)(c)	Parking contrary to directions of authorised person in a parking station	160
12	3.3(1)(d)	Parking or attempting to park a vehicle in a parking stall occupied by another vehicle	60
13	4.1(1)(a)	Parking by vehicles of a different class	95
14	4.1(1)(b)	Parking by persons of a different class	95
15	4.1(1)(c)	Parking during prohibited period	95
16	4.1(3)(a)	Parking in no parking area	95
17	4.1(3)(b)	Parking contrary to signs or limitations	60
18	4.1(3)(c)	Parking vehicle in motor cycle only area	60
19	4.1(3)(d)	Parking within head of cul-de-sac	95
20	4.1(4)	Park or stop motor cycle in stall not marked 'M/C'	60
21	4.1(5)	Parking without permission in an area designated for 'Authorised Vehicles Only'	95
22	4.1(6)	Park or stop in bicycle lane or path	135
23	4.2(1)(a)	Failure to park on the left of two-way carriageway	70
24	4.2(1)(b)	Failure to park on boundary of one-way carriageway	70
25	4.2(1)(a) or 4.2(1)(b)	Parking against the flow of traffic	70
26	4.2(1)(c)	Parking when distance from farther boundary less than 3 metres	110
27	4.2(1)(d)	Parking closer than 1 metre from another vehicle	60
28	4.2(1)(e)	Causing obstruction	135
29	4.3(b)	Failure to park at approximate right angle	60
30	4.4(2)	Failure to park at an appropriate angle	60

ITEM NO.	CLAUSE No.	NATURE OF OFFENCE	MODIFIED PENALTY (AMENDED) \$
31	4.5(2)(a)	Double parking	135
32	4.5(2)(b)	Parking on or adjacent to a median strip	70
33	4.5(2)(c)	Denying access to private drive or right of way	135
34	4.5(2)(d)	Parking beside excavation or obstruction so as to obstruct traffic	135
35	4.5(2)(e)	Parking within 10 metres of traffic island	70
36	4.5(2)(f)	Parking on footpath/pedestrian crossing	160
37	4.5(2)(g)	Parking closer than 3 metres to double longitudinal lines	135
38	4.5(2)(h)	Parking on intersection	160
39	4.5(2)(i)	Parking within 1 metre of fire hydrant or fire plug	60
40	4.5(2)(j)	Parking within 3 metres of public letter box	60
41	4.5(2)(k)	Parking within 10 metres of intersection	70
42	4.5(3)(a) or (b)	Parking vehicle within 10 metres of departure side of bus stop, children's crossing or pedestrian crossing	60
43	4.5(4)(a) or (b)	Parking vehicle within 20 metres of approach side of bus stop, children's crossing or pedestrian crossing	60
44	4.5(5)	Parking vehicle within 20 metres of approach side or departure side of railway level crossing	60
45	4.6	Parking contrary to direction of authorised person in a thoroughfare	160
46	4.7(1), (2) or (3)	Moving vehicle to avoid time limitation	95
47	4.8(a)	Parking in thoroughfare for purpose of sale	135
48	4.8(b)	Parking unlicensed vehicle in thoroughfare	110
49	4.8(c)	Parking a trailer/caravan on a thoroughfare	110
50	4.8(d)	Parking in thoroughfare for purpose of repairs	135
51	4.9(2)	Parking on land that is not a parking facility without consent	135
52	4.9(3)	Parking on land not in accordance with consent	135
53	4.10	Driving or parking on a reserve	135
54	4.11	Parking on a verge	70
55	4.13(1)	Failure to display a valid parking ticket (Parking Station)	70
56	4.13(2)(a)	Deface, alter, add to, erase, obliterate or otherwise interfere with a parking ticket	160
57	4.13(2)(b)	Display a defaced, altered obliterated or otherwise interfered with parking ticket	160
58	4.13(2)(c)	Produce a defaced, altered obliterated or otherwise interfered with parking ticket	160
59	5.1(1)(a)	Stopping contrary to a "no stopping" sign	135
60	5.1(1)(b)	Stopping during the times a sign specifies a "no stopping" or "clearway" restriction is in operation	270
61	5.1(2)	Parking contrary to a no parking sign	95
62	5.1(3)	Stopping within continuous yellow lines	135
63	5.2	Stopping unlawfully in a loading zone	95
64	5.3(1)	Stopping unlawfully in a taxi zone or bus zone	110
65	5.3(3)	Leave taxi unattended in taxi zone/rank	110
66	5.4	Stopping unlawfully in a mail zone	80
67	5.5	Stopping in a zone contrary to a sign	60
68	5.6	Stopping in a shared zone	60
69	5.7(1)	Double parking	135
70	5.8	Stopping near an obstruction	135
71	5.9	Stopping on a bridge or tunnel	110
72	5.1	Stopping on crests/curves etc	110
73	5.11	Stopping near fire hydrant	80
74	5.12(1)	Stopping near bus stop	95

ITEM NO.	CLAUSE No.	NATURE OF OFFENCE	MODIFIED PENALTY (AMENDED) \$
75	5.13	Stopping on path, median strip or traffic island	135
76	5.14(1)	Stopping on verge	70
77	5.15	Obstructing path, a driveway etc	135
78	5.16	Stopping near letter box	60
79	5.17	Stopping heavy or long vehicles on carriageway	95
80	5.18	Stopping in bicycle parking area	70
81	5.19	Stopping in motorcycle parking area	70
82	5.20	Stopping or parking in a stall set up as an eating area	95
83	5.21	Stopping or parking contrary to requirements of a permit	70
84	5.22	Stopping or parking a vehicle (other than a bicycle or motor cycle) in a parking stall approved for motor cycles	70
85	6.2(1)	Damaging or interfering with ticket issuing machine	160
86	6.2(2)	Affixing a board, sign, placard or notice or marking any ticket issuing machine	70
87	6.2(3)	Inserting other than a coin in a ticket issuing machine	60
88	6.2(4)	Operating a ticket issuing machine contrary to instructions	60
89	6.3(2)	Failure to pay appropriate fee	70
90	6.4(1)(a)	Failure to display an unexpired parking ticket	70
91	6.4(1)(b)	Failure to display a valid parking ticket	70
92	6.5(1)	Stopping or parking for longer than the maximum period	70
93	6.6(1)(a)	Failure to stop or park parallel to the kerb in a ticket machine zone	70
94	6.6(1)(b)	Failure to stop or park as close to the kerb as practicable in a ticket machine zone	70
95	6.6(1)(c)	Failure to stop or park wholly within a parking stall in a ticket machine zone	70
96	6.6(1)(d)	Failure to stop or park in direction of movement of traffic in a ticket machine zone	60
97	7.9	Failure to display a valid permit	95
98	8.3	Failure to comply with a lawful direction of an authorised person	160
99	8.4	Failure to leave local government property when lawfully directed to do so by an authorised person	160
100	8.5(2)	Removing or interfering with a lawful mark on a tyre	160
101	8.6	Removing a notice on a vehicle	135
102	8.8(1)	Leaving a vehicle in a public place or thoroughfare so as to cause an obstruction	135
103	8.9	Attempting to or removing, damaging, defacing, misusing or interfering with any part of a parking station or parking facility	160

22. Schedule 6 ~~amended~~deleted

Delete ~~S~~schedule 6 published in the Government Gazette on 12 July 2011; and-
Delete Schedule 6 published in the Government Gazette on 21 November 2007.

23. Schedule 7 amended

Delete Schedule 7 and insert-

SCHEDULE 6

Local Government Act 1995

City of Vincent Parking and Parking Facilities Local Law 2007

ITEM 3(a) NOTICE OF INTENT TO REVOKE A PERMIT

**Local Government Act 1995
City of Vincent
Parking and Parking Facilities Local Law 2007
NOTICE OF INTENT TO REVOKE A PERMIT**

CITY OF VINCENT

Take notice that within seven days from the day of the person to whom (Residential Parking Permit/Commercial Parking Permit)* No was issued is required to give the local government notice in writing of any reason why that permit should not be revoked. If no written notice is received by the local government within that time, the local government may revoke that permit.

.....

for and on behalf of the CITY OF VINCENT

.....

Date of Service

* Delete whichever is inapplicable

ITEM 3(b) NOTICE OF REVOCATION OF A PERMIT

**Local Government Act 1995
City of Vincent
Parking and Parking Facilities Local Law 2007
NOTICE OF REVOCATION OF A PERMIT**

CITY OF VINCENT

Take notice that from and including the day of (Residential Parking Permit /Commercial Parking Permit)* No is revoked and invalid.

.....

for and on behalf of the CITY OF VINCENT

* Delete whichever is inapplicable

Insert common seal



CITY OF VINCENT

LOCAL GOVERNMENT ACT 1995

PARKING AND PARKING FACILITIES LOCAL LAW 2007

CITY OF VINCENT LOCAL PARKING AND PARKING FACILITIES LOCAL LAW

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LOCAL GOVERNMENT ACT 1995**CITY OF VINCENT****PARKING AND PARKING FACILITIES LOCAL LAW 2007**

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the City of Vincent resolved to make the following local law on the 25th day of September 2007.

PART 1 - PRELIMINARY**1.1 Citation**

This local law may be cited as the *City of Vincent Parking and Parking Facilities Local Law 2007*.

1.2 Objective

- (1) The objective of this local law is to regulate the parking or standing of vehicles in all or specified thoroughfares and reserves under the care, control and management of the local government and to provide for the management and operation of parking facilities.
- (2) The effect of this local law is that a person parking a vehicle within the parking region is to comply with the provisions of this local law.

1.3 Commencement

This local law comes into operation 14 days after the date of its publication in the Government Gazette.

1.4 Repeal

The City of Vincent Local Law Relating to Parking Facilities published in the Government Gazette on 23 May 2000 and as amended from time to time, is repealed.

1.5 Application

- (1) Subject to subclause (2), this local law applies to the parking region.
- (2)
 - (a) The local government may enter into an agreement in writing with the owner or occupier of a parking facility or a parking station that is not owned or occupied by the local government for the application of this local law to the facility or station.
 - (b) The agreement referred to in subclause (2)(a) may be made on such terms and conditions as the parties may agree.

CITY OF VINCENT PARKING AND PARKING FACILITIES LOCAL LAW

- (3) This local law does not apply to a parking facility or a parking station that is not occupied by the local government, unless the local government and the owner or occupier of that facility or station have agreed in writing that this local law will apply to that facility or station.
- (4) Where a parking facility or a parking station is determined to be under the care, control and management of the City, then the facility or station shall be deemed to be a facility or station to which this local law applies and it shall not be necessary to prove that it is the subject of an agreement referred to in subclause (2).
- (5) The provisions of Parts 3, 4 and 5 do not apply to a bicycle parked at a bicycle rail or bicycle rack.

1.6 Interpretation

- (1) In this local law unless the context requires otherwise –

“ACROD sticker” has the meaning given to it by the *Local Government (Parking for Disabled Persons) Regulations 1998*;

“Act” means the *Local Government Act 1995*;

“AS” means Australian Standard published by *Standards Association of Australia*;

“attended parking station” means a parking station attended by an officer of the local government and in respect of which fees for the parking of a vehicle are payable immediately prior to the removal of the vehicle from the station;

“authorised person” means a person authorised by the local government under section 9.10 of the Act, to perform any of the functions of an authorised person under this local law;

“authorised vehicle” means a vehicle authorised by the local government, the Chief Executive Officer or an authorised person or by any written law to park on a thoroughfare or parking facility;

“bicycle” has the meaning given to it by the Code;

“bicycle lane” has the meaning given to it by the Code;

“bicycle path” has the meaning given to it by the Code;

“bus” has the meaning given to it by the Code;

“bus embayment” has the meaning given to it by the Code;

“bus stop” has the meaning given to it by the Code;

“bus zone” has the meaning given to it by the Code;

“caravan” means a vehicle that is fitted or designed to allow human habitation and which is drawn by another vehicle, or which is capable of self-propulsion;

CITY OF VINCENT PARKING AND PARKING FACILITIES LOCAL LAW

“carriageway” means a portion of a thoroughfare that is improved, designed or ordinarily used for vehicular traffic and includes the shoulders, and areas including embayments, at the side or centre of the carriageway, used for the stopping or parking of vehicles; and where a thoroughfare has two or more of those portions divided by a median strip, the expression means each of those portions, separately;

“centre” in relation to a carriageway, means a line or a series of lines, marks or other indications –

- (a) for a two-way carriageway – placed so as to delineate vehicular traffic travelling in different directions; or
- (b) in the absence of any such lines, marks or other indications – the middle of the main, travelled portion of the carriageway;

“CEO” means the Chief Executive Officer of the local government;

“children’s crossing” has the meaning given to it by the Code;

“clearway” means a length of carriageway which carries a high traffic volume that has clearway no stopping signs erected appurtenant to it, to facilitate the unhindered flow of traffic;

“Code” means the *Road Traffic Code 2000*;

“coin” means any coin which is legal tender pursuant to the *Currency Act 1965 (Commonwealth)*;

“commercial vehicle” means a motor vehicle constructed for the conveyance of goods or merchandise, or for the conveyance of materials used in any trade, business, industry or work whatsoever, other than a motor vehicle for the conveyance of passengers, and includes any motor vehicle that is designed primarily for the carriage of persons, but which has been fitted or adapted for the conveyance of the goods, merchandise or materials referred to, and is in fact used for that purpose;

“head of a cul-de-sac” means the part of a road that is closed at one end and is shaped in such a way that it can be used for vehicles to turn, and includes bulb or hammer-head shaped closed roads;

“district” means the district of the local government;

“driver” means any person driving or in control of a vehicle;

“eating area” means an area in which tables, chairs and other structures are provided for the purpose of the supply of food and beverages to a member of the public or the consumption of food and beverages by a member of the public;

“edge line” for a carriageway, means a line marked along the carriageway at or near the far left or the far right of the carriageway;

“emergency vehicle” has the meaning given to it by the Code;

“fire hydrant” means an upright pipe with a spout, nozzle or other outlet for drawing water from a main or service pipe in case of fire or other emergency;

“footpath” has the meaning given to it by the Code;

“GVM” (which stands for 'gross vehicle mass') has the meaning given to it by the Code;

CITY OF VINCENT PARKING AND PARKING FACILITIES LOCAL LAW

“kerb” means any structure, mark, marking or device to delineate or indicate the edge of a carriageway;

“loading zone” means a parking stall which is set aside for use by commercial vehicles if there is a sign referable to that stall marked ‘Loading Zone’;

“local government” means the *City of Vincent*;

“mail zone” has the meaning given to it by the Code;

“median strip” has the meaning given to it by the Code;

“metered space” means a section or part of a metered zone that is controlled by a parking meter and that is marked or defined in any way to indicate where a vehicle may be parked on payment of a fee or charge;

“metered zone” means any road or reserve, or part of any road or reserve, in which parking meters regulate the stopping or parking of vehicles;

“motor cycle” has the meaning given to it by the Code;

“motor vehicle” means a self-propelled vehicle that is not operated on rails; and the expression includes a trailer, semi-trailer or caravan while attached to a motor vehicle, but does not include a power assisted pedal cycle;

“no parking area” means a portion of a carriageway to which a “no parking” sign applies or an area to which a no parking sign applies;

“no parking sign” means a sign with the words “no parking” in red letters on a white background, or the letter “P” within a red annulus and a red diagonal line across it on a white background;

“no stopping area” means a portion of a carriageway to which a “no stopping” sign applies or an area to which a “no stopping” sign applies;

“no stopping sign” means a sign with the words “no stopping” or “no standing” in red letters on a white background or the letter “S” within a red annulus and a red diagonal line across it on a white background;

“obstruct” means to prevent or impede or to make difficult the normal passage of any vehicle, wheelchair, perambulator or pedestrian and *“obstruction”* shall have a corresponding meaning;

“occupier” has the meaning given to it by the Act;

“omnibus” has the same meaning given to it in the *Road Traffic Act*;

“owner”

- (a) where used in relation to a vehicle licensed under the *Road Traffic Act*, means the person in whose name the vehicle has been registered under the *Road Traffic Act*;
- (b) where used in relation to any other vehicle, means the person who owns, or is entitled to possession of that vehicle; and
- (c) where used in relation to land, has the meaning given to it by the Act;

“park” in relation to a vehicle, means to permit a vehicle, whether attended or not by any person, to remain stationary except for the purpose of –

CITY OF VINCENT PARKING AND PARKING FACILITIES LOCAL LAW

- (a) avoiding conflict with other traffic; or
- (b) complying with the provisions of any law; or
- (c) taking up or setting down persons or goods (maximum of 2 minutes);

“parking area” means a portion of a carriageway to which a *“permissive parking”* sign applies or an area to which a permissive parking sign applies;

“parking facilities” includes land, buildings, shelters, road reserve, parking area, metered zone, ticket machine zone, parking bay, parking station, attended parking station, parking stalls and other facilities open to the public generally for the parking of vehicles whether or not a fee is charged, and includes any signs, notices and facilities used in connection with the parking of vehicles;

“parking region” means the area described in Schedule 1;

“parking stall” means a section or part of a thoroughfare or of a parking station which is marked or defined by painted lines, metallic studs, coloured bricks or pavers or similar devices for the purpose of indicating where a vehicle may be parked, but does not include a metered space;

“parking station” means any land, or structure provided for the purpose of accommodating vehicles;

“parking ticket” means a ticket which is issued from a ticket issuing machine and which authorises the parking of a vehicle in a parking stall or a parking station or part of a parking station;

“pedestrian crossing” has the meaning given to it by the Code;

“permit” means a permit issued under this local law;

“public place” means any place to which the public has access whether or not that place is on private property;

“reserve” means any land –

- (a) which belongs to the local government;
- (b) of which the local government is the management body under the *Land Administration Act 1997*; or
- (c) which is an 'otherwise unvested facility' within section 3.53 of the Act;

“residential street” means a thoroughfare where the majority of properties abutting the thoroughfare are used for residential purposes;

“right of way” means a portion of land that is –

- (a) shown and marked *“Right of Way”* or *“ROW”*, or coloured or marked in any other way to signify that the portion of land is a right of way, on any plan or diagram deposited with the Registrar of Titles that is subject to the provisions of section 167A of the *Transfer of Land Act 1893*;
- (b) shown on a diagram or plan of survey relating to a subdivision that is created as a *“right of way”* and vested in the Crown under section 152 of the Planning and Development Act 2005; and

CITY OF VINCENT PARKING AND PARKING FACILITIES LOCAL LAW

- (c) shown and marked as a right of way on a map or plan deposited with the Registrar of Titles and transferred to the Crown under the *Transfer of Land Act 1893*,

but does not include:

- (d) private driveways; and
- (e) a "right of way" created by a deed of easement between two or more parties;

"Road Traffic Act" means the *Road Traffic Act 1974*;

"Schedule" means a schedule to this local law;

"shared zone" has the meaning given to it by the Code;

"sign" includes a traffic sign, inscription, road marking, mark, structure or device on which may be shown words, numbers, expressions or symbols, and which is placed on or near a thoroughfare or within a parking station or reserve for the purpose of prohibiting, regulating, guiding, directing or restricting the parking or stopping of vehicles;

"special purpose vehicle" has the meaning given to it by the Code;

"stop" in relation to a vehicle means to stop a vehicle and permit it to remain stationary, except for the purposes of avoiding conflict with other traffic or of complying with the provisions of any law;

"symbol" includes, but is not limited to, any symbol specified by *Australian Standard 1742.11-1999* and any symbol specified from time to time by Standards Australia for use in the regulation of parking;

"tare weight" in relation to a vehicle, means the weight of the vehicle without any passengers or load;

"taxi" means a taxi within the meaning of the *Taxi Act 1994* or a taxi-car in section 47Z of the *Transport Co-ordination Act 1966*;

"taxi zone" has the meaning given to it by the Code;

"ticket issuing machine" means a machine or device which is installed in a parking facility and which upon the insertion of coins or a token, pass, card, key or device issues a parking ticket;

"ticket machine zone" means a parking facility in which ticket issuing machines are installed but does not include a parking station;

"thoroughfare" has the meaning given to it by the Act;

"traffic island" has the meaning given to it by the Code;

"trailer" means any vehicle without motive power of its own, designed for attachment to a motor vehicle for the purpose of being towed, but does not include the rear portion of an articulated vehicle, or a side car;

"tourist bus" means any omnibus which is used, hired or chartered for any purpose and includes a charter bus but does not include a public bus;

"truck" means a vehicle which as a load capacity exceeding 1000 kilograms;

CITY OF VINCENT PARKING AND PARKING FACILITIES LOCAL LAW

“unattended” in relation to a vehicle, means that the driver has left the vehicle so that the driver is more than 3 metres from the closest point of the vehicle;

“vehicle” has the meaning given to it by the Road Traffic Act; and

“verge” means the portion of a thoroughfare which lies between the boundary of a carriageway and the adjacent property line but does not include a footpath.

- (2) For the purposes of the application of the definitions *“no parking area”* and *“parking area”* an arrow inscribed on a sign erected at an angle to the boundary of the carriageway is deemed to be pointing in the direction in which it would point, if the signs were turned at an angle of less than 90 degrees until parallel with the boundary.
- (3) A reference to a word or expression inscribed on a sign includes a reference to a symbol depicting the word or expression.
- (4) A reference to a parking station, ticket machine zone or metered zone includes a reference to part of the parking station, ticket machine zone or metered zone.
- (5) Unless the context otherwise requires, where a term is used, but not defined in this local law and:
 - (a) it is defined in the Act, it shall have the meaning given to it in the Act; and
 - (b) it is defined in the Road Traffic Act or in the Code, it shall have the meaning given to it in the Road Traffic Act or the Code.

1.7 Classes of vehicles

For the purpose of this local law, vehicles are divided into the following classes—

- (a) buses;
- (b) commercial vehicles;
- (c) motorcycles and bicycles;
- (d) taxis; and
- (e) all other vehicles.

1.8 Powers of the local government

The local government may, by resolution, prohibit or regulate by signs or otherwise, the stopping or parking of any vehicle or any class of vehicles in any part of the parking region, but must do so consistently with the provisions of this local law.

1.9 Determination of fees, charges and costs

All fees, charges and costs referred to in this local law shall be determined and imposed by the local government from time to time in accordance with sections 6.16 to 6.19 of the Act.

PART 2 – SIGNS**2.1 Erection of signs**

The local government may erect a sign for the purposes of this local law on any land, building or other structure within the parking region.

2.2 Compliance with signs

- (1) A person shall comply with the direction on every sign displayed, marked, placed or erected pursuant to this local law.
- (2) An inscription or symbol on a sign operates and has effect according to its tenor and a person contravening the direction on a sign commits an offence under this local law.

2.3 Unauthorised signs and defacing of signs

A person shall not without the approval of the local government –

- (a) display, mark, set up or exhibit a sign purporting to be or resembling a sign marked, set up or exhibited by the local government under this local law;
- (b) remove, deface or misuse a sign or property set up or exhibited by the local government under this local law or attempt to do any such act; or
- (c) affix a board, sign, placard, notice or other thing to, or paint or write upon any part of a sign set up or exhibited by the local government under this local law.

2.4 General provisions about signs

- (1) A sign marked, erected, set up, established or displayed on or near a thoroughfare or in a parking station is, in the absence of evidence to the contrary to be deemed to be a sign marked, erected, set up, established or displayed under the authority of this local law.
- (2) The first three letters of any day of the week when used on a sign indicate that day of the week.
- (3) For the purpose of this local law, the local government may use (AS 1742.11-1999), as a guide for the development or marking of signs, but is not bound to do so and, where it does use it as a guide may vary any of the provisions of (AS 1742.11-1999) as it sees fit.

2.5 Application of this local law to pre-existing signs and private properties

- (1) A sign that –
 - (a) was erected by the local government or the Commissioner of Main Roads prior to the coming into operation of this local law; and
 - (b) relates to the parking of vehicles within the parking region,shall be deemed for the purposes of this local law to have been erected by the local government under the authority of this local law.
- (2) A sign that was erected on a private property prior to the coming into operation of this local law, and that states or stated to the effect that there was no unauthorised parking and that the local law repealed under clause 1.4 (the “repealed local law”) applied to the private property, shall be deemed for the purposes of this local law to have been erected under the authority of this local law and to refer to this local law instead of the repealed local law.

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- (3) An inscription or symbol on a sign referred to in subclause (1) or (2) operates and has effect according to its tenor.
- (4) Where prior to the coming into operation of this local law, a private property was registered with the local government for the purpose of enforcing clause 67 of the repealed local law, that registration and any terms or conditions attaching to that registration shall continue to have effect for the purpose of enforcing clause 4.9(2) of this local law.

2.6 Part of a thoroughfare to which sign applies

Where under this local law the parking of vehicles in a thoroughfare is controlled by a sign, the sign shall be read as applying to that part of the thoroughfare which –

- (a) lies beyond the sign;
- (b) lies between the sign and the next sign beyond that sign; and
- (c) is on that side of the thoroughfare nearest to the sign.

PART 3 - PARKING STALLS AND PARKING STATIONS**3.1 Determination of parking stalls and parking stations**

The local government may by resolution constitute, determine and vary and also indicate by signs –

- (a) parking stalls;
- (b) parking stations;
- (c) permitted time and conditions of parking in parking stalls and parking stations which may vary with the locality;
- (d) permitted classes of vehicles which may park in parking stalls and parking stations;
- (e) permitted classes of persons who may park in specified parking stalls or parking stations; and
- (f) the manner of parking in parking stalls and parking stations.

3.2 Vehicles to be within parking stalls on thoroughfare

- (1) Subject to subclauses (2), (3) and (4), a person shall not park a vehicle in a parking stall in a thoroughfare otherwise than –
 - (a) parallel to and as close to the kerb as is practicable;
 - (b) wholly within the stall; and
 - (c) headed in the direction of the movement of traffic on the side of the thoroughfare in which the stall is situated.
- (2) Subject to subclause (3) where a parking stall in a thoroughfare is set out otherwise than parallel to the kerb, then a person must park a vehicle in that stall wholly within it.

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- (3) If a vehicle is too long or too wide to fit completely within a single parking stall then the person parking the vehicle shall do so within the minimum number of parking stalls needed to park that vehicle.
- (4) A person shall not park a vehicle partly within and partly outside a parking area.

3.3 Parking prohibitions and restrictions

- (1) A person shall not –
 - (a) stop or park a vehicle in a parking station so as to obstruct any entrance, exit, carriageway, passage or thoroughfare of the parking station;
 - (b) except with the permission of the local government or an authorised person park a vehicle on any part of a parking station contrary to a sign referable to that part;
 - (c) permit a vehicle to park on any part of a parking station, if an authorised person directs the driver of such vehicle to move the vehicle from such part or from the parking station; or
 - (d) park or attempt to park a vehicle in a parking stall in which another vehicle is parked but this paragraph does not prevent the parking of a motorcycle and a bicycle together in a stall marked 'M/C', if the bicycle is parked in accordance with subclause (2).
- (2) No person shall park any bicycle –
 - (a) in a parking stall other than in a stall marked 'M/C'; and
 - (b) in such stall other than against the kerb,unless it is parked at a bicycle rail or in a bicycle rack.
- (3) Notwithstanding the provisions of subclause (1)(b) a driver may park a vehicle in a parking stall or station (except in a parking area for people with disabilities) for twice the period of time permitted by the sign, provided that –
 - (a) the driver's vehicle displays an ACROD sticker; and
 - (b) a person with disabilities to which that ACROD sticker relates is either the driver of or a passenger in the vehicle.

PART 4 - PARKING GENERALLY**4.1 Restrictions on parking in particular areas**

- (1) Subject to subclause (2), a person shall not park a vehicle in a thoroughfare or part of a thoroughfare, or part of a parking station –
 - (a) if by a sign it is set apart for the parking of vehicles of a different class;
 - (b) if by a sign it is set apart for the parking of vehicles by persons of a different class; or
 - (c) during any period when the parking of vehicles is prohibited by a sign.

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- (2) (a) In subclause (2)(b) "driver" means a driver where –
- (i) the driver's vehicle displays an ACROD sticker; and
 - (ii) a disabled person to which the ACROD sticker relates is either the driver of the vehicle or a passenger in the vehicle.
- (b) A driver may park a vehicle in a thoroughfare or part of a thoroughfare or part of a parking station, except in a thoroughfare or part of a thoroughfare or part of a parking station to which a disabled parking sign relates, for twice the period of time permitted by a sign referable to the thoroughfare or the part of the thoroughfare or the part of the parking station.
- (3) A person shall not park a vehicle –
- (a) in a no parking area;
 - (b) in a parking area, except in accordance with both the signs associated with the parking area and with this local law;
 - (c) in a stall marked "M/C" unless it is a motorcycle without a sidecar or a trailer, or it is a bicycle;
 - (d) within the head of a cul-de-sac;
- (4) A person shall not park a motorcycle without a sidecar or a trailer, or a bicycle in a parking stall unless the stall is marked "M/C".
- (5) A person shall not, without the prior permission of the local government, or an authorised person, park a vehicle in an area designated by a sign stating "Authorised Vehicles Only".
- (6) A person shall not stop or park a vehicle in a bicycle lane or on a bicycle path.

4.2 Parking vehicle on a carriageway

- (1) A person parking a vehicle on a carriageway other than in a parking stall shall park it –
- (a) in the case of a two-way carriageway, so that it is as near as practicable to and parallel with, the left boundary of the carriageway and headed in the direction of the movement of traffic on the side of the thoroughfare on which the vehicle is parked;
 - (b) in the case of a one-way carriageway, so that it is as near as practicable to and parallel with either boundary of the carriageway and headed in the direction of the movement of traffic on the side of the thoroughfare on which the vehicle is parked;
 - (c) so that at least 3 metres of the width of the carriageway lies between the vehicle and the farther boundary of the carriageway, or any continuous line or median strip, or between the vehicle and a vehicle parked on the farther side of the carriageway;
 - (d) so that the front and the rear of the vehicle respectively are not less than 1 metre from any other vehicle, except a motorcycle without a trailer, or a bicycle parked in accordance with this local law; and
 - (e) so that it does not obstruct any vehicle on the carriageway,

unless otherwise indicated by a sign.

(2) In this clause, “*continuous dividing line*” means –

- (a) a single continuous dividing line only;
 - (b) a single continuous dividing line to the left or right of a broken dividing line; or
 - (c) two parallel continuous dividing lines.
- (3) (a) The driver of any vehicle standing on any carriageway in any park or reserve shall place and keep the same close to and parallel with the road edge, kerb or footpath on the left of such vehicle, except where channels or other obstructions prevent this from being done;
- (b) Subclause (3)(a) shall not apply to a vehicle parked in an area where the parking bays have been marked other than parallel to the road edge.

4.3 When parallel and right-angled parking apply

Where a sign associated with a parking area is not inscribed with the words “*angle parking*” (or with an equivalent symbol depicting this purpose), then unless a sign associated with the parking area indicates, or marks on the carriageway indicate, that vehicles have to park in a different position, where the parking area is –

- (a) adjacent to the boundary of a carriageway, a person parking a vehicle in the parking area shall park it as near as practicable to and parallel with that boundary; and
- (b) at or near the centre of the carriageway, a person parking a vehicle in that parking area shall park it at approximately right angles to the centre of the carriageway.

4.4 When angle parking applies

(1) This clause does not apply to –

- (a) a passenger vehicle or a commercial vehicle with a mass including any load, of over three tonnes; or
 - (b) a person parking either a motor cycle without a trailer or a bicycle.
- (2) Where a sign associated with a parking area is inscribed with the words “*angle parking*” (or with an equivalent symbol depicting this purpose), a person parking a vehicle in the area shall park the vehicle at an angle of approximately 45 degrees to the centre of the carriageway unless otherwise indicated by the inscription on the parking sign or by marks on the carriageway.

4.5 General prohibitions on parking

- (1) (a) This clause does not apply to a vehicle parked in a parking stall.
 - (b) Subclauses (2)(c), (e) and (g) do not apply to a vehicle which parks in a bus embayment.
- (2) Subject to any law relating to intersections with traffic control signals a person shall not park a vehicle so that any portion of the vehicle is –
- (a) between any other stationary vehicles and the centre of the carriageway;

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- (b) on or adjacent to a median strip;
 - (c) obstructing a right of way, private drive or carriageway or so close as to deny a vehicle reasonable access to or egress from the right of way, private drive or carriageway;
 - (d) alongside or opposite any excavation, works, hoarding, scaffolding or obstruction on the carriageway, if the vehicle would obstruct traffic;
 - (e) on or within 10 metres of any portion of a carriageway bounded by a traffic island;
 - (f) on any footpath or pedestrian crossing;
 - (g) between the boundaries of a carriageway and any double longitudinal line consisting of two continuous lines or between a double longitudinal line consisting of a continuous line and a broken or dotted line and the boundary of a carriageway nearer to the continuous line, unless there is a distance of at least 3 metres clear between the vehicle and the double longitudinal line;
 - (h) on an intersection, except adjacent to a carriageway boundary that is not broken by an intersecting carriageway;
 - (i) within 1 metre of a fire hydrant or fire plug, or of any sign or mark indicating the existence of a fire hydrant or fire plug;
 - (j) within 3 metres of a public letter box, unless the vehicle is being used for the purposes of collecting postal articles from the public letter box; or
 - (k) within 10 metres of the nearer property line of any thoroughfare intersecting the thoroughfare on the side on which the vehicle is parked,
- unless a sign indicates otherwise.
- (3) A person shall not park a vehicle so that any portion of the vehicle is within 10 metres of the departure side of –
- (a) a sign inscribed with the words “*Bus Stop*” or “*Hail Bus Here*” (or with equivalent symbols depicting these purposes) unless the vehicle is a bus stopped to take up or set down passengers; or
 - (b) a children’s crossing or pedestrian crossing.
- (4) A person shall not park a vehicle so that any portion of the vehicle is within 20 metres of the approach side of –
- (a) a sign inscribed with the words “*Bus Stop*” or “*Hail Bus Here*” (or with equivalent symbols depicting these purposes) unless the vehicle is a bus stopped to take up or set down passengers;
 - (b) a children’s crossing or pedestrian crossing.
- (5) A person shall not park a vehicle so that any portion of the vehicle is within 20 metres of either the approach side or the departure side of the nearest rail of a railway level crossing.

4.6 Authorised person may order vehicle on thoroughfare to be moved

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The driver of a vehicle shall not park a vehicle on any part of a thoroughfare in contravention of this local law after an authorised person has directed the driver to move it.

4.7 No movement of vehicles to avoid time limitation

- (1) Where the parking of vehicles in a parking facility is permitted for a limited time, a person shall not move a vehicle within the parking facility so that the total time of parking exceeds the maximum time allowed for parking in the parking facility.
- (2) Where the parking of vehicles in a thoroughfare is permitted for a limited time, a person shall not move a vehicle along that thoroughfare so that the total time of parking exceeds the maximum time permitted, unless the vehicle has first been removed from the thoroughfare for at least two hours.
- (3) Where parking in a thoroughfare is restricted as to time and a vehicle has been parked in that thoroughfare a person shall not park that vehicle again in that thoroughfare unless there is between the place where the vehicle had been parked and the place where the vehicle is subsequently parked another thoroughfare that meets or intersects that thoroughfare.

4.8 No parking of vehicles exposed for sale and in other circumstances

A person shall not park a vehicle on any part of a thoroughfare –

- (a) for the purpose of exposing it for sale;
- (b) if that vehicle is not licensed under the Road Traffic Act;
- (c) if that vehicle is a trailer or a caravan unattached to a motor vehicle; or
- (d) for the purpose of effecting repairs to it, other than the minimum repairs necessary to enable the vehicle to be moved to a place other than a thoroughfare.

4.9 Parking on private land

- (1) In this clause a reference to “*land*” does not include land –
 - (a) which belongs to the local government;
 - (b) of which the local government is the management body under the *Land Administration Act 1997*;
 - (c) which is an 'otherwise unvested facility' within section 3.53 of the Act;
 - (d) which is the subject of an agreement referred to in clause 1.5(2); or
 - (e) which is determined by a Council resolution to be a parking station under the care, control and management of the City.
- (2) A person shall not park a vehicle on land without the consent of the owner or occupier of the land on which the vehicle is parked.
- (3) Where the owner or occupier of the land, by a sign referable to that land or otherwise, consents to the parking of vehicles of a specified class or classes on the land for a limited period, a person shall not park a vehicle on the land otherwise than in accordance with the consent.

4.10 Parking on reserves

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No person other than an employee or approved contractor of the local government in the course of his or her duties or a person authorised by the local government shall drive or park a vehicle upon or over any portion of a reserve other than upon an area specifically set aside for that purpose.

4.11 Parking on verges

- (1) A person shall not –
- (a) park a vehicle;
 - (b) park a commercial vehicle or bus, or a trailer or caravan unattached to a motor vehicle; or
 - (c) park a vehicle during any period when the parking of vehicles on that verge is prohibited by a sign adjacent and referable to that verge,
- so that any portion of it is on a verge.
- (2) Subclause (1)(a) does not apply to the person if he or she is the owner or occupier of the premises adjacent to that verge, or is a person authorised by the occupier of those premises to park the vehicle so that any portion of it is on the verge.
- (3) Subclause (1)(b) does not apply to a commercial vehicle when it is being loaded or unloaded with reasonable expedition with goods, merchandise or materials collected from or delivered to the premises adjacent to the portion of the verge on which the commercial vehicle is parked, provided no obstruction is caused to the passage of any vehicle or person using a carriageway or a footpath.

4.12 Suspension of parking limitations for urgent, essential or official duties

- (1) Where by a sign the parking of vehicles is permitted for a limited time on a portion of a thoroughfare or parking facility, the local government or an authorised person may, subject to the Code, permit a person to park a vehicle in that portion of the thoroughfare or parking facility for longer than the permitted time in order that the person may carry out urgent, essential or official duties.
- (2) Where permission is granted under subclause (1), the local government or an authorised person may prohibit the use by any other vehicle of that portion of the thoroughfare or parking facility to which the permission relates, for the duration of that permission.

4.13 Parking in a parking station

(1) Display of Tickets

- (a) Subject to subclause (2) a person shall not stop or park a vehicle in any part of a parking station equipped with a ticket issuing machine or a parking facility during any permitted period unless:
- (i) an ~~unexpired~~valid parking ticket or ~~unexpired~~valid parking tickets applicable to that part of the parking station and issued on that day; and
 - (ii) the date and time of issue or expiry of the ticket, as the case may be, and the number of the ticket, if any, printed thereon, are displayed inside the vehicle and clearly visible to and able to be read by an authorised person from outside the vehicle at all times while the vehicle remains stopped or parked in that part of the parking station.

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- (b) For the purposes of subclause (1), a parking ticket issued in respect of any parking station or any part of a parking station which has been set aside under this local law shall be applicable only to that parking station or that part of that parking station, as the case may be.
- (c) A reference in this clause to:
 - (i) **“permitted period”** means the period stated on the ticket issuing machines in the parking station during which the parking of vehicle is permitted upon the purchase of a parking ticket;
 - (ii) **“unexpired valid parking ticket”** means a parking ticket on which:
 - (A) a date and expiry time is printed and that time has not expired; or
 - (B) a date and time of issue is printed and the period for which that ticket remains valid as stated on the ticket issuing machine from which the ticket was purchased has not expired.

(2) Use of Parking Tickets

A person shall not –

- (a) deface, alter, add to, erase, obliterate or otherwise interfere with a parking ticket or any information, printing or imprint thereon;
- (b) park a vehicle in a parking station or parking facility if there is displayed in that vehicle so as to be visible from outside the vehicle a parking ticket which has been defaced, altered, added to, erased, obliterated or otherwise interfered with; or
- (c) produce to an authorised person or the local government to accept payment of parking fees, a parking ticket which is, or any information, printing or imprint on which is defaced, altered, added to, erased, obliterated or otherwise interfered with.

(3) Fees for Motor Cycles in Parking Stations

- (a) A fee payable for the parking of a motor cycle and the period of application of the fee in a parking station may be determined and imposed by the local government.
- (b) The local government shall not be obliged to accept payment of any fee referred to in this clause.

(4) Parking Position for Motor Cycles

A person shall not stop or park a motor cycle in a parking station equipped with a ticket issuing machine unless –

- (a) wholly within a parking stall marked with the symbol “M/C” or otherwise designated as being set aside for the parking of motor cycles;
- (b) that person has paid to the local government the fee; and
- (c) during the period for which the fee is applicable.

(5) Set aside Parking Stations for Multiple Occupants

The local government in respect of any period or time may by the use of signs set aside any parking station or any part of a parking station and prohibit entry thereto by vehicles other than vehicles carrying at least one other person in addition to the driver.

(6) Parking Restrictions for Vehicles with Multiple Occupants

- (a) The local government may determine and impose a fee payable for the parking of a vehicle in any parking station or part of a parking station at any time or for specified times.
- (b) A person shall not stop or park a vehicle in any parking station or part of a parking station which has been set aside under this local law at the times or within such period specified pursuant to this local law unless the vehicle is carrying at least one other person.
- (c) A person shall not enter any parking station or part of a parking station which has been set aside under this local law at the times or within such period specified pursuant to this local law unless that person is the driver of or passenger in a vehicle carrying at least one other person.

4.14 Special event parking

- (1) The local government may by the use of signs, set aside for any period specified on the signs, any parking station, parking facility or other land owned or controlled by the local government for the parking of vehicles by persons attending a special event.
- (2) A person shall not park or stop a vehicle in a parking station, parking facility or land owned or controlled by the local government set aside under subclause (1) during the period for which it is set aside unless a ticket purchased on entry to that parking station, parking facility or land with respect to the special event is clearly visible to and readable by an authorised person from outside a vehicle.
- (3) A fee payable for special event parking may be determined and imposed by the local government.
- (4) For the purpose of this clause a “*special event*” means any event or occurrence considered by the local government to be special and likely to attract a substantial number of persons driving vehicles.
- (5) During the period referred to in subclause (1) the provisions of clause 6.5 shall not apply to the parking station, parking facility or other land.

PART 5 – PARKING AND STOPPING***Division 1 - Parking and stopping generally*****5.1 No stopping and no parking signs, and yellow edge lines****(1) No stopping**

A driver shall not stop on any part of a carriageway, or in an area –

- (a) to which a “no stopping” sign applies; or
- (b) during the times a ~~sign~~ sign specifies a “no stopping” or “clearway” restriction is in operation.

(2) No parking

A driver shall not stop on a part of a carriageway or in an area to which a 'no parking' sign applies, unless the driver is –

- (a) dropping off, or picking up, passengers or goods;
- (b) does not leave the vehicle unattended; and
- (c) completes the dropping off, or picking up, of the passengers or goods within 2 minutes of stopping and drives on.

(3) No stopping on a carriageway with yellow edge lines

A driver shall not stop at the side of a carriageway marked with a continuous yellow edge line.

Division 2 - Stopping in zones for particular vehicles**5.2 Stopping in a loading zone**

A person shall not stop a vehicle in a loading zone unless it is –

- (a) a motor vehicle used for commercial or trade purposes engaged in the picking up or setting down of goods; or
- (b) a motor vehicle taking up or setting down passengers,

but, in any event, shall not remain in that loading zone:

- (c) for longer than a time indicated on the “loading zone” sign; or
- (d) longer than 30 minutes (if no time is indicated on the sign).

5.3 Stopping in a taxi or bus zone

- (1) A driver shall not stop in a taxi zone, unless the driver is driving a taxi.
- (2) A driver shall not stop in a bus zone unless the driver is driving a public bus, or a bus of a type that is permitted to stop at the bus zone by information on or with the “bus zone” sign applying to the bus zone.

(3) A person driving a taxi must not leave the taxi unattended while it is in a taxi zone/rank.

5.4 Stopping in a mail zone

A person shall not stop a vehicle in a mail zone.

5.5 Other limitations in zones

A person shall not stop a vehicle in a zone to which a sign applies if stopping the vehicle would be contrary to any limitation in respect to classes of persons or vehicles, or specific activities allowed, as indicated by additional words on a sign that applies to the zone.

Division 3 - Other places where stopping is restricted**5.6 Stopping in a shared zone**

A driver shall not stop in a shared zone unless –

- (a) the driver stops at a place on a part of a carriageway, or in an area, to which a sign applies and the driver is permitted to stop at that place by the sign;
- (b) the driver stops in a parking bay and the driver is permitted to stop in the parking bay under this local law;
- (c) the driver is dropping off, or picking up, passengers or goods; or
- (d) the driver is engaged in door-to-door delivery or collection of goods, or in the collection of waste or garbage.

5.7 Double parking

- (1) A driver shall not stop a vehicle so that any portion of the vehicle is between any other stopped vehicle and the centre of the carriageway.
- (2) This clause does not apply to –
 - (a) a driver stopped in traffic; or
 - (b) a driver angle parking on the side of the carriageway or in a median strip parking area, in accordance with this local law.

5.8 Stopping near an obstruction

A driver shall not stop on a carriageway near an obstruction on the carriageway in a position that further obstructs traffic on the carriageway.

5.9 Stopping on a bridge or in a tunnel, etc

- (1) A driver shall not stop a vehicle on a bridge, causeway, ramp or similar structure unless –
 - (a) the carriageway is at least as wide on the structure as it is on each of the approaches and a sign does not prohibit stopping or parking; or
 - (b) the driver stops at a place on a part of a carriageway, or in an area, to which a sign applies and the driver is permitted to stop at that place by the sign.
- (2) A driver shall not stop a vehicle in a tunnel or underpass unless –
 - (a) the carriageway is at least as wide in the tunnel or underpass as it is on each of the approaches and a traffic sign does not prohibit stopping or parking; or
 - (b) the driver of a motor vehicle stops at a bus stop, or in a bus zone or parking area marked on the carriageway, for the purpose of setting down or taking up passengers.

5.10 Stopping on crests, curves, etc

- (1) Subject to subclause (2), a driver shall not stop a vehicle on, or partly on, a carriageway, in any position where it is not visible to the driver of an overtaking vehicle, from a distance of 50 metres within a built-up area, and from a distance of 150 metres outside a built-up area.
- (2) A driver may stop on a crest or curve on a carriageway that is not in a built-up area if the driver stops at a place on the carriageway, or in an area, to which a sign applies and the driver is permitted to stop at that place by the sign.

5.11 Stopping near a fire hydrant etc

A driver shall not stop a vehicle so that any portion of the vehicle is within 1 metre of a fire hydrant or fire plug, or of any sign or mark indicating the existence of a fire hydrant or fire plug, unless –

- (a) the driver is driving a public bus, and the driver stops in a bus zone or at a bus stop and does not leave the bus unattended; or
- (b) the driver is driving a taxi, and the driver stops in a taxi zone and does not leave the taxi unattended.

5.12 Stopping at or near a bus stop

- (1) A driver shall not stop a vehicle so that any portion of the vehicle is within 20 metres of the approach side of a bus stop, or within 10 metres of the departure side of a bus stop, unless –
 - (a) the vehicle is a public bus stopped to take up or set down passengers; or
 - (b) the driver stops at a place on a part of a carriageway, or in an area, to which a sign applies and the driver is permitted to stop at that place by the sign.
- (2) In this clause –
 - (a) distances are measured in the direction in which the driver is driving; and
 - (b) a trailer attached to a public bus is deemed to be a part of the public bus.

5.13 Stopping on a path, median strip, or traffic island

The driver of a vehicle (other than a bicycle or an animal) shall not stop so that any portion of the vehicle is on a path, traffic island or median strip, unless the driver stops in an area, to which a sign applies and the driver is permitted to stop at that place by the sign.

5.14 Stopping on verge

- (1) A person shall not –
 - (a) stop a vehicle (other than a bicycle);
 - (b) stop a commercial vehicle or bus, or a trailer or caravan unattached to a motor vehicle; or
 - (c) stop a vehicle during any period when the stopping of vehicles on that verge is prohibited by a sign adjacent and referable to that verge,so that any portion of it is on a verge.

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- (2) Subclause (1)(a) does not apply to the person if he or she is the owner or occupier of the premises adjacent to that verge, or is a person authorised by the occupier of those premises to stop the vehicle so that any portion of it is on the verge.
- (3) Subclause (1)(b) does not apply to a commercial vehicle when it is being loaded or unloaded with reasonable expedition with goods, merchandise or materials collected from or delivered to the premises adjacent to the portion of the verge on which the commercial vehicle is parked, provided no obstruction is caused to the passage of any vehicle or person using a carriageway or a footpath.

5.15 Obstructing access to and from a path, driveway, etc

- (1) A driver shall not stop a vehicle so that any portion of the vehicle is in front of a path, in a position that obstructs access by vehicles or pedestrians to or from that path, unless –
 - (a) the driver is dropping off, or picking up, passengers; or
 - (b) the driver stops in a parking stall and the driver is permitted to stop in the parking stall under this local law.
- (2) A driver shall not stop a vehicle on or across a driveway or other way of access for vehicles travelling to or from adjacent land, unless –
 - (a) the driver is dropping off, or picking up, passengers; or
 - (b) the driver stops in a parking stall and the driver is permitted to stop in the parking stall under this local law.

5.16 Stopping near a public letter box

A driver shall not stop a vehicle so that any portion of the vehicle is within 3 metres of a public letter box, unless the driver –

- (a) is dropping off, or picking up, passengers or mail; or
- (b) stops at a place on a part of a carriageway, or in an area, to which a sign applies and the driver is permitted to stop at that place by the sign.

5.17 Stopping on a carriageway – heavy and long vehicles

Subject to any clause to the contrary or sign referable to the carriageway, a person shall not park a vehicle or any combination of vehicles that, together with any projection on, or load carried by the vehicle or combination of vehicles is 7.5 metres or more in length or exceeds a GVM of 4.5 tonnes –

- (a) on a carriageway in a built-up area for any period exceeding one hour, unless engaged in the picking up or setting down of goods; or
- (b) on a carriageway outside a built-up area, except on the shoulder of the carriageway, or in a truck bay or other area set aside for the parking of such vehicles.

5.18 Stopping on a carriageway with a bicycle parking sign

The driver of a vehicle (other than a bicycle) shall not stop on a part of a carriageway to which a “*bicycle parking*” sign applies, unless the driver is dropping off or picking up passengers.

5.19 Stopping on a carriageway with motor cycle parking sign

The driver of a vehicle shall not stop on a part of a carriageway, or in an area to which a *"motor cycle parking"* sign applies, or an area marked *"M/C"* unless –

- (a) the vehicle is a motor cycle; or
- (b) the driver is dropping off or picking up passengers.

5.20 Eating areas in parking stalls

A person shall not stop or park a vehicle in a parking stall which has been authorised in writing by the local government, to be set up or conducted as an eating area and which is designated by signs as such at that time.

5.21 Permits in parking facilities

- (1) The local government or authorised person may, whether upon payment of a fee or not, issue a written temporary parking permission which allows a specific vehicle to park –
 - (a) in a specified kerbside area;
 - (b) in a car park which is controlled by a sign, in contravention of the restriction specified on that sign; or
 - (c) in any other place under the control of the local government.
- (2) A permit issued under subclause (1) may –
 - (a) authorise the stopping or parking of the vehicle continuously for a specified period or periods between specified times or from time to time during a specified period; and
 - (b) be revoked or suspended at any time by the local government or an authorised person before the expiration of any time or period specified in the permit without responsibility for any liability or loss or claim.
- (3) A person shall not stop or park a vehicle in respect of which a permit has been issued pursuant to subclause (2) –
 - (a) except at the times or during the period specified in the permit;
 - (b) for any purpose other than the purpose for which the permit was issued; or
 - (c) at any time after the cancellation, withdrawal or suspension of the permit.
- (4) Nothing in this clause mitigates the limitations or condition imposed by any other clause or by any local law relating to a person's right of appeal against the local government revoking or suspending a permit.

5.22 Motor cycle stalls

- (1) A person shall not stop or park a vehicle other than a bicycle or a motor cycle to which no side car or side-box is attached in a parking stall –
 - (a) marked with the symbol “M/C”; or
 - (b) in which the parking of bicycles or motor cycles is permitted by a sign referable to that parking stall.
- (2) A person shall not stop or park a bicycle or motor cycle in a parking stall marked with the symbol “M/C” –
 - (a) for longer than the maximum period permitted for parking in that parking stall by a sign referable to that parking stall or metered space;
 - (b) if there is no sign referable to that parking stall than for longer than the maximum period during which a vehicle may stop or be parked as specified on any sign referable to any parking stall adjacent thereto; or
 - (c) otherwise than wholly within the stall.

PART 6 - TICKET ISSUING MACHINES AND ZONES**6.1 Establishment of Metered Zones, Metered Stalls and Ticket Zones**

- (1) The local government may, by resolution:
 - (a) establish;
 - (b) indicate by signs; and
 - (c) vary from time to time;metered zones, metered spaces and ticket zones.
- (2) In relation to metered zones, metered spaces and ticket zones, the local government may prescribe:
 - (a) conditions and permitted times of parking;
 - (b) the manner of parking; and
 - (c) the classes of vehicles permitted to park;

but this authority shall not be exercised in a manner which is inconsistent with the provisions of this local law or any other written law.

6.2 Ticket issuing machines**(1) Damage to Ticket Issuing Machines**

A person shall not or attempt to remove, damage, deface, misuse or interfere with any ticket issuing machine.

(2) Signs on Ticket Issuing Machines

A person shall not, without the permission of the local government, affix any board, sign, placard, notice, cover or other thing to or paint, mark or write upon any ticket issuing machine.

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(3) Use of Coins in Ticket Issuing Machines

A person shall not insert or cause to be inserted or attempt to insert into a coin slot of a ticket issuing machine any thing other than a coin appropriate to that slot.

(4) Operating Ticket Issuing Machines

A person shall not operate or attempt to operate a ticket issuing machine except in accordance with the operating instructions appearing on the ticket issuing machine.

6.3 Fees in ticket machine zones

(1) Fees for stopping and parking of vehicles in a ticket machine zone may be determined and imposed by the local government.

(2) A person must not stop or park a vehicle in a ticket machine zone unless the appropriate fee as indicated by a sign on the ticket issuing machine referable to the zone is inserted into the ticket issuing machine.

(3) The payment of the fee referred to in subclause (1) in accordance with subclause (2) entitles a person to stop or park a vehicle in a ticket machine zone for the period shown on the parking ticket, but does not authorise the stopping or parking of the vehicle in a parking space, or part of the zone during any time when stopping or parking in that zone is prohibited –

- (a) under this local law;
- (b) by the sign on the ticket issuing machine referable to the zone; or
- (c) by a sign referable to that space.

6.4 Display of tickets

(1) A person shall not stop or park a vehicle in a ticket machine zone during any permitted period unless –

- (a) an unexpired ticket issued by a ticket issuing machine in that ticket machine zone; and
- (b) the date and time of issue or expiry, as the case may be, and the number, if any, of the ticket printed on the ticket,

are displayed inside the vehicle and are clearly visible to and able to be read by an authorised person from outside the vehicle at all times while the vehicle remains stopped or parked in the zone.

(2) A reference in this clause to:

(a) ***“permitted period”*** means the period stated on the ticket issuing machines in the ticket machine zone during which the parking of vehicle is permitted upon the purchase of a parking ticket;

(b) ***“valid unexpired parking ticket”*** means a parking ticket on which –

- (i) a date and expiry time is printed and that time has not expired;
- (ii) a date and time of issue is printed and the period for which that ticket remains valid as stated on the ticket issuing machine from which the ticket was purchased has not expired.

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- (3) For the purpose of this clause, where more than one parking ticket is displayed bearing the same date and time of issue, the period for each ticket referred to in subclause (2)(b) shall be aggregated and the tickets shall be deemed not to have expired until the expiry of the aggregate of those periods.

6.5 Parking limits

- (1) A person shall not stop or park a vehicle in a ticket machine zone during any permitted period for longer than the maximum period.
- (2) A reference in this clause to –
- (a) ***“maximum period”*** means the maximum period stated on the ticket issuing machines in the zone during which the continuous parking of a vehicle in the zone is permitted;
- (b) ***“permitted period”*** has the meaning given to it in clause 6.3(2)(a).

6.6 Parking position in ticket machine zones

A person shall not stop or park a vehicle in a ticket machine zone:

- (1) on any part of which there are parking stalls set out parallel to a kerb otherwise than –
- (a) parallel to that kerb;
- (b) as close to the kerb as practicable;
- (c) wholly within a parking stall;
- (d) headed in the direction of the movement of traffic on the part of the carriageway on which the parking stall is situated;
- (2) on any part of which there are parking stalls not set out parallel to a kerb otherwise than wholly within a parking stall.

PART 7 - PARKING PERMITS**7.1 Definitions**

In this Part, unless the context otherwise requires –

“dwelling unit” means premises lawfully used for self contained living quarters;

“commercial parking permit” means a permit issued to a business by the local government pursuant to clause 7.3(3);

“grouped dwelling” means a dwelling that is one of a group of two or more dwellings on the same lot such that no dwelling is placed wholly or partially vertically above another, except where special conditions of landscape or topography dictate otherwise, and includes a dwelling on a survey strata with common property;

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"eligible person" where used in relation to an application for a –

(a) **"residential parking permit"** means an owner or occupier of a single house, grouped dwelling or multiple dwelling;

~~(b) **"visitor's parking permit"** means –~~

~~(i) **a single house owner or occupier;**~~

~~(ii) **a strata company;**~~

~~(iii) **a unit owner or occupier of a residential unit which is not a strata lot;**~~

~~(iv) **a grouped dwelling owner or occupier; or**~~

~~(v) **a multiple dwelling owner or occupier;**~~

~~(b)~~ **"commercial parking permit"** means the proprietor of a commercial business;

"multiple dwelling" means a dwelling in a group of more than one dwelling on a lot where 50 percent or greater of floor area of a dwelling is vertically above part of any other but:

- does not include a grouped dwelling; and
- includes any dwellings above the ground floor in a mixed use development;

"residential parking permit" means a permit issued to a resident by the local government pursuant to clause 7.3(1);

"residential unit" means a dwelling unit which is part of a building adjacent to a part of a thoroughfare on which thoroughfare the stopping or parking of vehicles is prohibited for more than a specified period and which building contains –

(a) two or more dwelling units with or without any non residential units;

(b) one dwelling unit with one or more non residential units;

"single house" means a dwelling unit constructed on its own lot and used for self contained living quarters and which is adjacent to a part of a road on which the Stopping or parking of vehicles is prohibited for more than a specified period;

"single house occupier" means an occupier of a single house;

"strata company" has the meaning given to it in the *Strata Titles Act 1985*;

~~**"temporary parking permit"** means a permit issued to a business or individual by the local government pursuant to clause 7.4".~~

"unit occupier" means a person who is an occupier of a residential unit but does not include a unit owner.

"unit owner" means a person who is an owner of a residential unit.

~~**"visitor's parking permit"** means a permit issued by the local government pursuant to clause 7.3(2).~~

7.2 Exemption for permit holders

- (1)
 - (a) Where on any part of a thoroughfare the stopping or parking of vehicles is prohibited by a sign for more than a specified period or where any part of a thoroughfare is a metered space, the holder of a valid permit is exempted from such prohibition.
 - (b) The local government may also issue a permit which exempts the holder from compliance with the requirements of clauses 7(2)(a) and 7(2)(b).
- (2) The exemption conferred by subclause (1) shall apply only –
 - (a) to that part of a thoroughfare specified in the permit;
 - (b) where the time restriction applicable to that part of the thoroughfare is for a period exceeding 30 minutes;
 - (c) where the permit displayed is a residential parking permit to the vehicle specified in the residential parking permit;
 - (d) if the permit is displayed in the vehicle or affixed to the windscreen of the vehicle so as to be clearly visible and able to be read by an authorised person from outside the vehicle;
 - (e) if the permit is valid.
- (3) The exemption conferred by subclause (1) shall not, unless specifically noted on the permit, apply during any period in which the stopping or parking of vehicles is prohibited in the thoroughfare or the part of the thoroughfare specified in the permit.

7.3 Issue of permits

- (1) The local government may upon a written application of an eligible person issue a residential parking permit ~~in the form in Item 1 of Schedule 6.~~
- ~~(2) The local government may upon a written application of an eligible person issue for the occasional use of visitors, a visitor's parking permit in the form in Item 2 of Schedule 6.~~
- ~~(23)~~ The local government may upon a written application of an eligible person issue a commercial parking permit ~~in the form of Item 3 of Schedule 6.~~
- ~~(3)~~ The local government may, upon written application of an eligible person, issue a temporary parking permit.
- (4) The local government's power to issue, replace and revoke permits under this Part may be exercised by an authorised officer.
- (5) Notwithstanding any other provision in this local law, the local government may approve the issue of a number of residential, ~~visitor's~~ or commercial parking permits (as applicable) to any eligible person on such terms and conditions as the local government sees fit.

7.4 Discretionary authority

~~Notwithstanding any other provisions in this local law which restrict the number of residential or visitors' parking permits that may be issued, t~~The local government may approve the issue of one additional residential parking permit or one additional visitor's parking permit to any occupier on such terms and conditions as the local government sees fit.

7.5 Validity of permit

Every residential, ~~visitor's~~ or commercial parking permit as the case may be, shall cease to be valid upon –

- (a) the expiry of a period of either 1 or 3 years (depending upon the permit issued) from and including the date on which it is issued or midnight of the expiry date shown on the permit;
- (b) the holder of the permit ceasing to be an eligible person;
- (c) the revocation of the permit by the local government pursuant to clause 7.6;
- (d) the replacement of any permit by a new permit issued by the local government pursuant to clause 7.3.

7.6 Revocation of a permit

- (1) The local government may at any time give an eligible person to whom a permit was issued pursuant to the provisions of this local law notice requiring that person to notify the local government of any reason why that permit should not be revoked.
- (2) The local government shall give notice referred to in subclause (1) by serving a notice on the eligible person to whom the permit was issued.
- (3) If within seven (7) days after the date of receipt of the notice referred to in subclause (2) the eligible person to whom the permit was issued –
 - (i) fails to give the local government notice in writing of any reason why the permit should not be revoked;
 - (ii) gives the local government notice in writing of any reasons why the permit should not be revoked;

then the local government may in its absolute discretion revoke that permit.

- (4) For the purpose of subclause (3) the date of receipt of the notice shall be the date the notice was served.
- (5) The local government shall give notice of the revocation by serving a notice on the eligible person to whom the permit was issued.

7.7 Removal of permit from vehicle

The holder of a residential, ~~visitor's~~ or commercial parking permit shall forthwith upon that permit being revoked or ceasing to be valid remove the permit from the vehicle in which it is displayed or to which it is affixed.

7.8 Replacement of permit

- (1) The local government may upon a written application of an eligible person and upon payment of the fee referred to in subclause (2), if any, issue a permit to replace a residential, ~~visitor's~~ or commercial parking permit which is lost, misplaced, destroyed or stolen.
- (2) The local government may determine and impose a fee for the issue of a replacement permit pursuant to this clause.

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- (3) Notwithstanding subclause (2), no fee shall be payable for the issue of a replacement permit if evidence is produced in writing to the satisfaction of the local government –
- (a) that the vehicle in which the permit is displayed has been disposed of;
 - (b) that the vehicle's windscreen in which the permit is displayed has been replaced; or
 - (c) which the local government considers warrants the waiving of the fee.

7.9 Display of parking permits

- (1) A person shall not stop or park a vehicle in an area set aside for persons or vehicles of a particular class during any permitted period unless a valid permit is displayed inside the vehicle.
- (2) The permit must be and is clearly visible to and able to be read by an authorised person from outside the vehicle at all times while the vehicle remains stopped or parked in the zone.
- (3) Resident parking permits must be affixed to the inside left hand side of the vehicle windscreen to which it was issued in order to be valid.

PART 8 – MISCELLANEOUS**8.1 Authorised persons**

No offence under this local law is committed by an authorised person while carrying out his or her duties as an authorised person.

8.2 Necessary Power

An authorised person has all necessary powers for the purpose of performing or observing all of the functions conferred on him or her under the Act and this local law.

8.3 Authorised person to be obeyed

A person who is given a direction by an authorised person or a member of the WA Police Service under this local law or in relation to a contravention of this local law, shall comply with that direction.

8.4 Persons may be directed to leave local government property

An authorised person may direct a person to leave local government property or a local government building where the authorised person reasonably suspects that the person has contravened a provision of this local law.

8.5 Marking of tyres

- (1) For the purposes of ascertaining whether or not a parked vehicle has been or may be parked in contravention of any provision of this local law an authorised person may mark the tyres of a vehicle parked in a parking facility with chalk or any other non-indelible substance.
- (2) A person shall not remove or interfere with any such mark referred to in subclause (1) so that the purpose of affixing that mark is or may be defeated.

8.6 Removal of notices on a vehicle

A person, other than the driver of the vehicle or a person acting under the direction of the driver of the vehicle or an authorised person, shall not remove from the vehicle any notice put on the vehicle by an authorised person.

8.7 Special purpose and emergency vehicles

Notwithstanding anything to the contrary in this local law, the driver of –

- (a) a special purpose vehicle may, only in the course of his or her duties and when it is expedient and safe to do so, stop or park the vehicle in any place, at any time; and
- (b) an emergency vehicle may, in the course of his or her duties and when it is expedient and safe to do so or where he or she honestly and reasonably believes that it is expedient and safe to do so, stop or park the vehicle at any place, at any time.

~~8.8 Vehicles not to obstruct a public place or thoroughfare~~

- ~~(1) A person shall not leave a vehicle, or any part of a vehicle in a public place so that it obstructs the use of any part of that public place or thoroughfare without the permission of the local government or unless authorised under any written law.~~
- ~~(2) A person will not contravene subclause (1) where the vehicle is left for a period not exceeding 24 hours, unless the vehicle is causing or may cause a danger to the public or is jeopardising or may jeopardise the safety of a person.~~

8.8 Vehicles not to obstruct a public place or thoroughfare

- (1) A person shall not park or leave a vehicle, or any part of a vehicle, in a public place so that it obstructs the use of any part of that public place without the permission of the local government or unless authorised under any written law.
- (2) A vehicle which is parked in any portion of a public place where vehicles may be lawfully parked, is deemed to cause an obstruction and may be impounded where—
 - (a) the vehicle is so parked during any period in which the parking of vehicles is prohibited or restricted by a sign; or
 - (b) the vehicle is abandoned, unregistered or disused.

8.9 Damage to parking stations and facilities

A person shall not, and shall not attempt to remove, damage, deface, misuse or interfere with any part of a parking station or parking facility.

8.10 Local government may lock parking stations

- (1) At the expiration of the hours of operation of a parking station, the local government, whether or not any vehicle remains parked in a parking station, may lock the parking station or otherwise prevent the movement of any vehicle within or to or from the parking station.
- (2) Nothing in this clause mitigates the limitations or condition imposed by any other clause or by any local law relating to the locking of a parking station.

PART 9 – PENALTIES

9.1 Offences and penalties

- (1) Any person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing, commits an offence.
- (2) A person who commits an offence under this local law is liable on conviction to a penalty not less than \$250 and not exceeding \$5,000, and if the offence is of a continuing nature, to a further penalty not exceeding a fine of \$500 in respect of each day or part of a day during which the offence has continued.
- (3) An offence against any provision of this local law is a prescribed offence for the purposes of section 9.16(1) of the Act.
- (4) The amount appearing in the final column of Schedule 2 directly opposite a clause specified in that schedule is the modified penalty for an offence against that clause.

9.2 Form of notices

For the purposes of this local law the form of the –

- (a) notice referred to in section 9.13 of the Act is that of the form in Schedule 3;
- (b) infringement notice referred to in section 9.17 of the Act is that of the form in Schedule 4; and
- (b) notice referred to in section 9.20 of the Act is that of the form in Schedule 5.

SCHEDULE 1**Local Government Act 1995
City of Vincent Parking and Parking Facilities Local Law 2007****PARKING REGION**

The parking region is the whole of the district but excludes the following portions of the district:

1. the approach and departure prohibition areas of all existing and future traffic control signal installations as determined by the Commissioner of Main Roads;
2. prohibition areas applicable to all existing and future bridges and subways as determined by the Commissioner of Main Roads;
3. any road which comes under the control of the Commissioner of Main Roads unless the control of parking and parking facilities on that road is carried out subject to the control and direction of the Commissioner of Main Roads or has been delegated by the Commissioner to the local government; and
4. the Mitchell Freeway and Graham Farmer Freeway, save that Subdivision 4 of Division 3 of Part 3 of the Act continues to apply to these portions and these portions are included in the parking region for that purpose.

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SCHEDULE 2

Local Government Act 1995
City of Vincent Parking and Parking Facilities Local Law 2007

PRESCRIBED OFFENCES

ITEM NO.	CLAUSE No.	NATURE OF OFFENCE	MODIFIED PENALTY (AMENDED) \$
1	2.2(1), (2)	Failure to comply with signs	60
2	2.3(a)	Unauthorised display, marking, setting up, exhibiting of a sign	135
3	2.3(b)	Unauthorised removal, defacing or misuse of a sign	80
4	2.3(c)	Unauthorised affixing anything to a sign	70
5	3.2(1)(a)	Failure to park parallel to and as close to the kerb as practicable in a parking stall	70
6	3.2(1)(b)	Failure to park wholly within parking stall	70
7	3.2(1)(c)	Failure to park in the direction of the movement of traffic in a parking stall	70
8	3.2(4)	Failure to park wholly within parking area	60
9	3.3(1)(a)	Causing obstruction in parking station	135
10	3.3(1)(b)	Parking contrary to sign in parking station	60
11	3.3(1)(c)	Parking contrary to directions of authorised person in a parking station	160
12	3.3(1)(d)	Parking or attempting to park a vehicle in a parking stall occupied by another vehicle	60
13	4.1(1)(a)	Parking by vehicles of a different class	95
14	4.1(1)(b)	Parking by persons of a different class	95
15	4.1(1)(c)	Parking during prohibited period	95
16	4.1(3)(a)	Parking in no parking area	95
17	4.1(3)(b)	Parking contrary to signs or limitations	60
18	4.1(3)(c)	Parking vehicle in motor cycle only area	60
19	4.1(3)(d)	Parking within head of cul-de-sac	95
2019	4.1(4)	Park or sStopping motor cycle in stall not marked 'M/C'	60
2120	4.1(5)	Parking without permission in an area designated for 'Authorised Vehicles Only'	95
22	4.1(6)	Park or stop in bicycle lane or path	135
2324	4.2(1)(a)	Failure to park on the left of two-way carriageway	70
2422	4.2(1)(b)	Failure to park on boundary of one-way carriageway	70
2523	4.2(1)(a) or 4.2(1)(b)	Parking against the flow of traffic	70
2624	4.2(1)(c)	Parking when distance from farther boundary less than 3 metres	110
2725	4.2(1)(d)	Parking closer than 1 metre from another vehicle	60
2826	4.2(1)(e)	Causing obstruction	135
2927	4.3(b)	Failure to park at approximate right angle	60
3028	4.4(2)	Failure to park at an appropriate angle	60
3129	4.5(2)(a)	Double parking	135
3230	4.5(2)(b)	Parking on or adjacent to a median strip	70
3334	4.5(2)(c)	Denying access to private drive or right of way	135
3432	4.5(2)(d)	Parking beside excavation or obstruction so as to obstruct traffic	135
3533	4.5(2)(e)	Parking within 10 metres of traffic island	70
3634	4.5(2)(f)	Parking on footpath/pedestrian crossing	160
3735	4.5(2)(g)	Parking closer than 3 metres to double longitudinal lines	135
3836	4.5(2)(h)	Parking on intersection	160

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<u>3937</u>	4.5(2)(i)	Parking within 1 metre of fire hydrant or fire plug	60
<u>4038</u>	4.5(2)(j)	Parking within 3 metres of public letter box	60
<u>4139</u>	4.5(2)(k)	Parking within 10 metres of intersection	70
<u>4240</u>	4.5(3)(a) or (b)	Parking vehicle within 10 metres of departure side of bus stop, children's crossing or pedestrian crossing	60
<u>4344</u>	4.5(4)(a) or (b)	Parking vehicle within 20 metres of approach side of bus stop, children's crossing or pedestrian crossing	60
<u>4442</u>	4.5(5)	Parking vehicle within 20 metres of approach side or departure side of railway level crossing	60
<u>4543</u>	4.6	Parking contrary to direction of authorised person in a thoroughfare	160
<u>4644</u>	4.7(1), (2) or (3)	Moving vehicle to avoid time limitation	95
<u>4745</u>	4.8(a)	Parking in thoroughfare for purpose of sale	135
<u>4846</u>	4.8(b)	Parking unlicensed vehicle in thoroughfare	110
<u>4947</u>	4.8(c)	Parking a trailer/caravan on a thoroughfare	110
<u>5048</u>	4.8(d)	Parking in thoroughfare for purpose of repairs	135
<u>5149</u>	4.9(2)	Parking on land that is not a parking facility without consent	135
<u>5250</u>	4.9(3)	Parking on land not in accordance with consent	135
<u>5351</u>	4.10	Driving or parking on a reserve	135
<u>5452</u>	4.11	Parking on a verge	70
<u>5553</u>	4.13(1)	Failure to display an <u>unexpired valid</u> parking ticket (Parking Station)	70
<u>5654</u>	4.13(2)(a)	Deface, alter, add to, erase, obliterate or otherwise interfere with a parking ticket	160
<u>5755</u>	4.13(2)(b)	Display a defaced, altered obliterated or otherwise interfered with parking ticket	160
<u>5856</u>	4.13(2)(c)	Produce a defaced, altered obliterated or otherwise interfered with parking ticket	160
<u>5957</u>	5.1(1)(a)	Stopping contrary to a <u>"no stopping" or "clearway"</u> sign	135
<u>6058</u>	5.1(1)(b)	Stopping during the times a sign specifies a "no stopping" or <u>"clearway"</u> restriction is in operation	270
<u>6159</u>	5.1(2)	Parking contrary to a no parking sign	95
<u>6260</u>	5.1(3)	Stopping within continuous yellow lines	135
<u>6364</u>	5.2	Stopping unlawfully in a loading zone	95
<u>6462</u>	5.3(1)	Stopping unlawfully in a taxi zone or bus zone	110
<u>65</u>	5.3(3)	<u>Leave taxi unattended in taxi zone/rank</u>	<u>110</u>
<u>6663</u>	5.4	Stopping unlawfully in a mail zone	80
<u>6764</u>	5.5	Stopping in a zone contrary to a sign	60
<u>6865</u>	5.6	Stopping in a shared zone	60
<u>6966</u>	5.7(1)	Double parking	135
<u>7067</u>	5.8	Stopping near an obstruction	135
<u>7168</u>	5.9	Stopping on a bridge or tunnel	110
<u>7269</u>	5.1	Stopping on crests/curves etc	110
<u>7370</u>	5.11	Stopping near fire hydrant	80
<u>7471</u>	5.12(1)	Stopping near bus stop	95
<u>7572</u>	5.13	Stopping on path, median strip or traffic island	135
<u>7673</u>	5.14(1)	Stopping on verge	70
<u>7774</u>	5.15	Obstructing path, a driveway etc	135
<u>7875</u>	5.16	Stopping near letter box	60
<u>7976</u>	5.17	Stopping heavy or long vehicles on carriageway	95
<u>8077</u>	5.18	Stopping in bicycle parking area	70
<u>8178</u>	5.19	Stopping in motorcycle parking area	70
<u>8279</u>	5.20	Stopping or parking in a stall set up as an eating area	95
<u>8380</u>	5.21	Stopping or parking contrary to requirements of a permit	70
<u>8481</u>	5.22	Stopping or parking a vehicle (other than a bicycle or motor cycle) in a parking stall approved for motor cycles	70

CITY OF VINCENT PARKING AND PARKING FACILITIES LOCAL LAW

8582	6.2(1)	Damaging or interfering with ticket issuing machine	160
8683	6.2(2)	Affixing a board, sign, placard or notice or marking any ticket issuing machine	70
8784	6.2(3)	Inserting other than a coin in a ticket issuing machine	60
8885	6.2(4)	Operating a ticket issuing machine contrary to instructions	60
8986	6.3(2)	Failure to pay appropriate fee	70
9087	6.4(1)(a)	Failure to display an unexpired parking ticket	70
9188	6.4(1)(b)	Failure to display a valid parking ticket	70
9289	6.5(1)	Stopping or parking for longer than the maximum period	70
9390	6.6(1)(a)	Failure to stop or park parallel to the kerb in a ticket machine zone	70
9491	6.6(1)(b)	Failure to stop or park as close to the kerb as practicable in a ticket machine zone	70
9592	6.6(1)(c)	Failure to stop or park wholly within a parking stall in a ticket machine zone	70
9693	6.6(1)(d)	Failure to stop or park in direction of movement of traffic in a ticket machine zone	60
9794	7.9	Failure to display a valid permit	95
9895	8.3	Failure to comply with a lawful direction of an authorised person	160
9996	8.4	Failure to leave local government property when lawfully directed to do so by an authorised person	160
10097	8.5(2)	Removing or interfering with a lawful mark on a tyre	160
10198	8.6	Removing a notice on a vehicle	135
10299	8.8(1)	Leaving a vehicle in a public place or thoroughfare so as to cause an obstruction	135
103400	8.9	Attempting to or removing, damaging, defacing, misusing or interfering with any part of a parking station or parking facility	160
104101		All other offences not specified	95

CITY OF VINCENT PARKING AND PARKING FACILITIES LOCAL LAW

SCHEDULE 3

Local Government Act 1995
City of Vincent Parking and Parking Facilities Local Law 2007

NOTICE TO OWNER OF VEHICLE INVOLVED IN OFFENCE

Date / /

To: (1)

of: (2)

It is alleged that on / / at (3)

at (4) your vehicle:

make:

model:

registration:

was involved in the commission of the following offence -

.....

.....

.....

.....

contrary to clause of the **City of Vincent Parking and Parking Facilities Local Law 2007**.

You are required under section 9.13 of the *Local Government Act 1995* to identify the person who was the driver or person in charge of the vehicle at the time when the offence is alleged to have been committed.

If you do not prove otherwise, you will be deemed to have committed the offence unless:

(a) within 28 days after being served with this notice:

- (i) you inform the Chief Executive Officer or another authorised officer of the local government as to the identity and address of the person who was the driver or person in charge of the vehicle at the time the offence is alleged to have been committed; or
- (ii) you satisfy the Chief Executive Officer that the vehicle had been stolen, or was being unlawfully used, at the time the offence is alleged to have been committed;

or

(b) you were given an infringement notice for the alleged offence and the modified penalty specified in it is paid within 28 days after the notice was given or such further time as is allowed.

(5)

(6)

Insert:

- (1) Name of owner or 'the owner'
- (2) Address of owner (not required if owner not named)
- (3) Time of alleged offence
- (4) Location of alleged offence
- (5) Signature of authorised person
- (6) Name and title of authorised person giving notice

SCHEDULE 4

Local Government Act 1995
City of Vincent Parking and Parking Facilities Local Law 2007

INFRINGEMENT NOTICE

Serial No

Date / /

To: (1)
of: (2)

It is alleged that on / / at (3)
at (4)
in respect of vehicle:

make:

model:

registration:

you committed the following offence:

.....
.....
.....

contrary to clause of the **City of Vincent Parking and Parking Facilities Local Law 2007**.

The modified penalty for the offence is \$

If you do not wish to have a complaint of the alleged offence heard and determined by a court, the amount of the modified penalty may be paid to an authorised person at (5) within a period of 28 days after the giving of this notice.

If you take no action this infringement notice may be registered with the Fines Enforcement Registry after which your driver's licence or any vehicle licence held by you may be suspended. If the matter is registered with the Registry additional costs will also be payable by you.

If the above address is not your current address, or if you change your address, it is important that you advise us immediately. Failure to do so may result in your driver's licence or any vehicle licence you hold being suspended without your knowledge.

(6)

(7)

Insert:

- (1) Name of alleged offender or 'the owner'
- (2) Address of alleged offender
- (3) Time of alleged offence
- (4) Location of alleged offence
- (5) Place where modified penalty may be paid
- (6) Signature of authorised person
- (7) Name and title of authorised person giving notice

SCHEDULE 5

Local Government Act 1995
City of Vincent Parking and Parking Facilities Local Law 2007

WITHDRAWAL OF INFRINGEMENT NOTICE

Serial No

Date / /

To: (1)
 of: (2)

Infringement Notice No. dated / /

in respect of vehicle:

make: ;

model: ;

registration: ,

for the alleged offence of

 has been withdrawn.

The modified penalty of \$

- has been paid and a refund is enclosed.
- has not been paid and should not be paid.

delete as appropriate.

(3)


(4)

Insert:


- (1) Name of alleged offender to whom infringement notice was given or 'the owner'.
- (2) Address of alleged offender.
- (3) Signature of authorised person
- (4) Name and title of authorised person giving notice

CITY OF VINCENT PARKING AND PARKING FACILITIES LOCAL LAW


SCHEDULE 6**Local Government Act 1995
City of Vincent Parking and Parking Facilities Local Law 2007****ITEM 1 - RESIDENTIAL PARKING PERMIT**

	Local Government Act 1995 City of Vincent Parking and Parking Facilities Local Law 2007 RESIDENTIAL PARKING PERMIT
	CITY OF VINCENT PERMIT No. Vehicle Make/Type: Registration No: Exempted Road(s)/Metered Space: Expiry Date: For and on behalf of the City of Vincent

ITEM 2 - VISITOR'S PARKING PERMIT

	Local Government Act 1995 City of Vincent Parking and Parking Facilities Local Law 2007 VISITOR'S PARKING PERMIT
	CITY OF VINCENT PERMIT No. Exempted Road(s): Name of Person to Whom Exemption Issued: Expiry Date: For and on behalf of the City of Vincent

ITEM 3 - COMMERCIAL PARKING PERMIT

	Local Government Act 1995 City of Vincent Parking and Parking Facilities Local Law 2007 COMMERCIAL PARKING PERMIT
	CITY OF VINCENT PERMIT No. Exempted Road(s): Name of Business/Person to Whom Exemption Issued: Expiry Date: For and on behalf of the City of Vincent

CITY OF VINCENT PARKING AND PARKING FACILITIES LOCAL LAW

SCHEDULE ~~6~~⁷**Local Government Act 1995
City of Vincent Parking and Parking Facilities Local Law 2007****ITEM 3(a) NOTICE OF INTENT TO REVOKE A PERMIT****CITY OF VINCENT****Local Government Act 1995
City of Vincent
Parking and Parking Facilities Local Law 2007
NOTICE OF INTENT TO REVOKE A PERMIT**

Take notice that within seven days from the day of
the person to whom (Residential Parking Permit/ ~~Visitors Parking Permit~~/Commercial Parking
Permit)* No was issued is required to give the local government notice in writing of
any reason why that permit should not be revoked. If no written notice is received by the
local government within that time, the local government may revoke that permit.

.....
for and on behalf of the CITY OF VINCENT


.....
Date of Service

* Delete whichever is inapplicable

CITY OF VINCENT PARKING AND PARKING FACILITIES LOCAL LAW

**Local Government Act 1995
City of Vincent Parking and Parking Facilities Local Law 2007**

ITEM 3(b) NOTICE OF REVOCATION OF A PERMIT

	<p>Local Government Act 1995 City of Vincent Parking and Parking Facilities Local Law 2007 NOTICE OF REVOCATION OF A PERMIT</p>
<p>CITY OF VINCENT</p>	
<p>Take notice that from and including the day of (Residential Parking Permit/Visitor's Parking Permit/Commercial Parking Permit)* No is revoked and invalid.</p>	
<p>..... for and on behalf of the CITY OF VINCENT</p>	
<p>* Delete whichever is inapplicable</p>	

Dated this 25th day of September 2007.

The Common Seal of the City of Vincent was affixed by authority of a resolution of the Council in the presence of —

NICK CATANIA, JP, Mayor

JOHN GIORGI, JP, Chief Executive Officer

CITY OF VINCENT PARKING AND PARKING FACILITIES LOCAL LAW

SCHEDULE OF AMENDMENTS

Date of Council Resolution	Date of Gazettal	Details of Amendment
08.07.08	05.08.08	<i>Schedule 6</i> amended to correct anomalies
10.02.09	27.02.09	<i>Clause 5.1</i> amended to be specific to Clearway parking restrictions, so that the City can differentiate between "No Stopping At All Times" and "No Stopping – Restricted Periods" and amend <i>Schedule 2</i> accordingly.
05.07.11	12.07.11 & 19.07.11	Various amendments – see amendment sheet July 2011
<u>TBC</u>	<u>TBC</u>	<u>Added new prescribed offences 4.1(3)(d), 4.1(6) and 5.3(3).</u> <u>Changed references to "valid" from "unexpired" parking tickets and updated clause 7.9 to clarify the display of parking permits.</u> <u>Deleted schedule 6.</u>

Table 1 – Summary of Submissions

	Issue	Doc. Ref	Administration Response
1.1	<p>If the proposed changes are intended to completely remove the ability to issue 'visitor permits' it is short sighted. I say 'if' because it is not clear if the new wording will still allow 'visitor permits' within the provisions of 'temporary permits'. The following applies if 'visitor permits' are intended to be removed.</p> <p>Just because the local law contains provisions for visitor permits does not compel the city to provide that class of permit. Retaining the provisions within the local law provides the flexibility to (re) introduce that class of permit if the city moves to a more efficient, technology driven management regime.</p> <p>By retaining the provisions for visitor permits in the local law the city will be able to introduce new visitor permits without having to go through the long, drawn out process of changing the local law.</p>	D17/152426	<p>As discussed in the Council Report, removing the provisions relating to visitor permits is consistent with Council's Parking Permits Policy that was reviewed and amended in September 2016. Alignment of the local law to the policy provides clarity and consistency.</p> <p>The maximum number of Residential Parking Permits that will be issued was specifically adjusted during the Policy Review on the basis that all permits are transferable between residents and visitors. As the City moves towards improved technology (i.e. e-permits) it is expected that the premise of a single residential parking permit type that is transferable between residents and visitors will remain.</p> <p>There is no intention of re-introducing visitor permits, however should such an initiative be contemplated a further amendment of the local law could be made at that time if required.</p>
1.2	<p>There should be a new penalty introduced for 'selling' a parking permit. For example, a resident, either owner occupier or tenant, may sell a permit just before moving out. They then move out and would not be penalised by having the permit cancelled.</p> <p>There already are apps that match people with spare parking capacity with people who want a convenient parking space. With the current 'open slather' parking permit system the selling of parking bays will only get worse with residents selling permits, not just on-site bays. We may also see people with on-site parking selling their parking spot and choosing to park their own vehicles on the road.</p> <p>By including an offense for 'selling' a parking bay it sends a signal to the community, and also provides a mechanism to prosecute people for doing the wrong thing.</p> <p>The wording of the offense needs to be flexible so that it isn't just restricted to the transfer of money – it may involve the transfer of goods or services.</p>	D17/152426	<p>Administration has commenced the implementation of Residential Parking Permits with QR codes which in combination with updated parking infringement devices enables Rangers to validate permits. This technology enables permits to be cancelled upon expiration or where the City suspects that Terms and Conditions of Use, such as on-selling a permit, have been contravened.</p> <p>Administration considers that the cancellation of any parking permit that has been transferred without authorisation is sufficient deterrent and that any potential 'buyer' should be aware that the City reserves the right to cancel a parking permit.</p> <p>The implementation of QR Codes on parking permits has made the practice of validating parking permits much simpler for the City's Rangers.</p>
1.3	<p>The removal of the 24 hour parking clause needs reconsideration. While the provision has rarely been used, it did provide a mechanism for the rangers to manage cars that effectively had been 'dumped'. It may have been better to just increase the time limit to 72 hours or seven days, and therefore still give the rangers some control. The rangers should be consulted to see what mechanism they need to manage properly.</p>	D17/152426	<p>Upon the existing clause 8.8(2) and proposed clause 8.8(2)(a) relating to the obstruction of a public place or thoroughfare being removed Administration has analysed the Local Law and identified that other clauses, sub-clauses and associated penalties will enable Rangers to effectively deal with abandoned vehicles. The specified 24 hour time period was irrelevant to whether or not a vehicle is causing an obstruction. Clause 8.8(2) has been re-written to further clarify in what circumstances an obstruction is deemed to have been caused.</p> <p>It should be noted that the Local Law review was undertaken by the City's Manager Community Safety, A/Coordinator Ranger Services and Senior Ranger.</p>
1.4	<p>Is 4.5 (2) (e) correct? Aren't there places where traffic islands are constructed but which are within 10 metres of a parking bay?</p> <p><i>4.5(2) "... a person shall not park a vehicle so that any portion of the vehicle is – e) on or within 10 metres of any portion of a carriageway bounded by a traffic island;"</i></p>	D17/152426	<p>Yes, this is correct. It should be noted that clause 4.5(2) states "unless a sign marks otherwise". Therefore no offence is committed when parking with a designated parking bay.</p>
1.5	<p>Is 4.5 (3) correct?</p> <p><i>4.5(3) "A person shall not park a vehicle so that any portion of the vehicle is within 10 metres of the departure side of – (a) a sign inscribed with the words "Bus Stop" or "Hail Bus Here" (or with equivalent symbols depicting these purposes) unless the vehicle is a bus stopped to take up or set down passengers; or (b) a children's crossing or pedestrian crossing"</i></p>	D17/152426	<p>Yes.</p>

A total of one submission was received in response to the City's public notice advertising the Parking and Parking Facilities Amendment Local Law 2017.



CITY OF VINCENT

MINUTES

Audit Committee

21 November 2017

AUDIT COMMITTEE MINUTES

21 NOVEMBER 2017

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AUDIT COMMITTEE MINUTES

21 NOVEMBER 2017

MINUTES OF CITY OF VINCENT
AUDIT COMMITTEE
HELD AT THE COMMITTEE ROOM, ADMINISTRATION AND CIVIC CENTRE
244 VINCENT STREET, LEEDERVILLE
ON TUESDAY, 21 NOVEMBER 2017 AT 1PM

PRESENT: Mr Conley Manifis
Ms Elizabeth Hunt
Mayor Emma Cole
Cr Susan Gontaszewski (until 2.46pm)
Cr Dan Loden
Cr Joshua Topelberg

IN ATTENDANCE:	John Paton	Director Corporate Services
	Vanisha Govender	Manager Finance
	Tim Evans	Manager Governance and Risk
	David Tomasi	Moore Stephens (WA) Pty Ltd

1 INTRODUCTION AND WELCOME

Director Corporate Services, John Paton declared the meeting open at 1:03p.m and read the following Acknowledgement of Country statement:

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

John Paton extended his congratulations to the two returning external independent members and thanked them for their re-nomination to the City's Audit Committee.

2 APOLOGIES / MEMBERS ON APPROVED LEAVE OF ABSENCE

Len Kosova

3 DECLARATIONS OF INTEREST

Nil.

4 CONFIRMATION OF MINUTES

COMMITTEE DECISION

Moved: Mr Manifis, Seconded: Cr Topelberg

That the minutes of the Audit Committee held on 26 September 2017 be confirmed.

CARRIED UNANIMOUSLY (6-0)

(Cr Harley was not in attendance and did not vote)

AUDIT COMMITTEE MINUTES

21 NOVEMBER 2017

5 BUSINESS ARISING**5.1 APPOINTMENT OF AUDIT COMMITTEE CHAIRPERSON AND DEPUTY CHAIRPERSON**

TRIM Ref: D17/160179

Author: Tim Evans, Manager Governance and Risk

Authoriser: John Paton, Director Corporate Services

Attachments: Nil

RECOMMENDATION:

That BE ELECTED as Chairperson of the Audit Committee for a period of 12 months, ending at the Audit Committee meeting in November 2018.

That BE ELECTED as Deputy Chairperson of the Audit Committee for a period of 12 months, ending at the Audit Committee meeting in November 2018.

Director Corporate Services, John Paton called for nominations for the role of Chairperson of the Audit Committee and in response only one nomination was forthcoming from Elizabeth Hunt, nominating Cr Dan Loden for that role. Cr Dan Loden confirmed his acceptance of the nomination. There being only one nomination, the Director Corporate Services declared Cr Dan Loden elected unopposed to the role of Chairperson of the Audit Committee.

Director Corporate Services, John Paton called for nominations for the role of Deputy Chairperson of the Audit Committee and in response only one nomination was forthcoming from Cr Joshua Topelberg, nominating Elizabeth Hunt for that role. Elizabeth Hunt confirmed her acceptance of the nomination. There being only one nomination, the Director Corporate Services declared Elizabeth Hunt elected unopposed to the role of Deputy Chairperson of the Audit Committee.

COMMITTEE DECISION ITEM 5.1

Moved: Mayor Cole, **Seconded:** Cr Loden

That Cr Loden BE ELECTED as Chairperson of the Audit Committee for a period of 12 months, ending at the Audit Committee meeting in November 2018.

That Elizabeth Hunt BE ELECTED as Deputy Chairperson of the Audit Committee for a period of 12 months, ending at the Audit Committee meeting in November 2018.

CARRIED UNANIMOUSLY (6-0)

For: Mr Manifis, Ms Hunt, Mayor Cole, Cr Gontaszewski, Cr Loden and Cr Topelberg

Against: Nil

(Cr Harley was not in attendance and did not vote.)

AUDIT COMMITTEE MINUTES

21 NOVEMBER 2017

5.2 AUDIT COMMITTEE MEETING DATES AND TIMES FOR 2018

TRIM Ref: D17/155967

Author: Emma Simmons, Governance and Council Support Officer

Authoriser: John Paton, Director Corporate Services

Attachments: Nil

RECOMMENDATION:

That the Audit Committee ADOPTS the meeting schedule for 2018 as follows:

Date	Time
Tuesday 20 March 2018	1.00pm
Tuesday 15 May 2018	1.00pm
Tuesday 17 July 2018	1.00pm
Tuesday 18 September 2018	1.00pm
Tuesday 20 November 2018	1.00pm

Moved: Cr Topelberg, Seconded: Cr Gontaszewski

That the recommendation be adopted.

PROPOSED AMENDMENTMoved: Cr Gontaszewski, Seconded: Cr Topelberg

That a new Recommendation 2 be added as follows:

"2. REQUESTS that teleconference facilities be made available for any Audit Committee members unable to attend the meeting in person."

AMENDMENT CARRIED UNANIMOUSLY (6-0)For: Mr Manifis, Ms Hunt, Mayor Cole, Cr Gontaszewski, Cr Loden and Cr TopelbergAgainst: Nil

(Cr Harley was not in attendance and did not vote.)

COMMITTEE DECISION ITEM 5.2Moved: Cr Topelberg, Seconded: Cr Gontaszewski

That the Audit Committee:

1. ADOPTS the meeting schedule for 2018 as follows:

Date	Time
Tuesday 20 March 2018	1.00pm
Tuesday 15 May 2018	1.00pm
Tuesday 17 July 2018	1.00pm
Tuesday 18 September 2018	1.00pm
Tuesday 20 November 2018	1.00pm

;and

AUDIT COMMITTEE MINUTES

21 NOVEMBER 2017

2. REQUESTS that teleconference facilities be made available for any Audit Committee members unable to attend the meeting in person."

CARRIED UNANIMOUSLY (6-0)

For: Mr Manifis, Ms Hunt, Mayor Cole, Cr Gontaszewski, Cr Loden and Cr Topelberg

Against: Nil

(Cr Harley was not in attendance and did not vote.)

AUDIT COMMITTEE MINUTES

21 NOVEMBER 2017

5.3 ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2017

TRIM Ref: D17/156297

Author: Kara Davies, Executive Secretary Corporate Services

Authoriser: John Paton, Director Corporate Services

Attachments: 1. Independent Auditor's Report year ended 30 June 2017  
2. Management Report year ended 30 June 2017  
3. Annual Financial Report year ended 30 June 2017  

RECOMMENDATION:

That the Audit Committee:

1. RECEIVES the Independent Auditor's Report and Management Report prepared by the City's Auditor, David Tomasi of Moore Stephens Chartered Accountants on the Audit for the year ending 30 June 2017 as detailed in Attachment 1 and 2;
2. RECEIVES the Annual Financial Report for the year ended 30 June 2017 as shown in Attachment 3; and
3. RECOMMENDS to Council the adoption of the Annual Financial Report for the year ended 30 June 2017.

Moved: Cr Gontaszewski, Seconded: Cr Topelberg

That the recommendation be adopted.

PROPOSED AMENDMENT 1Moved: Cr Topelberg, Seconded: Mayor Cole

That a new Recommendation 4 be added as follows:

- "4. NOTES that in line with the current provisions of the *Local Government Act 1995*, the Audit Committee will continue to receive the audit report, management report and signed financial statements prior to reporting to Council in order to liaise with the external auditor and provide comment and recommendations to Council."

AMENDMENT 1 CARRIED UNANIMOUSLY (6-0)

For: Mr Manifis, Ms Hunt, Mayor Cole, Cr Gontaszewski, Cr Loden and Cr Topelberg

Against: Nil

(Cr Harley was not in attendance and did not vote.)

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PROPOSED AMENDMENT 2

Moved: Cr Topelberg, Seconded: Mayor Cole

That a new Recommendation 5 be added as follows:

- "5. RECOMMENDS that Council writes to the Department of Local Government, Sport and Cultural Industries and the Office of the Auditor General to highlight perceived anomalies and proposed amendments to the reporting ratios"

AMENDMENT 2 CARRIED UNANIMOUSLY (6-0)

For: Mr Manifis, Ms Hunt, Mayor Cole, Cr Gontaszewski, Cr Loden and Cr Topelberg

Against: Nil

(Cr Harley was not in attendance and did not vote.)

PROPOSED AMENDMENT 3

Moved: Cr Gontaszewski, Seconded: Ms Hunt

That new Recommendations 6 and 7 be added as follows:

- "6. NOTES that the data required for the City to accurately prepare the calculation of the asset renewal funding ratio is not currently available; and
7. RECOMMENDS that Council require Administration to update the City's asset management and long term financial plans as a matter of priority to provide the appropriate data."

AMENDMENT 3 CARRIED UNANIMOUSLY (6-0)

For: Mr Manifis, Ms Hunt, Mayor Cole, Cr Gontaszewski, Cr Loden and Cr Topelberg

Against: Nil

(Cr Harley was not in attendance and did not vote.)

COMMITTEE DECISION ITEM 5.3

Moved: Cr Gontaszewski, Seconded: Cr Topelberg

That the Audit Committee:

1. RECEIVES the Independent Auditor's Report and Management Report prepared by the City's Auditor, David Tomasi of Moore Stephens Chartered Accountants on the Audit for the year ending 30 June 2017 as detailed in Attachment 1 and 2;
2. RECEIVES the Annual Financial Report for the year ended 30 June 2017 as shown in Attachment 3;
3. RECOMMENDS to Council the adoption of the Annual Financial Report for the year ended 30 June 2017;
4. NOTES that in line with the current provisions of the *Local Government Act 1995*, the Audit Committee will continue to receive the audit report, management report and signed financial statements prior to reporting to Council in order to liaise with the external auditor and provide comment and recommendations to Council;

AUDIT COMMITTEE MINUTES21 NOVEMBER 2017

5. RECOMMENDS that Council writes to the Department of Local Government, Sport and Cultural Industries and the Office of the Auditor General to highlight perceived anomalies and proposed amendments to the reporting ratios;
6. NOTES that the data required for the City to accurately prepare the calculation of the asset renewal funding ratio is not currently available; and
7. RECOMMENDS that Council require Administration to update the City's asset management and long term financial plans as a matter of priority to provide the appropriate data.

CARRIED UNANIMOUSLY (6-0)

For: Mr Manifis, Ms Hunt, Mayor Cole, Cr Gontaszewski, Cr Loden and Cr Topelberg

Against: Nil

(Cr Harley was not in attendance and did not vote.)

AUDIT COMMITTEE ATTACHMENTS

21 NOVEMBER 2017

MOORE STEPHENS

INDEPENDENT AUDITOR'S REPORT
TO THE ELECTORS OF THE CITY OF VINCENTLevel 15, Exchange Tower,
2 The Esplanade, Perth, WA 6000

PO Box 5785, St Georges Terrace, WA 6831

T +61 (0)8 9225 5355
F +61 (0)8 9225 6181www.moorestephenswa.com.au*Opinion on the Audit of the Financial Report*

We have audited the accompanying financial report of the City of Vincent (the City), which comprises the statement of financial position as at 30 June 2017, statement of comprehensive income by nature or type, statement of comprehensive income by program, statement of changes in equity, statement of cash flows and the rate setting statement for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information and the statement by Chief Executive Officer.

In our opinion, the financial report of the City of Vincent is in accordance with the *Local Government Act 1995* (as amended) and the *Local Government (Financial Management) Regulations 1996* (as amended), including:

- a) giving a true and fair view of the City's financial position as at 30 June 2017 and of its financial performance and its cash flows for the year ended on that date; and
- b) complying with Australian Accounting Standards (including Australian Accounting Interpretations).

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the City in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the "Code") that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Report on Other Legal and Regulatory Requirements

During the course of the audit we became aware of the following instance where the City did not comply with the Local Government (Financial Management) Regulations 1996 (as amended):

Annual Budget

The annual budget for the year ended 30 June 2017 was not submitted to the Department of Local Government within 30 days of its adoption as required by Local Government (Financial Management) Regulation 33.

Monthly Statement of Financial Activity

The monthly statement of financial activity for November 2016 was not presented to council within 2 months after the end of the month to which the statement relates, as required by Local Government (Financial Management) Regulation 34(4)(a).

In accordance with the Local Government (Audit) Regulations 1996, we also report that:

- a) There are no matters that in our opinion indicate significant adverse trends in the financial position or the financial management practices of the City.
- b) Except as noted above, no matters indicating non-compliance with Part 6 of the Local Government Act 1995 (as amended), the Local Government (Financial Management) Regulations 1996 (as amended) or applicable financial controls of any other written law were noted during the course of our audit.
- c) In relation to the Supplementary Ratio Information presented at page 79 of this report, we have reviewed the calculation for the Asset Consumption Ratio as presented and nothing has come to our attention to suggest it is not supported by:
 - i) verifiable information; and
 - ii) reasonable assumptions.

The Asset Renewal Funding Ratio was not calculated and hence no review was carried out.

- d) All necessary information and explanations were obtained by us.
- e) All audit procedures were satisfactorily completed in conducting our audit.

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MOORE STEPHENS

**INDEPENDENT AUDITOR'S REPORT
TO THE ELECTORS OF THE CITY OF VINCENT (CONTINUED)***Other Information*

Management is responsible for the other information. The other information comprises the information included in the City's annual report for the year ended 30 June 2017 but does not include the financial report and our auditor's report thereon.

Our opinion on the financial report does not cover the other information and accordingly we do not express any form of assurance conclusion thereon.

Responsibilities of Management and Council for the Financial Report

Management is responsible for the preparation of this financial report that gives a true and fair view in accordance with Australian Accounting Standards, the *Local Government Act 1995* (as amended) and the *Local Government (Financial Management) Regulations 1996* (as amended) and for such internal control as management determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, management is responsible for assessing the City's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting.

The Council is responsible for overseeing the City's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

A further description of our responsibilities for the audit of the financial report is located at the Auditing and Assurance Standards Board website at: http://www.auasb.gov.au/auditors_files/ar3.pdf. This description forms part of our auditor's report.

MOORE STEPHENS
CHARTERED ACCOUNTANTS



DAVID TOMASI
PARTNER

Date: 15 November 2017
Perth, WA

AUDIT COMMITTEE ATTACHMENTS

21 NOVEMBER 2017

15 November 2017

The Mayor
City of Vincent
244 Vincent Street
LEEDERVILLE WA 6007

Dear Mayor Cole

MOORE STEPHENS

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MANAGEMENT REPORT FOR THE YEAR ENDED 30 JUNE 2017

We advise that we have completed our audit procedures for the year ended 30 June 2017 and enclose our Audit Report.

We are required under the Local Government Audit Regulations to report certain compliance matters in our audit report. Other matters which arise during the course of our audit that we wish to bring to Council's attention are raised in this management report.

It should be appreciated that our audit procedures are designed primarily to enable us to form an opinion on the financial statements and therefore may not bring to light all weaknesses in systems and procedures which may exist. However, we aim to use our knowledge of the City's organisation, gained during our work to make comments and suggestions which, we hope, will be useful to you.

COMMENT ON RATIOS

Since the arrival of the new statutory ratios in 2013 (which included the requirement to calculate for 2012), we have endeavoured to provide Councils and Audit Committees with a comparison of these ratios. As the year ended 30 June 2017 is the first year we have been the City's appointed auditor, you may not be familiar with this approach.

Nonetheless, ratios provide useful information when compared to industry and internal benchmarks and assist in identifying trends. Whilst not conclusive in themselves, understanding ratios, their trends and how they interact is beneficial for the allocation of scarce resources and planning for the future. Information relating to the statutory ratios disclosed in the financial report is summarised in the table below and commentary provided on the following pages.

	Target Ratio ¹	Actual 2017	The City's Adjusted Ratios					The City's 5 Year Trend ²	5 Year Average ³	
			2017	2016	2015	2014	2013		Regional	State
Current Ratio	≥ 1	1.38	1.32*	1.37*	0.98*	0.51	0.47	↑	1.46	2.22
Asset Sustainability Ratio	≥ 1.1	0.98	0.90	0.55	0.47	0.50	1.43	↓	1.05	1.18
Debt Service Cover Ratio	≥ 5	6.10	5.78*	7.86*	5.56*	4.20	3.72	↑	22.76	12.41
Operating Surplus Ratio	≥ 0.15	0.02	0.01*	0.07*	0.08*	(0.07)	(0.03)	↓	0.06	(0.11)
Own Source Revenue Coverage Ratio	≥ 0.9	0.99	0.99	1.04	1.03	0.88	0.95	↑	0.94	0.67
Asset Consumption Ratio	≥ 0.75	0.75	0.75	0.76	0.78	0.54	0.60	↑	0.70	0.73
Asset Renewal Funding Ratio	≥ 1.05	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1.00	0.94

¹ Target ratios per Department of Local Government, Sport and Cultural Industries (DLGSCI) Guidelines.

² The 5-year trend compares the adjusted 2017 ratio to the average of the adjusted ratios for the last 5 years.

³ The average in relation to the Regional and State comparisons is a 5 year average of 2012, 2013, 2014, 2015 and 2016.

* Adjusted for "one-off" timing/ non-cash items.

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MOORE STEPHENS**COMMENT ON RATIOS (CONTINUED)****Adjustments relating to 2017**

Three of the ratios in the accompanying table were distorted by an item of significant revenue relating to the early payment of half the allocation of 2017/18 Financial Assistance Grants (FAGs) totaling \$583,015. The early payment of the grant increased operating revenue in 2017.

This item is considered "one-off" in nature and was adjusted when calculating the ratios in the above table (as shown by "**") as were relevant comparative year ratios (which had been affected by similar "one-off" items).

Regional and State 5 Year Averages

Regional and State 5 year averages have not been adjusted for "one-off" items even though these items may have been applicable in prior years as they are based on the statutory ratios which have been reported in published financial reports. However, they still provide a useful reference point as they are indicative of a trend.

Commentary on specific ratios

- Asset Sustainability Ratio**

This ratio expresses capital expenditure on renewal and replacement of existing assets as a percentage of depreciation costs. It is used to identify any potential decline or improvement in asset conditions. A percentage of less than 100% on an ongoing basis indicates assets may be deteriorating at a greater rate than spending on renewal or replacement.

This ratio is below the target level and both Regional and State 5 year averages and is trending downwards against the average over the last 5 years.

Interpretation of this ratio should be considered together with the Asset Consumption Ratio (ACR) (above target at 0.75) and the Asset Renewal Funding Ratio (above target at 0.94). Given the relative strength of the other ratios, this may be a short term trend but should still be given consideration during asset management planning.

- Asset Renewal Funding Ratio**

Based on discussions with management, it was not possible to calculate this ratio as the City does not currently have the reliable data required for the calculation.

To enable proper calculation of this ratio and to help identify gaps between planned and required capital expenditure, Council needs to ensure the City's Asset Management and Long Term Financial Plans are updated with reliable and accurate data.

Summary

We would like to take this opportunity to stress one off assessments of ratios at a particular point in time can only provide a snapshot of the financial position and operating situation of the City. As is the case with all ratios and indicators, their interpretation is much improved if they are calculated as an average over time with the relevant trends being considered.

We will continue to monitor the financial position and ratios in future financial years and suggest it is prudent for Council and management to do so also as they strive to manage the scarce resources of the City.

If the City requires, we have a report available which is able to compare your ratios against other Local Governments across the State and by Region. The report is also able to incorporate a selection of your peer Local Governments, whether they be of near neighbours or similar type in nature. This may be of particular relevance in your case as you are included in the Metropolitan region when comparison to other, more similar local governments, may be more relevant.

If you are interested in such an expanded report, please contact us.

We noted no other matters we wish to bring to your attention.

MOORE STEPHENS**UNCORRECTED MISSTATEMENTS**

We advise there were uncorrected misstatements noted during the course of our audit and these were provided to management under separate cover. They were not considered material in either amount, detail or substance.

We take this opportunity to thank all staff for the assistance provided during the audit.

Should you wish to discuss any matter relating to the audit or any other matter, please do not hesitate to contact us.

Yours faithfully



David Tomasi
Partner
Moore Stephens

Encl.



CITY OF VINCENT

ANNUAL FINANCIAL REPORT

**FOR THE YEAR ENDED
30 JUNE 2017**

FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

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CITY OF VINCENT
STATEMENT BY CHIEF EXECUTIVE OFFICER
FINANCIAL YEAR ENDED 30TH JUNE 2017

Local Government Act 1995
Local Government (Financial Management) Regulations 1996

The attached financial report of the City of Vincent being the annual financial report and supporting notes and other information for the financial year ended 30 June 2017 are in my opinion, properly drawn up to present fairly the financial position of the City of Vincent as at 30 June 2017 and the results of the operations of the financial year then ended in accordance with the Australian Accounting Standards and comply with the provisions of the Local Government Act 1995 and the regulations under that Act.

Signed as authorisation of issue on the 15th day of November 2017



Len Kosova
Chief Executive Officer

AUDIT COMMITTEE ATTACHMENTS

21 NOVEMBER 2017

CITY OF VINCENT
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE OR TYPE
FOR THE YEAR ENDED 30TH JUNE 2017

	Note	Actual 2016/17 \$	Revised Budget 2016/17 \$	Actual 2015/16 \$
Revenue				
Rates	3(a)	31,234,580	31,208,530	29,601,379
Operating Grants, Subsidies and Contributions	4	1,990,993	1,431,535	966,658
Fees and Charges	5	18,382,601	19,157,720	19,285,579
Interest Earnings	6	959,203	936,200	1,106,722
Other Revenue		1,324,228	1,460,360	1,503,562
		<u>53,891,605</u>	<u>54,194,345</u>	<u>52,463,900</u>
Expenditure				
Employee Costs		(24,409,112)	(24,900,420)	(24,116,626)
Materials and Contracts		(15,829,592)	(16,735,570)	(14,999,747)
Utility Charges		(1,808,666)	(1,947,070)	(1,927,414)
Depreciation on Non-Current Assets	7(b)	(9,094,953)	(9,833,560)	(9,530,829)
Interest Expenses	8(a)	(1,045,540)	(1,048,240)	(1,093,320)
Insurance Expenses		(874,147)	(908,370)	(923,484)
		<u>(53,062,010)</u>	<u>(55,373,230)</u>	<u>(52,591,420)</u>
		829,595	(1,178,885)	(127,520)
Non-Operating Grants, Subsidies and Contributions	4	2,594,651	2,728,547	1,384,622
		<u>2,594,651</u>	<u>2,728,547</u>	<u>1,384,622</u>
Profit on Asset Disposals	9	176,760	108,050	1,852,654
(Loss) on Asset Disposals	9	(48,016)	(4,030)	(357)
		<u>128,744</u>	<u>104,020</u>	<u>1,852,297</u>
Net share of interest in Joint Ventures	10(b)	23,213	-	339,739
Change in Equity - WALGA LG House Trust	17	(683)	-	(4,142)
		<u>22,530</u>	<u>-</u>	<u>335,597</u>
Profit on Assets Held for Sale (TPRC Joint Venture)	34(b)	245,788	916,666	1,299,433
		<u>245,788</u>	<u>916,666</u>	<u>1,299,433</u>
Net Result		3,821,308	2,570,348	4,744,429
Other Comprehensive Income				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes on Revaluation of Non-Current Assets	11	84,356,588	-	1,178,328
Total Other Comprehensive Income		84,356,588	-	1,178,328
Total Comprehensive Income		<u>88,177,896</u>	<u>2,570,348</u>	<u>5,922,757</u>

This statement is to be read in conjunction with the accompanying notes.

AUDIT COMMITTEE ATTACHMENTS

21 NOVEMBER 2017

CITY OF VINCENT
STATEMENT OF COMPREHENSIVE INCOME
BY PROGRAM
FOR THE YEAR ENDED 30TH JUNE 2017

	Note	Actual 2016/17 \$	Revised Budget 2016/17 \$	Actual 2015/16 \$
Revenue				
Governance		83,551	69,210	72,042
General purpose funding		34,321,084	33,668,980	31,656,685
Law, order, public safety		156,220	176,700	202,325
Health		358,175	366,160	484,181
Education and welfare		263,369	332,840	357,801
Community amenities		1,015,416	1,194,610	1,255,579
Recreation and culture		9,610,928	10,163,645	10,484,977
Transport		7,568,368	7,782,670	7,416,159
Economic services		240,742	264,940	313,708
Other property and services		273,752	174,590	220,443
		<u>53,891,605</u>	<u>54,194,345</u>	<u>52,463,900</u>
Expenditure (excluding Finance Costs)				
Governance		(3,218,529)	(3,468,705)	(2,996,102)
General purpose funding		(656,733)	(625,305)	(562,291)
Law, order, public safety		(1,257,510)	(1,304,455)	(1,313,045)
Health		(1,153,655)	(1,243,865)	(1,031,406)
Education and welfare		(1,137,051)	(1,261,190)	(1,094,493)
Community amenities		(10,144,593)	(10,857,595)	(9,199,250)
Recreation and culture		(20,340,579)	(21,081,430)	(21,156,531)
Transport		(11,613,576)	(11,786,075)	(11,496,118)
Economic services		(681,758)	(752,660)	(725,390)
Other property and services		(1,812,486)	(1,943,710)	(1,923,474)
		<u>(52,016,470)</u>	<u>(54,324,990)</u>	<u>(51,498,100)</u>
Finance Costs	8(a)			
Recreation and culture		(1,045,540)	(1,048,240)	(1,093,320)
		<u>(1,045,540)</u>	<u>(1,048,240)</u>	<u>(1,093,320)</u>
		829,595	(1,178,885)	(127,520)
Non-Operating Grants, Subsidies and Contributions	4			
Law, order, public safety		113,384	251,470	6,668
Education and welfare		-	-	17,684
Recreation and culture		90,000	90,000	62,083
Transport		2,368,767	2,364,577	1,298,187
Other property and services		22,500	22,500	-
		<u>2,594,651</u>	<u>2,728,547</u>	<u>1,384,622</u>
Profit/(Loss) on Disposal of Assets	9			
Governance		13,684	420	-
Law, order, public safety		8,285	1,360	4,802
Health		4,749	7,100	2,840
Community amenities		10,181	3,000	-
Recreation and culture		35,379	29,430	345
Transport		(14,292)	-	1,828,743
Economic services		9,898	1,160	-
Other property and services		60,860	61,550	15,567
		<u>128,744</u>	<u>104,020</u>	<u>1,852,297</u>
Net Share of Interests in Joint Ventures	10(b)			
Other property and services		23,213	-	339,739
		<u>23,213</u>	<u>-</u>	<u>339,739</u>

AUDIT COMMITTEE ATTACHMENTS

21 NOVEMBER 2017

CITY OF VINCENT
STATEMENT OF COMPREHENSIVE INCOME
BY PROGRAM
FOR THE YEAR ENDED 30TH JUNE 2017

	NOTE	Actual 2016/17 \$	Revised Budget 2016/17 \$	Actual 2015/16 \$
Change in Equity - WALGA LG House Trust	17			
Other Governance		(683)	-	(4,142)
		<u>(683)</u>	<u>-</u>	<u>(4,142)</u>
Profit on Assets Held for Sale (TPRC Joint Venture)	34(b)			
Other property and services		245,788	916,666	1,299,433
		<u>245,788</u>	<u>916,666</u>	<u>1,299,433</u>
(Loss) on Revaluation				
Net Result		3,821,308	2,570,348	4,744,429
Other Comprehensive Income				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes on Revaluation of Non-Current Assets	11	84,356,588	-	1,178,328
Total Other Comprehensive Income		84,356,588	-	1,178,328
Total Comprehensive Income		88,177,896	2,570,348	5,922,757

This statement is to be read in conjunction with the accompanying notes.

AUDIT COMMITTEE ATTACHMENTS

21 NOVEMBER 2017

CITY OF VINCENT
STATEMENT OF FINANCIAL POSITION
AS AT 30TH JUNE 2017

	Note	Actual 2017 \$	Actual 2016 \$	Restated Actual 1 July 2015 \$
CURRENT ASSETS				
Cash and Cash Equivalents	12	17,424,002	16,499,516	14,453,256
Other Assets	13	365,578	134,554	28,550
Trade and Other Receivables	14	4,601,268	3,736,794	3,738,543
Inventories	15	181,244	170,061	198,843
TOTAL CURRENT ASSETS		<u>22,572,092</u>	<u>20,540,925</u>	<u>18,419,192</u>
NON-CURRENT ASSETS				
Trade and Other Receivables	14	119,936	165,336	163,300
Land Held for Development	16	105,823	108,145	111,013
Financial Assets	17	41,952	42,635	46,777
Interests in Joint Ventures	10(a)	8,928,947	9,520,230	9,160,344
Property, Plant and Equipment	18	299,304,697	214,938,377	217,729,541
Infrastructure Assets	19	129,230,712	129,076,686	127,431,640
TOTAL NON-CURRENT ASSETS		<u>437,732,067</u>	<u>353,851,409</u>	<u>354,642,615</u>
TOTAL ASSETS		<u>460,304,159</u>	<u>374,392,334</u>	<u>373,061,807</u>
CURRENT LIABILITIES				
Trade and Other Payables	20	5,102,188	6,812,943	5,854,290
Provisions	21	3,486,758	3,255,342	3,009,574
Current portion of long term Borrowings	22	881,398	818,840	760,288
TOTAL CURRENT LIABILITIES		<u>9,470,344</u>	<u>10,887,125</u>	<u>9,624,152</u>
NON-CURRENT LIABILITIES				
Provisions	21	334,102	301,994	291,713
Long term Borrowings	22	14,896,584	15,777,982	16,596,822
TOTAL NON-CURRENT LIABILITIES		<u>15,230,686</u>	<u>16,079,976</u>	<u>16,888,535</u>
TOTAL LIABILITIES		<u>24,701,030</u>	<u>26,967,101</u>	<u>26,512,687</u>
NET ASSETS		<u>435,603,129</u>	<u>347,425,233</u>	<u>346,549,120</u>
EQUITY				
Retained Surplus		131,827,864	130,693,260	132,036,087
Reserves - Cash Backed	23	8,908,119	6,221,415	7,671,805
Revaluation Surplus	11	294,867,146	210,510,558	206,841,228
TOTAL EQUITY		<u>435,603,129</u>	<u>347,425,233</u>	<u>346,549,120</u>

This statement is to be read in conjunction with the accompanying notes.

AUDIT COMMITTEE ATTACHMENTS

21 NOVEMBER 2017

CITY OF VINCENT
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30TH JUNE 2017

	Note	Retained Surplus \$	Reserves Cash Backed \$	Revaluation Surplus \$	Total Equity \$
Balance as at 1 July 2015		130,918,068	7,671,805	131,271,794	269,861,667
Correction of Errors	40	1,118,019	-	75,569,433	76,687,452
Restated Balance		132,036,087	7,671,805	206,841,227	346,549,119
Comprehensive Income Net Result		4,744,428	-	-	4,744,428
Transfer to Revaluation Surplus	11	-	-	1,178,328	1,178,328
Changes on Revaluation of Assets	11	(2,491,003)	-	2,491,003	-
Total Comprehensive Income		2,253,425	-	3,669,331	5,922,756
Transfers from/(to) Reserves	23	1,450,390	(1,450,390)	-	-
Transfers from/(to) Trust		(5,046,642)	-	-	(5,046,642)
Balance as at 30 June 2016		130,693,260	6,221,415	210,510,558	347,425,233
Comprehensive Income Net Result		3,821,308	-	-	3,821,308
Changes on Revaluation of Assets	11	-	-	84,356,588	84,356,588
Total Comprehensive Income		3,821,308	-	84,356,588	88,177,896
Transfers from/(to) Reserves	23	(2,686,704)	2,686,704	-	-
Balance as at 30 June 2017		131,827,864	8,908,119	294,867,146	435,603,129

This statement is to be read in conjunction with the accompanying notes.

AUDIT COMMITTEE ATTACHMENTS

21 NOVEMBER 2017

CITY OF VINCENT
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30TH JUNE 2017

	Note	Actual 2016/17 \$	Revised Budget 2016/17 \$	Actual 2015/16 \$
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts				
Rates		31,333,379	31,208,530	29,501,587
Operating Grants, Subsidies and Contributions		2,057,043	1,431,535	2,234,024
Fees and Charges		18,178,191	19,312,421	21,557,587
Interest Earnings		959,203	936,200	1,106,722
Goods and Services Tax		1,396,122	920,160	1,003,113
Other Revenue		1,429,024	1,460,360	518,999
		<u>55,352,962</u>	<u>55,269,206</u>	<u>55,922,032</u>
Payments				
Employee Costs		(24,502,452)	(25,006,415)	(24,067,381)
Materials and Contracts		(19,373,111)	(16,755,427)	(12,907,265)
Utility Charges		(2,054,392)	(1,947,070)	(2,231,609)
Interest Expenses		(1,045,540)	(1,048,240)	(1,069,233)
Insurance Expenses		(992,908)	(908,370)	(1,093,320)
Goods and Services Tax		-	(920,160)	-
Other Expenditure		(94,776)	238,995	(4,129,072)
		<u>(48,063,179)</u>	<u>(46,346,687)</u>	<u>(45,497,880)</u>
Net Cash provided by (used in)				
Operating Activities	24(b)	7,289,783	8,922,519	10,424,152
CASH FLOWS FROM INVESTING ACTIVITIES				
Payments for Purchase of				
Property, Plant and Equipment	18(b)	(4,981,769)	(6,306,036)	(2,407,142)
Payments for Construction of				
Infrastructure	19(b)	(4,554,169)	(7,457,868)	(5,595,750)
Non-Operating Grants, Subsidies and Contributions	4	2,548,355	2,756,547	1,384,622
Proceeds from Sale of				
Property, Plant and Equipment	9	351,910	602,607	2,680,959
Proceeds from Joint Venture Operations	10(b)	916,666	916,666	1,249,999
- Transfer to Trust		-	-	(5,046,642)
Net Cash provided by (used in)				
Investment Activities		<u>(5,719,007)</u>	<u>(9,488,084)</u>	<u>(7,733,954)</u>
CASH FLOWS FROM FINANCING ACTIVITIES				
Repayment of Debentures	8(a)	(818,840)	(818,840)	(760,288)
Net increase in Bonds and Deposits		172,550	-	116,350
Net cash provided by (used in)				
financing activities		<u>(646,290)</u>	<u>(818,840)</u>	<u>(643,938)</u>
Net Increase / (Decrease) in Cash Held		924,486	(1,384,405)	2,046,260
Cash at Beginning of Year		16,499,516	16,499,516	14,453,256
Cash and Cash Equivalents				
at the End of the Year	24(a)	<u>17,424,002</u>	<u>15,115,111</u>	<u>16,499,516</u>

This statement is to be read in conjunction with the accompanying notes.

AUDIT COMMITTEE ATTACHMENTS

21 NOVEMBER 2017

**CITY OF VINCENT
RATE SETTING STATEMENT
FOR THE YEAR ENDED 30TH JUNE 2017**

	Note	Actual 2016/17 \$	Original Budget 2016/17 \$	Actual 2015/16 \$
Net current assets at start of financial year - surplus/(deficit)		<u>4,251,223</u>	<u>4,259,422</u>	<u>1,007,891</u>
		4,251,223	4,259,422	1,007,891
Revenue from operating activities (excluding rates)				
Governance		97,235	84,830	72,042
General purpose funding		3,086,504	2,353,750	2,055,305
Law, order, public safety		164,505	188,560	207,484
Health		363,427	342,260	487,021
Education and welfare		263,369	323,200	357,801
Community amenities		1,025,598	1,399,610	1,255,579
Recreation and culture		9,646,306	10,529,695	10,485,322
Transport		7,568,368	8,268,580	9,244,902
Economic services		250,640	344,100	313,708
Other property and services		<u>636,834</u>	<u>1,129,466</u>	<u>1,875,182</u>
		23,102,786	24,964,051	26,354,346
Expenditure from operating activities				
Governance		(3,217,846)	(3,416,130)	(3,000,244)
General purpose funding		(656,733)	(644,490)	(562,291)
Law, order, public safety		(1,257,510)	(1,432,490)	(1,313,402)
Health		(1,154,158)	(1,275,145)	(1,031,406)
Education and welfare		(1,137,051)	(1,202,370)	(1,094,493)
Community amenities		(10,144,593)	(10,927,900)	(9,199,250)
Recreation and culture		(21,386,119)	(22,462,555)	(22,249,851)
Transport		(11,627,869)	(12,200,175)	(11,496,118)
Economic services		(681,758)	(752,500)	(725,390)
Other property and services		<u>(1,845,707)</u>	<u>(1,990,540)</u>	<u>(1,923,474)</u>
		(53,109,344)	(56,304,295)	(52,595,919)
Net operating excluding Rates		<u>(30,006,558)</u>	<u>(31,340,244)</u>	<u>(26,241,573)</u>
Operating activities excluded from budget				
Movement in employee benefit provisions (non-current)		32,109	-	10,281
Movement in deferred pensioner rates (non-current)		45,401	-	(2,036)
Equity in Local Government House in Trust		(683)	-	4,142
Movement in Joint Venture Operations	17	(23,213)	-	(339,739)
Depreciation and amortisation on assets	10(b)	9,094,953	10,087,180	9,530,829
(Profit)/Loss on Disposal of Assets	7(b)	(128,744)	(104,020)	(1,852,297)
(Profit)/Loss on Assets Held for Sale - TPRC Joint Venture	9	(245,788)	(916,666)	(1,299,433)
Restricted Unspent Non-Operating Grants	34(b)	(600,000)	-	-
"Percent for Art" and "Cash in Lieu" Funds Adjustment		-	1,544,740	-
Aged Persons and Senior Citizens Funds Adjustment		-	-	(4,171,011)
		<u>8,174,035</u>	<u>10,611,234</u>	<u>1,880,736</u>
Amount attributable to operating activities		<u>(17,581,300)</u>	<u>(16,469,588)</u>	<u>(23,352,946)</u>

AUDIT COMMITTEE ATTACHMENTS

21 NOVEMBER 2017

CITY OF VINCENT
RATE SETTING STATEMENT
FOR THE YEAR ENDED 30TH JUNE 2017

	NOTE	Actual 2016/17 \$	Original Budget 2016/17 \$	Actual 2015/16 \$
INVESTING ACTIVITIES				
Non-Operating Grants, Subsidies and Contributions	4	2,594,651	2,551,355	1,384,622
Proceeds from Disposal of Assets	9	351,910	533,500	2,680,959
Proceeds from Sale of Land Held for Sale	10(b)	916,666	916,666	1,249,999
Purchase of Property, Plant and Equipment	18(b)	(4,981,769)	(5,871,518)	(2,407,142)
Purchase and Construction of Infrastructure	19(b)	(4,554,169)	(7,890,080)	(5,595,750)
Amount attributable to investing activities		(5,672,711)	(9,760,077)	(2,687,312)
FINANCING ACTIVITIES				
Repayment of Debentures	8(a)	(818,840)	(818,840)	(760,288)
Transfers to Reserves (restricted assets)	12	(3,614,461)	(5,337,045)	(4,719,310)
Transfers from Reserves (restricted assets)	12	927,757	1,310,020	6,169,700
Amount attributable to financing activities		(3,505,544)	(4,845,865)	690,102
Surplus(deficiency) before general rates		(26,759,555)	(31,075,530)	(25,350,156)
Total amount raised from general rates	3(a)	31,234,580	31,075,530	29,601,379
Net current assets at June 30 c/fwd - surplus/(deficit)	25	4,475,025	-	4,251,223

This statement is to be read in conjunction with the accompanying notes.

**CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

The financial report comprises general purpose financial statements which have been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this financial report are presented below and have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and report amounts of of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

THE LOCAL GOVERNMENT REPORTING ENTITY

All Funds through which the City controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

In the process of reporting on the local government as a single unit, all transactions and balances between those Funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund when the City holds in a custodial role, are excluded from the financial statements. A separate statement of those monies appears at Note 31 to these financial statements.

(a) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

(b) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

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CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(c) Trade and Other Receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(d) Inventories

General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land held for sale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Land held for sale is classified as current except where it is held as non-current based on the Council's intentions to release for sale.

(e) Fixed Assets

Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Mandatory requirement to revalue non-current assets

Effective from 1 July 2012, the Local Government (Financial Management) Regulations were amended and the measurement of non-current assets at Fair Value became mandatory.

During the year ended 30 June 2013, the City commenced the process of adopting Fair Value in accordance with the Regulations.

Whilst the amendments initially allowed for a phasing in of fair value in relation to fixed assets over three years, as at 30 June 2015 all non-current assets were carried at Fair Value in accordance with the requirements.

Thereafter, each asset class must be revalued in accordance with the regulatory framework established and the City revalues its asset classes in accordance with this mandatory timetable.

Relevant disclosures, in accordance with the requirements of Australian Accounting Standards, have been made in the financial report as necessary.

AUDIT COMMITTEE ATTACHMENTS

21 NOVEMBER 2017

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(e) Fixed Assets (Continued)

Land under control

In accordance with Local Government (Financial Management) Regulation 16(a)(ii), the City was required to include as an asset (by 30 June 2013), Crown Land operated by the local government as a golf course, showground, racecourse or other sporting or recreational facility of State or Regional significance.

Upon initial recognition, these assets were recorded at cost in accordance with AASB 116. They were initially recognised at cost, but revalued along with other item of land at 30 June 2014 and 30 June 2017.

Initial recognition and measurement between mandatory revaluation dates

All assets are initially recognised at cost and subsequently revalued in accordance with the mandatory measurement framework detailed above.

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the City includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework detailed above, are carried at cost less accumulated depreciation as management believes this approximates fair value. They will be subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework detailed above.

Revaluation

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

Land under roads

In Western Australia, all land under roads is Crown Land, the responsibility for managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB 1051 Land Under Roads and the fact Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4(2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the City.

AUDIT COMMITTEE ATTACHMENTS

21 NOVEMBER 2017

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(e) Fixed Assets (Continued)

Depreciation

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

When an item of property, plant and equipment is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

- (a) Restated proportionately with the change in the gross carrying amount of the asset so that the carrying amount of the asset after revaluation equals its revalued amount; or
- (b) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

Major depreciation periods used for each class of depreciable asset are:

Buildings	30 to 75 years
Furniture and equipment	3 to 40 years
Plant and equipment	2.5 to 35 years
Sealed roads and streets	
Subgrade Structure	1,000 to 10,000 years
Pavement Structure	20 to 120 years
Surface Structure	20 to 120 years
Footpaths	13 to 113 years
Surface Water Channels	50 years
Drainage Systems	120 years
Car Park Infrastructure	
Car Park Pavement	100 to 999 years
Car Park Seals	30 to 50 years
Car Park Other Infrastructure	20 to 60 years
Parks Infrastructure	
Reticulation	20 years
Parks Other Infrastructure	3 to 80 years

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

When revalued assets are disposed, amounts included in the Revaluation Surplus related to that asset are transferred to Retained Surplus.

AUDIT COMMITTEE ATTACHMENTS

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CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Fair Value of Assets and Liabilities

When performing a revaluation, the City uses a mix of both independent and management valuations using the following as a guide:

Fair Value is the price that the City would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

Fair value hierarchy

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation techniques

The City selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the City are consistent with one or more of the following valuation approaches:

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CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Fair Value of Assets and Liabilities (Continued)

Market approach

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

Income approach

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach

Valuation techniques that reflect the current replacement cost of an asset at its current service capacity.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the City gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

As detailed above, the mandatory measurement framework imposed by the Local Government (Financial Management) Regulations requires, as a minimum, all assets carried at a revalued amount to be revalued in accordance with the regulatory framework.

(g) Financial Instruments

Initial recognition and measurement

Financial assets and financial liabilities are recognised when the City becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the City commits itself to either the purchase or sale of the asset (i.e. trade date accounting is adopted).

Financial instruments are initially measured at fair value plus transaction costs, except where the instrument is classified 'at fair value through profit or loss', in which case transaction costs are expensed to profit or loss immediately.

Classification and subsequent measurement

Financial instruments are subsequently measured at fair value, amortised cost using the effective interest rate method, or at cost.

Amortised cost is calculated as:

- (i) the amount in which the financial asset or financial liability is measured at initial recognition;
- (ii) less principal repayments and any reduction for impairment;
- (iii) plus or minus the cumulative amortisation of the difference, if any, between the amount initially recognised and the maturity amount calculated using the effective interest rate method;
- (iv) less any reduction for impairment.

The effective interest method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(g) Financial Instruments (Continued)

Classification and subsequent measurement (continued)

(i) Financial assets at fair value through profit and loss

Financial assets are classified at "fair value through profit or loss" when they are held for trading for the purpose of short-term profit taking. Such assets are subsequently measured at fair value with changes in carrying amount being included in profit or loss. Assets in this category are classified as current assets.

(ii) Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

(iii) Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets with fixed maturities and fixed or determinable payments that the City has the positive intention and ability to hold to maturity. They are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Held-to-maturity investments are included in current assets, where they are expected to mature within 12 months after the end of the reporting period. All other investments are classified as non-current.

(iv) Available-for-sale financial assets

Available-for-sale financial assets are non-derivative financial assets that are either not suitable to be classified into other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.

They are subsequently measured at fair value with changes in such fair value (i.e. gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the cumulative gain or loss pertaining to that asset previously recognised in other comprehensive income is reclassified into profit or loss.

Available-for-sale financial assets are included in current assets, where they are expected to be sold within 12 months after the end of the reporting period. All other available-for-sale financial assets are classified as non-current.

(v) Financial liabilities

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(g) Financial Instruments (Continued)

Impairment

A financial asset is deemed to be impaired if, and only if, there is objective evidence of impairment as a result of one or more events (a "loss event") having occurred, which will have an impact on the estimated future cash flows of the financial asset(s).

In the case of available-for-sale financial assets, a significant or prolonged decline in the market value of the instrument is considered a loss event. Impairment losses are recognised in profit or loss immediately. Also, any cumulative decline in fair value previously recognised in other comprehensive income is reclassified to profit or loss at this point.

In the case of financial assets carried at amortised cost, loss events may include: indications that the debtors or a group of debtors are experiencing significant financial difficulty, default or delinquency in interest or principal payments; indications that they will enter bankruptcy or other financial reorganisation; and changes in arrears or economic conditions that correlate with defaults.

For financial assets carried at amortised cost (including loans and receivables), a separate allowance account is used to reduce the carrying amount of financial assets impaired by credit losses. After having taken all possible measures of recovery, if management establishes that the carrying amount cannot be recovered by any means, at that point the written-off amounts are charged to the allowance account or the carrying amount of impaired financial assets is reduced directly if no impairment amount was previously recognised in the allowance account.

Derecognition

Financial assets are derecognised where the contractual rights to receipt of cash flows expire or the asset is transferred to another party whereby the City no longer has any significant continual involvement in the risks and benefits associated with the asset.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

(h) Impairment of Assets

In accordance with Australian Accounting Standards the City's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(i) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the City prior to the end of the financial year that are unpaid and arise when the City becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

(j) Employee Benefits

Short-term employee benefits

Provision is made for the City's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The City's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position. The City's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Other long-term employee benefits

Provision is made for employees' long service leave and annual leave entitlements not expected to be settled wholly within 12 months after the end of the annual reporting period in which the employees render the related service. Other long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The City's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the City does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

(k) Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

(l) Provisions

Provisions are recognised when the City has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

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CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**(m) Leases**

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the City, are classified as finance leases.

Finance leases are capitalised recording an asset and a liability at the lower amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight line basis over the shorter of their estimated useful lives or the lease term.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

Lease incentives under operating leases are recognised as a liability and amortised on a straight line basis over the life of the lease term.

(n) Investment in Associates

An associate is an entity over which the City has significant influence. Significant influence is the power to participate in the financial operating policy decisions of that entity but is not control or joint control of those policies. Investments in associates are accounted for in the financial statements by applying the equity method method of accounting, whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the City's share of net assets of the associate. In addition, the City's share of the profit or loss of the associate is included in the City's profit or loss.

The carrying amount of the investment includes, where applicable, goodwill relating to the associate. Any discount on acquisition, whereby the City's share of the net fair value of the associate exceeds the cost of investment, is recognised in profit or loss in the period in which the investment is acquired.

Profits and losses resulting from transactions between the City and the associate are eliminated to the extent of the City's interest in the associate.

When the City's share of losses in an associate equals or exceeds its interest in the associate, the City discontinues recognising its share of further losses unless it has incurred legal or constructive obligations or made payments on behalf of the associate. When the associate subsequently makes profits, the City will resume recognising its share of those profits once its share of the profits equals the share of the losses not not recognised.

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**CITY OF VINCENT
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FOR THE YEAR ENDED 30TH JUNE 2017**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**(o) Interests in Joint Arrangements**

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint venture entities providing joint venturers with an interest to net assets are classified as a joint venture and accounted for using the equity method. Refer to note 1(n) for a description of the equity method of accounting.

The City is participant with six other Councils (namely the Cities of Joondalup, Wanneroo, Stirling, Perth and the Towns of Cambridge and Victoria Park) in Mindarie Regional Council and Tamala Park Regional Council.

The City's interest in Mindarie Regional Council and Tamala Park Regional Council is accounted for by applying the equity method of accounting in the financial report. Under this method of accounting interest in a joint controlled entity is initially recorded at cost and adjusted thereafter for the post acquisition change in the venturer's share of net assets of the jointly controlled entity.

For further details relating to the Interest in Joint Venture in the Mindarie Regional Council and the Tamala Park Regional Council refer to Note 10.

(p) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the City obtains control over the assets comprising the contributions.

Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions are disclosed in Note 25. That note also discloses the amount of contributions recognised as revenues in a previous reporting period which were obtained in respect of the local government's operations for the current reporting period.

(q) Superannuation

The City contributes to a number of Superannuation Funds on behalf of employees. All funds to which the City contributes, with the exception of the City of Perth Superannuation Plan, are accumulated benefit funds. The City of Perth Superannuation Plan is a defined benefit scheme. Further detail of these arrangements is provided in Note 27.

(r) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the City's operational cycle. In the case of liabilities where the City does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for sale where it is held as non-current based on the City's intentions to release for sale.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(s) Rounding Off Figures

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar.

(t) Comparative Figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the City applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statement, an additional (third) statement of financial position as at the beginning of the preceding period in addition to the minimum comparative financial statements is presented.

(u) Budget Comparative Figures

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the revised budget for the relevant item of the disclosure except the rate setting statement and statement of rating information Note 3(a) where the original budget is used.

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CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
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1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(v) New Accounting Standards and Interpretations for Application in Future Periods

The AASB has issued a number of new and amended Accounting Standards and Interpretations that have mandatory application dates for future reporting periods, some of which are relevant to the City.

Management's assessment of the new and amended pronouncements that are relevant to the City, applicable to future reporting periods and which have not yet been adopted are set out as follows:

Title	Issued / Compiled	Applicable ⁽¹⁾	Impact
(i) AASB 9 Financial Instruments (incorporating AASB 2014-7 and AASB 2014-8)	December 2014	1 January 2018	Nil – The objective of this Standard is to improve and simplify the approach for classification and measurement of financial assets compared with the requirements of AASB 139. Given the nature of the financial assets of the City, it is not anticipated the Standard will have any material effect.
(ii) AASB 15 Revenue from Contracts with Customers	December 2014	1 January 2019	<p>This Standard establishes principles for entities to apply to report useful information to users of financial statements about the nature, amount, timing and uncertainty of revenue and cash flows arising from a contract with a customer.</p> <p>The effect of this Standard will depend upon the nature of future transactions the City has with those third parties it has dealings with. It may or may not be significant.</p>
(iii) AASB 16 Leases	February 2016	1 January 2019	<p>Under AASB 16 there is no longer a distinction between finance and operating leases. Lessees will now bring to account a right-to-use asset and lease liability onto their statement of financial position for all leases. Effectively this means the vast majority of operating leases as defined by the current AASB 117 Leases which currently do not impact the statement of financial position will be required to be capitalised on the statement of financial position once AASB 16 is adopted.</p> <p>Currently, operating lease payments are expensed as incurred. This will cease and will be replaced by both depreciation and interest charges. Based on the current number of operating leases held by the City, the impact is not expected to be significant.</p>

Notes:

⁽¹⁾ Applicable to reporting periods commencing on or after the given date.

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CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(v) New Accounting Standards and Interpretations for Application in Future Periods (Continued)

Title	Issued / Compiled	Applicable ⁽¹⁾	Impact
(iv) AASB 1058 Income of Not-for-Profit Entities (incorporating AASB 2016-7 and AASB 2016-8)	December 2016	1 January 2019	<p>These standards are likely to have a significant impact on the income recognition for NFP's. Key areas for consideration are:</p> <ul style="list-style-type: none"> - Assets received below fair value; - Transfers received to acquire or construct non-financial assets; - Grants received; - Prepaid rates; - Leases entered into at below market rates; and - Volunteer services. <p>Whilst it is not possible to quantify the financial impact (or if it is material) of these key areas until the details of future transactions are known, they will all have application to the City's operations.</p>

Notes:

⁽¹⁾ Applicable to reporting periods commencing on or after the given date.

(w) Adoption of New and Revised Accounting Standards

During the current year, the City adopted all of the new and revised Australian Accounting Standards and Interpretations which were compiled, became mandatory and which were applicable to its operations.

Whilst many reflected consequential changes associate with the amendment of existing standards, the only new standard with material application is as follows:

(i) AASB 2015-6 Amendments to Australian Accounting Standards - Extending Related Party Disclosures to Not-for-Profit Public Sector Entities [AASB 10, 124 & 1049]	<p>The objective of this Standard was to extend the scope of AASB 124 <i>Related Party Disclosures</i> to include not-for-profit sector entities.</p> <p>The Standard has had a significant disclosure impact on the financial report of the City as both Elected Members and Senior Management are deemed to be Key Management Personnel and resultant disclosures in accordance to AASB 124 have been necessary.</p>
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CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

2. COMPONENT FUNCTIONS/ACTIVITIES

In order to discharge its responsibilities to the community, the City has developed a Purpose, Vision, Guiding Values and operational and financial Strategic Objectives. These provide a framework for the strategic direction of the City of Vincent.

Purpose

To provide and facilitate services for a safe, healthy and sustainable community.

Vision

To provide and facilitate services for a safe, healthy and sustainable community.

Guiding Values

The guiding values of City of Vincent are those that describe how we want to operate, and all employees are strongly encouraged to align and work to these values.

- **Excellence and Service**

We aim to pursue and deliver the highest possible standard of service and professionalism to the Vincent community.

- **Honesty and Integrity**

We are honest, fair, consistent, accountable, open and transparent in our dealings with each other and are committed to building trust and mutual respect.

- **Caring and Empathy**

We are committed to the wellbeing and needs of our employees and community and value each others' views and contributions.

- **Innovation and Diversity**

We encourage creativity, innovation and initiative to realise the vibrancy and diversity of our vision.

- **Teamwork and Commitment**

Effective teamwork is vital to our organisation and we encourage co-operation, teamwork and commitment within and between our employees and our business partners and community.

Strategic Objectives

- **Natural and Built Environment**

Improve and maintain the natural and built environment and infrastructure.

- **Economic Development**

Progress economic development with adequate financial resources.

- **Community Development and Wellbeing**

Enhance and promote community development and wellbeing.

- **Leadership, Governance and Management**

Provide good strategic decision-making, governance, leadership and professional management; provide a safe, positive and desirable workplace and promote and implement Knowledge Management and Technology.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

2. COMPONENT FUNCTIONS/ACTIVITIES (Continued)

The Operating Statements are presented in a programme format using the following classifications:-

Governance

This schedule details costs and revenues associated with Governance of the City. These include Members of Council and other costs involved in supporting members and governing the City.

General Purpose Funding

This schedule records detail of rate revenue and general purpose grants allocated by the WA Local Government Grants Commission as well as expenditures associated with this (rates collection, investment of funds).

Law, Order and Public Safety

This programme covers costs associated with Animal Control, Fire Prevention and other Law, Order and Public Safety services generally associated with Local Law control.

Health

This programme covers Health Administration and Inspection, Child Health Clinics, Immunisation Clinics, Food Control and Pest Control Services.

Education and Welfare

The major costs here relate to staff involved in coordinating welfare, disability and youth services and donations to various community welfare groups serving the City. Costs of maintaining pre-school premises are also included.

Community Amenities

This programme covers activities of household refuse and recycling, other sanitation including public litter bins and bulk rubbish collections, as well as town planning and regional development administration, protection of the environment and bus shelters and street furniture.

Recreation and Culture

This programme covers activities associated with public halls, recreation administration, sportsgrounds, parks and reserves, Beatty Park Leisure Centre, Vincent Library and cultural activities.

Transport

The principal operating areas here relate to maintenance of footpaths, drains, street cleaning, verges and medians, roads and kerbs, rights of way, crossovers, street trees and road reserves. Parking control and operation of car parks is also covered.

Economic Services

This programme covers costs associated with building control and area promotion.

Other Property and Services

This programme is principally a clearing area where costs associated with public works overheads are accumulated and then subsequently dispersed to other expense areas. Other activities include general administration overheads, plant operation costs, insurance claims and properties held for civic purposes.

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CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

3. RATING INFORMATION

(a) Rates

	Rateable Value	Rate in Dollar Cents	Actual 2016/17	Original Budget 2016/17	Actual 2015/16
	\$		\$	\$	\$
Rate Revenue Assessments					
General Rate					
12936 Residential	312,063,202	6.124	19,110,749	19,113,181	19,175,285
1607 Other	123,712,610	6.463	7,995,546	7,995,546	7,722,343
50 Vacant Other	3,056,850	11.914	364,193	364,193	347,253
Minimum Rate					
3129 Residential	43,166,329	@ \$1,007	3,150,903	3,157,952	1,861,164
94 Other	1,005,165	@ \$1,007	94,658	94,658	63,490
0 Vacant Other	-	@ \$1,414	-	-	4,242
Interim Rates	-		477,444	340,000	416,286
Back Rates	-		41,087	10,000	11,316
Total Amount Made Up From Rates			31,234,580	31,075,530	29,601,379

(b) Interest charges, instalments and write offs

	Actual 2016/17	Revised Budget 2016/17	Actual 2015/16
	\$	\$	\$
Instalment Interest @ 5.5%	159,224	176,260	178,283
Penalty Interest @ 11%	102,188	80,000	95,025
Administration Charge \$13 per instalment	234,956	200,000	204,876
Legal Costs Recovered	46,534	25,000	24,492
Other Reimbursements	446	500	678
Interest Write Off	-	(500)	-
	543,348	481,260	503,354

Ratepayers had the option of paying rates in four equal instalments. These were due on

- 1 14 September 2016
- 2 14 November 2016
- 3 16 January 2017
- 4 20 March 2017

Administration charges and interest applied for the final three instalments.

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CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
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4. GRANTS AND CONTRIBUTIONS

	Actual 2016/17 \$	Actual 2015/16 \$
By Nature and Type		
Grants and Contributions - Operating	1,990,993	966,658
Grants and Contributions - Non-Operating	2,594,651	1,384,622
	<u>4,585,644</u>	<u>2,351,280</u>

	Actual 2016/17 \$	Actual 2015/16 \$
By Programme		
General Purpose Funding	-	533,425
Governance	1,678,835	379
Law Order and Public Safety	116,147	10,017
Health	2,056	2,114
Education and Welfare	10,000	18,027
Community Amenities	83,916	242,356
Recreation and Culture	249,330	196,595
Transport	2,391,351	1,320,865
Economic	1,258	1,854
Other Property and Services	52,751	25,648
	<u>4,585,644</u>	<u>2,351,280</u>

5. FEES AND CHARGES BY PROGRAMME

	Actual 2016/17 \$	Actual 2015/16 \$
General Purpose Funding	4,369	362,713
Governance	368,382	3,063
Law Order and Public Safety	153,457	198,976
Health	341,554	465,906
Education and Welfare	110,256	102,575
Community Amenities	907,527	978,126
Recreation and Culture	8,695,729	9,505,004
Transport	7,476,580	7,298,326
Economic Services	234,508	306,033
Other Property and Services	90,239	64,857
	<u>18,382,601</u>	<u>19,285,579</u>

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CITY OF VINCENT
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6. REVENUE

Interest Earnings

	Actual 2016/17	Revised Budget 2016/17	Actual 2015/16
	\$	\$	\$
Reserve Investments	205,608	206,000	294,082
Municipal Investments	486,092	436,000	518,179
Other interest revenue	267,503	294,200	294,461
	<u>959,203</u>	<u>936,200</u>	<u>1,106,722</u>

7. EXPENSES

(a) Remuneration of Auditors

	Actual 2016/17	Actual 2015/16
	\$	\$
Auditing the Financial Report	18,250	24,800
Audit of Project Acquittals	1,250	1,200
	<u>19,500</u>	<u>26,000</u>

(b) Depreciation

Depreciation expense for the financial year was charged in respect of:

	Actual 2016/17	Actual 2015/16
	\$	\$
Buildings	3,326,771	3,708,022
Roads	1,742,663	1,743,694
Footpaths	575,949	501,473
Rights of Way	130,130	119,676
Drainage	230,751	231,912
Parks Development	1,084,076	1,083,154
Car Park Development	168,059	165,420
Other Infrastructure Assets	468,514	456,721
Plant and Mobile Equipment	1,149,207	1,384,061
Office Furniture and Equipment	218,833	136,696
	<u>9,094,953</u>	<u>9,530,829</u>

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CITY OF VINCENT
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8. INFORMATION ON BORROWINGS

(a) Repayments - Debentures

Particulars	Principal	New	Principal Repayments		Principal 30 June 2017		Interest Repayments	
	1 July 2016	Loans	Actual	Budget	Actual	Budget	Actual	Budget
	\$	\$	\$	\$	\$	\$	\$	\$
Recreation and culture								
Office Building	5,950,998	-	172,887	172,887	5,778,111	5,778,111	414,944	414,940
Loftus Centre Belgravia	2,106,396	-	135,329	135,330	1,971,067	1,971,066	143,198	143,495
Loftus Centre Underground Car Park	1,470,019	-	215,357	215,356	1,254,662	1,254,663	61,483	61,695
Beatty Park Redevelopment	7,069,409	-	295,267	295,267	6,774,142	6,774,142	425,915	428,110
	16,596,822	-	818,840	818,840	15,777,982	15,777,982	1,045,540	1,048,240

Self supporting loan financed by payments from third parties.

All other loan repayments were financed by general purpose revenue.

(b) New Debentures - 2016/17

Particulars/Purpose	Amount Borrowed		Institution	Loan Type	Term (Years)	Total	Interest Rate %	Amount Used		Balance
	Actual	Budget				Interest & Charges		Actual	Budget	Unspent
	\$	\$				\$		\$	\$	\$
	-	-				-		-	-	-
	-	-				-		-	-	-

The City did not take up any new debentures during the year ended 30 June 2017.

(c) Unspent Debentures

Particulars	Date Borrowed	Balance 1 July 16	Borrowed During Year	Expended During Year	Balance 30 June 17
		\$	\$	\$	\$
		-	-	-	-
		-	-	-	-

The City did not have any unspent debentures as at 30 June 2017.

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CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
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9. DISPOSAL OF ASSETS - 2016/17 FINANCIAL YEAR

	Net Book Value		Sale Price		Profit / (Loss)	
	Budget	Actual	Budget	Actual	Budget	Actual
	\$	\$	\$	\$	\$	\$
Plant and Equipment						
Governance	24,581	8,720	25,000	22,405	420	13,684
General purpose funding	-	-	-	-	-	-
Law, order, public safety	7,639	120	9,000	8,405	1,360	8,285
Health	26,909	24,325	34,000	29,074	7,100	4,749
Education and welfare	-	-	-	-	-	-
Community amenities	7,004	5,310	10,000	15,491	3,000	10,181
Recreation and culture	55,560	24,589	85,000	59,967	29,430	35,379
Transport	-	14,292	-	-	-	(14,292)
Economic services	16,848	9,230	18,000	19,128	1,160	9,898
Other property and services	290,967	136,580	352,500	197,440	61,550	60,860
	429,508	223,166	533,500	351,910	104,020	128,744
					Budget	Actual
					\$	\$
Profit					108,050	176,760
Loss					(4,030)	(48,016)
					104,020	128,744

10. INTERESTS IN JOINT VENTURES

(a) Non-Current Assets

	2016/17	2015/16
	\$	\$
Mindarie Regional Council	5,496,159	5,418,516
Tamala Park Regional Council	3,432,788	4,101,714
	8,928,947	9,520,230

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CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

10. INTERESTS IN JOINT VENTURES (Continued)

Mindarie Regional Council

The Mindarie Regional Council was formally constituted in December 1987. The City of Vincent (along with the Cities of Perth, Wanneroo, Joondalup, Stirling and Towns of Victoria Park and Cambridge) is a member of the Mindarie Regional Council. The primary function of the Regional Council under the constitution agreement is for the orderly and efficient treatment and/or disposal of waste. City of Vincent is a participant in the Mindarie Regional Council (MRC) and has one twelfth (1/12) equity in the land and assets of the refuse disposal facility as per the constitution amendment (dated 25 November 1996) that recognises the City as a member of the Mindarie Regional Council.

The valuation as shown below is, at the time of preparation of these statements, unaudited.

	2016/17	2015/16
	\$	\$
Current Assets	2,431,812	2,380,325
Non-Current Assets	5,016,406	5,282,218
Total Assets	7,448,218	7,662,543
Current Liabilities	579,955	888,293
Non-Current Liabilities	1,372,104	1,355,734
Total Liabilities	1,952,059	2,244,027
Net Assets	5,496,159	5,418,516

Tamala Park Regional Council

The City is a participant (along with the Cities of Joondalup, Perth, Stirling, Wanneroo and the Towns of Cambridge and Victoria Park) in the operations of the Tamala Park Regional Council (TPRC). The TPRC was created in 2006 to develop approximately 173 hectares of land for sale immediately north of the land leased by the Mindarie Regional Council. The City has a one twelfth (1/12) equity in the assets and liabilities of the development; as well as a one twelfth (1/12) equity in the assets and liabilities of TPRC as the operator of the development; and a one twelfth (1/12) share in the asset of the lands held for development.

The City's interest in the TPRC joint venture is represented by the following break-down of the joint venture's financial position (1/12th share):

	2016/17	2015/16
	\$	\$
Current Assets	3,293,688	3,961,705
Non-Current Assets	162,490	160,947
Total Assets	3,456,178	4,122,652
Current Liabilities	23,174	16,217
Non-Current Liabilities	216	4,721
Total Liabilities	23,390	20,938
Net Assets	3,432,788	4,101,714
Total Interest in Joint Ventures	8,928,947	9,520,230

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10. INTERESTS IN JOINT VENTURES (Continued)

(b) Change in Equity

	2016/17 \$	2015/16 \$
Investment in Mindarie Regional Council		
Opening Balance (based on draft financials)	5,418,516	5,152,489
Changes on Revaluation of Non-Current Assets	54,060	(32,058)
Net Share of Interests in Mindarie Regional Council	23,583	298,085
Closing Balance (based on draft financials)	5,496,159	5,418,516
 Investment in Tamala Park Regional Council		
Opening Balance (based on draft financials)	4,101,714	4,007,855
Proceeds from Sale of Land	1,661,093	3,211,695
Land Development Expenses	(1,412,983)	(1,883,556)
Net Share of Interests in Tamala Park Regional Council - Rates	-	(25,838)
	248,110	1,302,301
Proceeds Distribution	(916,666)	(1,249,999)
Net Share of Interests in Tamala Park Regional Council - Rates	(23,714)	-
Net Share of Interests in Tamala Park Regional Council - Equity	23,344	41,557
	(370)	41,557
Closing Balance (based on draft financials)	3,432,788	4,101,714

During the 2016/17 financial year, the City's net share of interests in joint ventures were \$23,213. In the 2015/16 financial year, the Council Rates in Tamala Park Regional Council was included as cost of land sales. Further information is disclosed in Note 34.

	2016/17 \$	2015/16 \$
Net Share of Interests in Mindarie Regional Council	23,583	298,085
Net Share of Interests in Tamala Park Regional Council - Rates	(23,714)	-
Net Share of Interests in Tamala Park Regional Council - Equity	23,344	41,557
Changes on Revaluation of Non-Current Assets - Tamala Park Regional Council	-	97
	23,213	339,739

Of the above profit, \$916,666 was received in cash and the balance of \$671,248 is represented as a change in the City's following two assets:

	Note	2016/17 \$	2015/16 \$
Non-Current Assets			
Land Held for Development	16	105,823	108,145
Interest in TPRC Joint-Venture		3,432,788	4,101,714
		3,538,611	4,209,859

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11. REVALUATION SURPLUS

Revaluation surplus have arisen on revaluation of the following classes of non-current assets:

	Actual 2016/17 \$	Actual 2015/16 \$
Land		
Opening Balance	52,158,356	52,158,356
Revaluation Increment	73,222,173	-
Revaluation Decrement	-	-
Closing Balance	<u>125,380,529</u>	<u>52,158,356</u>
Buildings		
Opening Balance	104,871,513	104,871,513
Revaluation Increment	11,080,355	-
Revaluation Decrement	-	-
Closing Balance	<u>115,951,868</u>	<u>104,871,513</u>
Plant and Equipment		
Opening Balance	2,113,335	1,300,727
Revaluation Increment	-	812,608
Revaluation Decrement	-	-
Closing Balance	<u>2,113,335</u>	<u>2,113,335</u>
Furniture and Equipment		
Opening Balance	206,609	160,080
Revaluation Increment	-	46,529
Revaluation Decrement	-	-
Closing Balance	<u>206,609</u>	<u>206,609</u>
Roads		
Opening Balance	28,483,439	28,483,439
Revaluation Increment	-	-
Revaluation Decrement	-	-
Closing Balance	<u>28,483,439</u>	<u>28,483,439</u>
Footpaths		
Opening Balance	15,706,778	15,706,778
Revaluation Increment	-	-
Revaluation Decrement	-	-
Closing Balance	<u>15,706,778</u>	<u>15,706,778</u>
# Rights of Way		
Opening Balance	-	-
Revaluation Increment	-	-
Revaluation Decrement	-	-
Closing Balance	<u>-</u>	<u>-</u>

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11. REVALUATION SURPLUS (Continued)

	Actual 2016/17 \$	Actual 2015/16 \$
Drainage		
Opening Balance	3,091,488	3,091,488
Revaluation Increment	-	-
Revaluation Decrement	-	-
Closing Balance	<u>3,091,488</u>	<u>3,091,488</u>
Parks Development		
Opening Balance	291,121	291,121
Revaluation Increment	-	-
Revaluation Decrement	-	-
Closing Balance	<u>291,121</u>	<u>291,121</u>
Car Park Development		
Opening Balance	777,725	777,725
Revaluation Increment	-	-
Revaluation Decrement	-	-
Closing Balance	<u>777,725</u>	<u>777,725</u>
Other Infrastructure Assets		
Opening Balance	351,346	-
Revaluation Increment	-	351,346
Revaluation Decrement	-	-
Closing Balance	<u>351,346</u>	<u>351,346</u>
Joint Venture in Mindarie Regional Council		
Opening Balance	2,458,319	-
Revaluation Increment	54,060	2,458,319
Revaluation Decrement	-	-
Closing Balance	<u>2,512,379</u>	<u>2,458,319</u>
Joint Venture in Tamala Park Regional Council		
Opening Balance	529	-
Revaluation Increment	-	529
Revaluation Decrement	-	-
Closing Balance	<u>529</u>	<u>529</u>
Total Revaluation Surplus	<u><u>294,867,146</u></u>	<u><u>210,510,558</u></u>
Summary of Revaluation Surplus		
Opening Balance	210,510,558	206,841,227
Revaluation Increment	84,356,588	3,669,331
Closing Balance	<u><u>294,867,146</u></u>	<u><u>210,510,558</u></u>

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12. CASH AND CASH EQUIVALENTS

	Actual 2016/17	Actual 2015/16
	\$	\$
Unrestricted	8,515,883	10,278,101
Restricted	8,908,119	6,221,415
	<u>17,424,002</u>	<u>16,499,516</u>

The following restrictions have been imposed by regulations or other externally imposed requirements:

	Note	Actual 2016/17	Actual 2015/16
		\$	\$
Reserves	23	8,908,119	6,221,415
Unspent Loans	8(c)	-	-
		<u>8,908,119</u>	<u>6,221,415</u>

13. OTHER ASSETS

	Actual 2016/17	Actual 2015/16
	\$	\$
Current		
Deposits and prepayments	365,578	134,554
	<u>365,578</u>	<u>134,554</u>

14. TRADE AND OTHER RECEIVABLES

	Actual 2016/17	Actual 2015/16
	\$	\$
Current		
Rates	218,492	271,891
Works and Services	55,117	219,188
Property Rental/Leases	317,028	142,387
Other Receivables	1,387,512	568,360
Accrued Income	310,671	475,703
Infringements	2,333,739	2,312,925
Less: Provision for Impairment of Receivables	(21,291)	(253,661)
	<u>4,601,268</u>	<u>3,736,793</u>
	Actual 2016/17	Actual 2015/16
	\$	\$
Non-Current		
Pensioners' Rates Deferred	119,936	165,336
	<u>119,936</u>	<u>165,336</u>

Pensioners' Rates Deferred

The amount of \$119,936 in 2016/17 relates to Council Rates deferred by pensioners in accordance with the *Rates and Charges (Rebates and Deferrals) Act 1992*.

During the 2015/16 year the deferred rates amounted to \$165,336.

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15. INVENTORIES

	Actual 2016/17	Actual 2015/16
	\$	\$
Stock held at the Depot	117,950	120,372
Beatty Park Leisure Centre - Café/Retail	63,294	49,689
	<u>181,244</u>	<u>170,061</u>

16. LAND HELD FOR DEVELOPMENT

	Actual 2016/17	Actual 2015/16
	\$	\$
Non-Current		
Land Held for Development (TPRC)	105,823	108,145
	<u>105,823</u>	<u>108,145</u>

17. FINANCIAL ASSETS

	Actual 2016/17	Actual 2015/16
	\$	\$
Non-Current		
Financial Assets		
Shares in Unlisted Corporation - North Perth Community Financial Services Limited	11,000	11,000
Investment in WALGA Local Government House Trust*	30,952	31,635
	<u>41,952</u>	<u>42,635</u>

*** Investment in WALGA Local Government House Trust**

This note discloses the equity the City has in the Local Government House Trust as a consequence of a contribution towards the cost of purchasing Local Government House.

The total contribution by all Councils towards the cost of the WALGA building was \$582,000. There are 620 units in the Local Government House Unit Trust, 2 of which are held by the City of Vincent.

The City first capitalised its share in the Local Government House Trust in 2015, with the current valuation based on the trust's 30 June 2016 audited financial statements.

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18. (a) PROPERTY, PLANT AND EQUIPMENT

	Actual 2016/17 \$	Actual 2015/16 \$
Land and Buildings		
Freehold Land at:		
- Independent Valuation 2017 - Level 2	128,067,500	-
- Independent Valuation 2014 - Level 2	-	41,915,327
	<u>128,067,500</u>	<u>41,915,327</u>
Land Vested in and Under the Control of the Council at:		
- Independent Valuation 2014 - Level 2	-	12,930,000
	<u>-</u>	<u>12,930,000</u>
	<u>128,067,500</u>	<u>54,845,327</u>
Buildings at:		
- Independent Valuation 2017 - Level 2	2,888,800	-
- Independent Valuation 2014 - Level 2	-	4,613,873
- Independent Valuation 2017 - Level 3	150,420,000	-
- Independent Valuation 2014 - Level 3	-	131,299,607
- Management Valuation 2017 - Level 3	80,441,724	-
- Management Valuation 2014 - Level 3	-	82,272,211
- Additions after Valuation – Cost	-	1,801,556
Less: Accumulated Depreciation	(70,091,100)	(65,824,564)
	<u>163,659,424</u>	<u>154,162,683</u>
	<u>163,659,424</u>	<u>154,162,683</u>
Total Land and Buildings	<u><u>291,726,924</u></u>	<u><u>209,008,010</u></u>

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18. (a) PROPERTY, PLANT AND EQUIPMENT (Continued)

	Actual 2016/17 \$	Actual 2015/16 \$
Plant and Equipment at:		
- Management Valuation 2016	9,009,619	10,431,491
- Additions after Valuation – Cost	2,768,148	-
Less: Accumulated Depreciation	<u>(6,219,777)</u>	<u>(6,223,941)</u>
	5,557,990	4,207,550
Office Furniture and Equipment at:		
- Management Valuation 2016	3,359,070	3,313,736
- Additions after Valuation – Cost	919,581	-
Less: Accumulated Depreciation	<u>(2,720,235)</u>	<u>(2,501,402)</u>
	1,558,416	812,334
Work In Progress	461,367	910,483
Total Property, Plant and Equipment Assets	<u>299,304,697</u>	<u>214,938,377</u>

The fair value of property, plant and equipment is determined at least every three years in accordance with legislative requirements. Additions since the date of valuation are shown at cost, given they were acquired at arm's length and any accumulated depreciation reflects the usage of service potential, it is considered the recorded written down value approximates fair value. At the end of each intervening period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with Local Government (Financial Management) Regulation 17A (2) which requires property, plant and equipment to be shown at fair value.

The City revalued during the reporting period, its Land and Building assets to fair value. It should be noted that all of the City's Land and Building assets were revalued by professional valuer. However, the City has recorded Management valuation for all the assets that relate to NIB Stadium which is leased to State Government for 25 year period from 13 March 2012 with and option of further renewal. For *nib Stadium* assets the City has taken the values provided by VenuesWest, which is managing the facility on behalf of State Government. This approach is adopted to be consistent in values with the VenuesWest values in regards to *nib Stadium*. VenuesWest has determined their valuation based on the construction cost and the Construction Cost Index. VenuesWest has provided written down values for 2015-16 and 2016-17, which are taken into consideration for prior year adjustment and current year valuation.

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18. PROPERTY, PLANT AND EQUIPMENT (Continued)

(b) Movements in Carrying Amounts

Movement in the carrying amounts of each class of property, plant and equipment between the beginning and the end of the current financial year.

	Balance at the Beginning of the Year \$	Additions \$	(Disposals) \$	Revaluation Increments/ (Decrements) Transferred to Revaluation \$	Revaluation (Losses)/ Reversals Through to Profit or Loss \$	Impairment (Losses)/ Reversals \$	Depreciation (Expense) \$	Transfers \$	Carrying Amount at the End of Year \$
Land - freehold land	41,915,327	-	-	86,152,173	-	-	-	-	128,067,500
Land - vested in and under the control of Council	12,930,000	-	-	(12,930,000)	-	-	-	-	-
Total Land	54,845,327	-	-	73,222,173	-	-	-	-	128,067,500
Buildings	154,162,683	1,152,873	-	11,080,355	-	-	(3,326,771)	590,284	163,659,424
Total Buildings	154,162,683	1,152,873	-	11,080,355	-	-	(3,326,771)	590,284	163,659,424
Total Land and Buildings	209,008,010	1,152,873	-	84,302,528	-	-	(3,326,771)	590,284	291,726,924
Furniture and Equipment	812,334	919,581	-	-	-	-	(218,833)	45,334	1,558,416
Plant and Equipment	4,207,550	2,768,148	(223,166)	-	-	-	(1,149,207)	(45,335)	5,557,990
Work in Progress	910,483	141,167	-	-	-	-	-	(590,283)	461,367
Total Property, Plant and Equipment	214,938,377	4,981,769	(223,166)	84,302,528	-	-	(4,694,811)	-	299,304,697

The revaluation of land and building resulted in a net increase on revaluation of \$84,302,528 in the value of land and building in 2016-17. The opening balance also recognises a prior-period adjustment of an increase of \$77,246,463 to buildings. This recognises new and upgraded assets at NIB Stadium constructed by VenuesWest on behalf of State Government in 2012-13.

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19. (a) INFRASTRUCTURE ASSETS

	Actual 2016/17 \$	Actual 2015/16 \$
Roads		
- Management Valuation 2015	105,955,896	105,955,896
- Cost	4,759,402	2,850,445
Less: Accumulated Depreciation	<u>(54,345,367)</u>	<u>(52,602,705)</u>
	56,369,931	56,203,636
Footpaths		
- Management Valuation 2015	33,473,683	33,473,683
- Cost	3,135,267	1,622,680
Less: Accumulated Depreciation	<u>(14,530,565)</u>	<u>(13,954,616)</u>
	22,078,385	21,141,747
Rights of Way		
- Management Valuation 2015	8,785,076	8,785,076
- Cost	462,029	237,001
Less: Accumulated Depreciation	<u>(5,908,876)</u>	<u>(5,778,746)</u>
	3,338,229	3,243,331
Drainage		
- Management Valuation 2015	27,737,396	27,737,396
- Cost	273,193	135,080
Less: Accumulated Depreciation	<u>(10,795,451)</u>	<u>(10,564,699)</u>
	17,215,138	17,307,777
Park Development		
- Management Valuation 2015	19,243,268	19,243,268
- Cost	1,624,261	1,036,433
Less: Accumulated Depreciation	<u>(6,443,716)</u>	<u>(5,359,639)</u>
	14,423,813	14,920,062
Car Park Development		
- Management Valuation 2015	11,621,556	11,621,557
- Cost	204,324	120,363
Less: Accumulated Depreciation	<u>(2,982,210)</u>	<u>(2,814,152)</u>
	8,843,670	8,927,768
Other Infrastructure Assets		
- Management Valuation 2015	9,060,255	9,060,254
- Management Valuation 2016	351,346	351,346
- Cost	1,261,402	622,510
Less: Accumulated Depreciation	<u>(5,119,708)</u>	<u>(4,651,192)</u>
	5,553,295	5,382,918
Work In Progress	1,408,251	1,949,447
Total Infrastructure Assets	<u>129,230,712</u>	<u>129,076,686</u>

The fair value of infrastructure is determined at least every three years in accordance with legislative requirements. Additions since the date of valuation are shown at cost. Given they were acquired at arm's length and any accumulated depreciation reflects the usage of service potential, it is considered the recorded written down value approximates fair value. At the end of each intervening period the valuation is reviewed and, where appropriate, the fair value is updated to reflect current market conditions.

This process is considered to be in accordance with *Local Government (Financial Management) Regulation 17A (2)* which requires infrastructure to be shown at fair value.

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19. INFRASTRUCTURE ASSETS (Continued)

(b) Movements in Carrying Amounts

Movement in the carrying amounts of each class of property, plant and equipment between the beginning and the end of the current financial year.

	Balance at the Beginning of the Year \$	Additions \$	(Disposals) \$	Revaluation Increments/ (Decrements) Transferred to Revaluation \$	Revaluation (Losses)/ Reversals Through to Profit or Loss \$	Impairment (Losses)/ Reversals \$	Depreciation (Expense) \$	Transfers \$	Carrying Amount at the End of Year \$
Roads	56,203,636	1,356,079	-	-	-	-	(1,742,663)	552,879	56,369,931
Footpaths	21,141,747	1,060,478	-	-	-	-	(575,950)	452,110	22,078,385
Rights of Way	3,243,331	225,028	-	-	-	-	(130,130)	-	3,338,229
Drainage	17,307,777	138,112	-	-	-	-	(230,751)	-	17,215,138
Park Development	14,920,062	587,827	-	-	-	-	(1,084,076)	-	14,423,813
Car Park Development	8,927,768	83,961	-	-	-	-	(168,059)	-	8,843,670
Other Infrastructure Assets	5,382,918	449,546	-	-	-	-	(468,514)	189,345	5,553,295
Work In Progress	1,949,447	653,138	-	-	-	-	-	(1,194,334)	1,408,251
Total Infrastructure Assets	129,076,686	4,554,169	-	-	-	-	(4,400,143)	-	129,230,712

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20. TRADE AND OTHER PAYABLES

	Actual 2016/17 \$	Actual 2015/16 \$
Current		
Creditors	2,485,690	2,983,661
Deposits and Income in Advance	-	1,022,148
Contribution Liabilities	1,717,287	1,544,737
Accrued Expenses	899,211	1,262,396
	<u>5,102,188</u>	<u>6,812,942</u>

21. PROVISIONS

	Actual 2016/17 \$	Actual 2015/16 \$
Current		
Provision for Annual Leave	1,772,315	1,717,781
Provision for Long Service Leave	1,714,443	1,537,561
	<u>3,486,758</u>	<u>3,255,342</u>
Non-Current		
Provision for Long Service Leave	334,102	301,994
	<u>334,102</u>	<u>301,994</u>

22. BORROWINGS

	Actual 2016/17 \$	Actual 2015/16 \$
Current		
Debentures	881,398	818,840
	<u>881,398</u>	<u>818,840</u>
Non-Current		
Debentures	14,896,584	15,777,982
	<u>14,896,584</u>	<u>15,777,982</u>
	<u>15,777,982</u>	<u>16,596,822</u>

Additional note on borrowings is provided in Note 8(a).

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23. RESERVES - CASH BACKED

On restructuring of the City of Perth, the City of Vincent was provided with several specific cash reserves which were transferred to the City by Order of the Governor under Section 13 of the Local Government Act 1960. The City has also established other specific reserves to provide for future capital works. The specific reserves have been established for the following purposes:

(a) Administration Centre Reserve

This reserve was established in 1996/97 for the purpose of providing for major renovation, maintenance, repairs and replacement of the fixtures and fittings associated with the City's Administration and Civic Centre.

(b) Aged Persons and Senior Citizens Reserve

This reserve was established in 1997/98 from a contribution from the Board of Leederville Gardens Retirement Village for the purpose of the acquisition, provision, maintenance, management or extension of the existing Leederville Gardens Village, or the purchase or construction of a similar type of village for senior citizens or provision of aged or senior citizens facilities, within the City's boundaries.

Council resolved in March 2016 to transfer the balance of this reserve to the new *Leederville Gardens Inc Surplus Trust*. The transfers were completed in June 2016. The City administers the new trust as part of the City's Trust Account, however the funds may not be used for the direct benefit of either the City or Leederville Gardens Retirement Village. In July 2016 Council approved the closure of the *Aged Persons and Senior Citizens' Reserve*.

(c) Asset Sustainability Reserve

This reserve was established in June 2015 for the purpose of assisting Council in funding its long-term asset management objectives and provide a means to spread the cost of inter-generational assets over multiple years.

(d) Beatty Park Leisure Centre Reserve

This reserve was established in 1994/95 for the major upgrade and redevelopment of the Beatty Park Leisure Centre including the replacement or purchase of major plant, equipment, fixtures and fittings.

(e) Capital Reserve

This reserve was established in 1995/96 with the allocation of \$1,000,000 from the Infrastructure Account established under the City of Perth Restructuring Act for the future major capital works and projects.

(f) Cash In Lieu Parking Reserve

This reserve was established in 1996/97 from payment of cash-in-lieu of car parking from development applicants. At the Special Meeting of Council held on 17 May 2011, the purpose of the Reserve Fund as amended to be as follows:

"This reserve is established from payment of cash-in-lieu of car parking from development applicants and is to be used for the upgrade of existing car parking facilities or the establishment of new car parking facilities and associated infrastructure."

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23. RESERVES - CASH BACKED (Continued)**(g) Electronic Equipment Reserve**

This reserve was established for the purpose of replacement and major upgrade of electronic equipment including, but not limited to computer hardware and software, information technology and communication equipment.

(h) Heritage Loan Reserve

This reserve was established in 1998/99 with the allocation of \$20,000 to the newly created Heritage Loan Reserve.

The purpose of the Heritage Loan Reserve changed to the Heritage Low Interest Loan Scheme and the funds held to be applied to that new Reserve, to enable the funds to be transferred to the proposed Western Australian Municipal Association scheme.

(i) Hyde Park Lake Reserve

At the Special Council Meeting held on 12 July 2005, it was resolved to establish a reserve for works associated with the investigation, maintenance, remedial works and the rehabilitation of the Hyde Park Lakes and surrounds.

(j) Land And Building Asset Acquisition Reserve

This reserve was established from proceeds of sale of land. The purpose of the reserve is to ensure that proceeds of real assets disposed of are restricted to purchase other land and buildings for civic purposes.

(k) Leederville Oval Reserve

This reserve was established in 1998/99 with the allocation of \$1,000,000 from the Infrastructure Account established under the City of Perth Restructuring Act. The purpose of this reserve is for the redevelopment of Leederville Oval.

At the Special Council meeting of the 30 October 2001 it was resolved to change the future use of this reserve to include the following:

"and for works associated with the maintenance, repairs, upgrade and replacement of Leederville Oval buildings, fixtures, fittings and associated land."

(l) Leederville Tennis Reserve

This reserve was established in 2015/16 for the upgrade, renewal and replacement of the water bore and/or pump at the Leederville tennis courts, with funds contributed by the Lessee in accordance with the Special Condition – Sinking Fund provision of the Lease.

(m) Light Fleet Replacement Reserve

This reserve was established in 2001/02 to fund the replacement of the City's light vehicle fleet.

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23. RESERVES - CASH BACKED (Continued)**(n) Loftus Community Centre Reserve**

This reserve was established in 1994/95. Contributions are made to the Council by the lessee of the Loftus Community Centre for the redevelopment of the Centre, including upgrade, renovation, maintenance, repairs and replacement of major items of plant, equipment, fixtures or fittings.

(o) Loftus Recreation Centre Reserve

This reserve was established in 1994/95. Contributions are made to the Council by the lessee of the Loftus Recreation Centre for the upgrade, renovation, maintenance, repairs and replacement of major items of plant, equipment, fixtures or fittings.

(p) North Perth Tennis Reserve

This reserve was established in 2015/16 for the upgrade, renewal and replacement of the North Perth tennis courts, with funds contributed by the Lessee in accordance with the Special Condition – Sinking Fund provision of the Lease.

(q) Office Building Reserve – 246 Vincent Street

This reserve was established in 2003 for major building upgrade, maintenance, repairs, renovation and replacement of floor covering, fixtures and fittings associated with the new Office Building and Land.

(r) Parking Facility Reserve

This reserve was established in 2008. At the Special Meeting of Council held on 17 May 2011, the purpose of the Reserve Fund as amended to be as follows:

"for the purchase, maintenance and operations of parking ticket machines; provision and improvement of parking information systems; security lighting, improved pathways and associated infrastructure to access parking areas; and associated works."

(s) Parking Funded City Upgrade Reserve

At the Special Council Meeting held on 17 May 2011, it was agreed to establish a Parking Funded City Centre Upgrade Reserve. This Reserve is for the provision and upgrade of infrastructure, facilities and services, both parking and non-parking, in the City of Vincent, City Centre's and the promotion of those City Centre's as well as works associated with any Parking Benefit Districts as determined by the Council.

(t) Parking Funded Transport Initiatives Reserve

At the Special Council Meeting held on 17 May 2011, a new Reserve was established for the provision of sustainable transport initiatives and modes and including, but not limited to, the provision and maintenance of footpaths, cycle ways and other cycling support facilities, bus shelter and other transit facilities.

(u) Percent For Public Art Reserve

This reserve was established in July 2016 from payment of public art contributions from development applicants and is to be used for the acquisition and provision of Public Art and associated infrastructure.

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23. RESERVES - CASH BACKED (Continued)**(v) Perth Oval Reserve**

At the Special Council meeting of 30 October 2001 it was resolved to establish a new Reserve Fund for Perth Oval and associated land for the following purpose:

"works associated with the maintenance, repairs, upgrade and replacement of Perth Oval buildings, fixtures fittings and associated land."

(w) Plant And Equipment Reserve

This reserve was established in April 1995 for the purchase of replacement plant and equipment associated with City's works.

(x) Public Open Space Reserve

This reserve was established in the transfer from the City of Perth for the acquisition and development of land to provide additional public open space in the City.

(y) State Gymnastics Centre Reserve

At the Ordinary Meeting of Council, held on 23 July 2002, it was agreed to establish a new State Indoor Multi-Use Sports Centre Reserve for the following purpose:

"For works associated with the maintenance, repairs, alterations, upgrade and replacement of the proposed State Gymnastics Centre buildings, major plant and equipment, fixtures, fittings and associated land."

(z) Strategic Waste Management Reserve

At the Ordinary Meeting of Council, held on 23 October 2001, it was agreed to establish a new Strategic Waste Management Reserve for the following purpose:

"Investigation and implementation of integrated waste management strategies/programmes and initiatives, (including secondary waste treatment and costs associated with the redevelopment of Lot 118 Tamala Park)."

(aa) Tamala Park Land Sales Reserve

This reserve was established in 2013/14 for future significant/major capital works, infrastructure, project or debt reduction programme for the benefit of the City.

(ab) Underground Power Reserve

This reserve was established in 1998/99 with the allocation of \$20,000 for the purpose of funding the City's contribution to approved underground power projects.

(ac) Waste Management Plant And Equipment Reserve

This reserve was established for the purpose of replacing plant and equipment associated with City's waste management, minimisation and recycling operations.

At the Ordinary Council meeting of the 23 October 2001 it was resolved to alter the name of this reserve to the Waste Management Plant and Equipment Reserve fund to reflect its use.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

23. RESERVES - CASH BACKED (Continued)

The following reserve funds will be used, as and when the need arises:

- Administration Centre Reserve;
- Capital Reserve;
- Cash In Lieu Parking Reserve;
- Heritage Loan Reserve;
- Hyde Park Lake Reserve;
- Land and Building Asset Acquisition Reserve;
- Leederville Oval Reserve;
- Leederville Tennis Reserve;
- North Perth Tennis Reserve;
- Office Building Reserve – 246 Vincent Street;
- Parking Facility Reserve;
- Parking Funded City Upgrade Reserve;
- Parking Funded Transport Initiatives Reserve;
- Percent For Public Art Reserve;
- Perth Oval Reserve;
- State Gymnastics Centre Reserve;
- Strategic Waste Management Reserve;
- Tamala Park Land Sales Reserve; and
- Underground Power Reserve.

The following reserve funds are established to minimize the impact of major expenditure on any one budget and varying levels of expenditure will occur from year to year as required:

- Asset Sustainability Reserve;
- Beatty Park Leisure Centre Reserve;
- Electronic Equipment Reserve;
- Light Fleet Replacement Reserve;
- Loftus Community Centre Reserve;
- Loftus Recreation Centre Reserve;
- Plant and Equipment Reserve;
- Public Open Space Reserve; and
- Waste Management Plant and Equipment Reserve.

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CITY OF VINCENT
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23. RESERVES - CASH BACKED (Continued)

	Actual 2016/17	Revised Budget 2016/17	Actual 2015/16
	\$	\$	\$
Administration Centre Reserve			
Opening Balance 1 July 2016	61,555	61,566	60,382
Transfer to Reserve	1,032	877	1,173
Transfer from Reserve	(52,000)	(52,000)	-
Closing Balance 30 June 2017	<u>10,587</u>	<u>10,443</u>	<u>61,555</u>
Aged Persons and Senior Citizens Reserve			
Opening Balance 1 July 2016	-	-	3,238,209
Transfer to Reserve	-	-	1,173,488
Transfer from Reserve	-	-	(4,411,697)
Closing Balance 30 June 2017 (Closed)	<u>-</u>	<u>-</u>	<u>-</u>
Asset Sustainability Reserve			
Opening Balance 1 July 2016	1,720,356	1,720,673	-
Transfer to Reserve	1,531,448	1,525,378	1,720,356
Transfer from Reserve	-	-	-
Closing Balance 30 June 2017	<u>3,251,804</u>	<u>3,246,051</u>	<u>1,720,356</u>
Beatty Park Leisure Centre Reserve			
Opening Balance 1 July 2016	214,164	218,179	104,774
Transfer to Reserve	309,118	308,357	149,968
Transfer from Reserve	(269,463)	(324,463)	(40,578)
Closing Balance 30 June 2017	<u>253,819</u>	<u>202,073</u>	<u>214,164</u>
Capital Reserve			
Opening Balance 1 July 2016	99,262	99,280	255,510
Transfer to Reserve	2,207	1,206	5,837
Transfer from Reserve	(93,999)	(100,486)	(162,085)
Closing Balance 30 June 2017	<u>7,470</u>	<u>-</u>	<u>99,262</u>
Cash In Lieu Parking Reserve			
Opening Balance 1 July 2016	648,657	648,087	585,128
Transfer to Reserve	167,956	1,357,646	205,835
Transfer from Reserve	(35,164)	(60,000)	(142,306)
Closing Balance 30 June 2017	<u>781,449</u>	<u>1,945,733</u>	<u>648,657</u>
Electronic Equipment Reserve			
Opening Balance 1 July 2016	51,171	51,179	130,123
Transfer to Reserve	1,418	1,262	3,255
Transfer from Reserve	-	-	(82,207)
Closing Balance 30 June 2017	<u>52,589</u>	<u>52,441</u>	<u>51,171</u>
Heritage Loan Reserve			
Opening Balance 1 July 2016	-	-	-
Transfer to Reserve	-	-	-
Transfer from Reserve	-	-	-
Closing Balance 30 June 2017	<u>-</u>	<u>-</u>	<u>-</u>

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CITY OF VINCENT
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FOR THE YEAR ENDED 30TH JUNE 2017

23. RESERVES - CASH BACKED (Continued)

	Actual 2016/17	Revised Budget 2016/17	Actual 2015/16
	\$	\$	\$
Hyde Park Lake Reserve			
Opening Balance 1 July 2016	144,127	144,154	139,913
Transfer to Reserve	4,050	3,553	4,214
Transfer from Reserve	-	-	-
Closing Balance 30 June 2017	<u>148,177</u>	<u>147,707</u>	<u>144,127</u>
Land and Building Asset Acquisition Reserve			
Opening Balance 1 July 2016	269,198	269,248	261,329
Transfer to Reserve	7,563	6,637	7,869
Transfer from Reserve	-	-	-
Closing Balance 30 June 2017	<u>276,761</u>	<u>275,885</u>	<u>269,198</u>
Leederville Oval Reserve			
Opening Balance 1 July 2016	210,774	210,813	219,099
Transfer to Reserve	5,920	4,087	6,427
Transfer from Reserve	-	(70,000)	(14,752)
Closing Balance 30 June 2017	<u>216,694</u>	<u>144,900</u>	<u>210,774</u>
Leederville Tennis Reserve			
Opening Balance 1 July 2016	975	975	-
Transfer to Reserve	1,006	1,006	975
Transfer from Reserve	-	-	-
Closing Balance 30 June 2017	<u>1,981</u>	<u>1,981</u>	<u>975</u>
Light Fleet Replacement Reserve			
Opening Balance 1 July 2016	-	-	-
Transfer to Reserve	-	-	-
Transfer from Reserve	-	-	-
Closing Balance 30 June 2017	<u>-</u>	<u>-</u>	<u>-</u>
Loftus Community Centre Reserve			
Opening Balance 1 July 2016	20,946	20,950	18,928
Transfer to Reserve	6,717	6,588	6,732
Transfer from Reserve	(9,852)	(11,000)	(4,714)
Closing Balance 30 June 2017	<u>17,811</u>	<u>16,538</u>	<u>20,946</u>
Loftus Recreation Centre Reserve			
Opening Balance 1 July 2016	26,544	26,167	5,725
Transfer to Reserve	57,579	58,212	56,819
Transfer from Reserve	(45,000)	(45,000)	(36,000)
Closing Balance 30 June 2017	<u>39,123</u>	<u>39,379</u>	<u>26,544</u>
North Perth Tennis Reserve			
Opening Balance 1 July 2016	36,316	36,323	-
Transfer to Reserve	5,733	5,643	36,316
Transfer from Reserve	-	-	-
Closing Balance 30 June 2017	<u>42,049</u>	<u>41,966</u>	<u>36,316</u>

AUDIT COMMITTEE ATTACHMENTS

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CITY OF VINCENT
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23. RESERVES - CASH BACKED (Continued)

	Actual 2016/17	Revised Budget 2016/17	Actual 2015/16
	\$	\$	\$
Office Building Reserve - 246 Vincent Street			
Opening Balance 1 July 2016	512,630	511,753	551,740
Transfer to Reserve	14,401	12,615	16,590
Transfer from Reserve	-	-	(55,700)
Closing Balance 30 June 2017	<u>527,031</u>	<u>524,368</u>	<u>512,630</u>
Parking Facility Reserve			
Opening Balance 1 July 2016	129,056	142,880	145,447
Transfer to Reserve	3,626	3,069	4,309
Transfer from Reserve	(34,500)	(36,750)	(20,700)
Closing Balance 30 June 2017	<u>98,182</u>	<u>109,199</u>	<u>129,056</u>
Parking Funded City Upgrade Reserve			
Opening Balance 1 July 2016	-	-	-
Transfer to Reserve	-	-	-
Transfer from Reserve	-	-	-
Closing Balance 30 June 2017	<u>-</u>	<u>-</u>	<u>-</u>
Parking Funded Transport Initiative Reserve			
Opening Balance 1 July 2016	-	-	-
Transfer to Reserve	-	-	-
Transfer from Reserve	-	-	-
Closing Balance 30 June 2017	<u>-</u>	<u>-</u>	<u>-</u>
Percent For Public Art Reserve			
Opening Balance 1 July 2016	-	-	-
Transfer to Reserve	-	325,371	-
Transfer from Reserve	-	-	-
Closing Balance 30 June 2017	<u>-</u>	<u>325,371</u>	<u>-</u>
Perth Oval Reserve			
Opening Balance 1 July 2016	-	-	-
Transfer to Reserve	-	-	-
Transfer from Reserve	-	-	-
Closing Balance 30 June 2017	<u>-</u>	<u>-</u>	<u>-</u>
Plant and Equipment Reserve			
Opening Balance 1 July 2016	398,316	398,389	392,416
Transfer to Reserve	9,447	4,837	11,701
Transfer from Reserve	(107,000)	(107,000)	(5,801)
Closing Balance 30 June 2017	<u>300,763</u>	<u>296,226</u>	<u>398,316</u>
Public Open Space Reserve			
Opening Balance 1 July 2016	-	-	-
Transfer to Reserve	-	-	-
Transfer from Reserve	-	-	-
Closing Balance 30 June 2017	<u>-</u>	<u>-</u>	<u>-</u>

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CITY OF VINCENT
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23. RESERVES - CASH BACKED (Continued)

	Actual 2016/17	Revised Budget 2016/17	Actual 2015/16
	\$	\$	\$
State Gymnastics Centre Reserve			
Opening Balance 1 July 2016	83,461	83,476	70,556
Transfer to Reserve	13,178	12,991	12,905
Transfer from Reserve	-	-	-
Closing Balance 30 June 2017	<u>96,639</u>	<u>96,467</u>	<u>83,461</u>
Strategic Waste Management Reserve			
Opening Balance 1 July 2016	20,272	20,276	19,679
Transfer to Reserve	570	500	593
Transfer from Reserve	-	-	-
Closing Balance 30 June 2017	<u>20,842</u>	<u>20,776</u>	<u>20,272</u>
Tamala Park Land Sales Reserve			
Opening Balance 1 July 2016	1,344,639	1,553,079	1,250,544
Transfer to Reserve	958,838	960,402	1,287,255
Transfer from Reserve	(280,779)	(362,245)	(1,193,160)
Closing Balance 30 June 2017	<u>2,022,698</u>	<u>2,151,236</u>	<u>1,344,639</u>
Underground Power Reserve			
Opening Balance 1 July 2016	190,086	190,121	184,531
Transfer to Reserve	5,340	4,686	5,555
Transfer from Reserve	-	-	-
Closing Balance 30 June 2017	<u>195,426</u>	<u>194,807</u>	<u>190,086</u>
Waste Management Plant and Equipment Reserve			
Opening Balance 1 July 2016	38,910	38,917	37,772
Transfer to Reserve	507,314	507,122	1,138
Transfer from Reserve	-	-	-
Closing Balance 30 June 2017	<u>546,224</u>	<u>546,039</u>	<u>38,910</u>
Total Reserves	<u><u>8,908,119</u></u>	<u><u>10,389,586</u></u>	<u><u>6,221,415</u></u>
Summary of Reserves:			
Total Opening Balance 1 July	6,221,415	6,446,485	7,671,805
Total Transfer to Reserves	3,614,461	5,112,045	4,719,310
Total Transfer from Reserves	(927,757)	(1,168,944)	(6,169,700)
Total Closing Balance 30 June	<u><u>8,908,119</u></u>	<u><u>10,389,586</u></u>	<u><u>6,221,415</u></u>

All of the cash backed reserve accounts are supported by money held in financial institutions and match the amount shown as restricted cash in Note 12 to this financial report.

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CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

24. NOTES TO THE STATEMENT OF CASH FLOWS

(a) Reconciliation of Cash

For the purposes of the Statement of Cash Flows, the City of Vincent considers cash to include cash on hand and in banks and investments net of outstanding bank overdrafts and non-cash investments. Cash at the end of the reporting period as shown in the Statement of Cash Flows is reconciled to the related items in the Statement of Financial Position as follows:

	Actual 2016/17 \$	Actual 2015/16 \$
Cash and Cash Equivalents	17,424,002	16,499,516
	<u>17,424,002</u>	<u>16,499,516</u>

(b) Reconciliation of Net Cash provided by Operating Activities to Net Result

	Actual 2016/17 \$	Actual 2015/16 \$
Net Result	3,821,308	4,744,428
Non-cash flows in Net Result:		
Depreciation	9,094,953	9,530,829
Asset Revaluation Decrement	-	-
Net Share of Interests in Joint Ventures	(23,213)	(339,739)
Change in Equity – WALGA LG House Trust	683	4,142
Profit on Assets Held for Sale (TPRC Joint Venture)	(245,788)	(1,299,433)
Work in Progress Assets Expensed	-	-
(Gain)/Loss on Sale of Property, Plant and Equipment	(128,744)	(1,852,297)
	<u>12,519,199</u>	<u>10,787,930</u>
Revenue Provided by:		
Government Grants for the Development of Assets	(2,548,355)	(1,384,622)
	<u>(2,548,355)</u>	<u>(1,384,622)</u>
Changes in Assets and Liabilities:		
Increase/(Decrease) in Provisions	263,524	256,050
Increase/(Decrease) in Income Received in Advance	(732,601)	673,768
Increase/(Decrease) in Accrued Income	165,033	153,165
Increase/(Decrease) in Creditors	(1,150,703)	168,535
Decrease/(Increase) in Debtors	(967,737)	(178,002)
Decrease/(Increase) in Prepayments	(231,024)	(106,004)
(Increase)/Decrease in Stock on Hand	(11,183)	28,782
Increase/(Decrease) in GST Movement	(16,370)	24,550
	<u>(2,681,061)</u>	<u>1,020,844</u>
Net Cash Provided by Operating Activities	<u>7,289,783</u>	<u>10,424,152</u>

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CITY OF VINCENT
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24. NOTES TO THE STATEMENT OF CASH FLOWS (Continued)

(c) Undrawn Borrowing Facilities

	Actual 2016/17 \$	Actual 2015/16 \$
Credit Standby Arrangements		
Bank overdraft limit*	-	-
Bank overdraft at balance date	-	-
Credit card limit	50,000	38,000
Credit card balance at balance date	(4,548)	(11,542)
Total amount of credit unused	45,452	26,458
 Loan Facilities		
Loan facilities - current	881,398	818,840
Loan facilities - non-current	14,896,584	15,777,982
Total facilities in use at balance date	15,777,982	16,596,822
 Unused loan facilities at balance date	15,823,434	16,623,280

* The City does not have a formal bank overdraft facility. However, the City has a Group Limit Facility with the Commonwealth Bank of Australia of \$2 million which covers payments if the City has sufficient funds in other accounts.

The facility was not used by the City during the year ended 30 June 2017.

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CITY OF VINCENT
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25. NET CURRENT ASSETS

Composition of net current assets

	2017 (30 June 2017 Carried Forward) \$	2017 (1 July 2016 Brought Forward) \$	2016 (30 June 2016 Carried Forward) \$
Surplus/(Deficit) 1 July 16 brought forward	4,475,025	4,251,223	4,251,223
Current Assets			
Cash and Cash Equivalents			
Unrestricted	8,515,883	10,278,101	10,278,101
Restricted	8,908,119	6,221,415	6,221,415
Receivables			
Rates Outstanding	218,492	(17,656)	(17,656)
Sundry Debtors	4,641,665	3,531,588	3,531,588
GST Receivable	106,687	67,868	67,868
Inventories			
Depot	117,950	120,372	120,372
Beatty Park Leisure Centre – Café/Retail	63,294	49,689	49,689
Less: Current Liabilities			
Trade and Other Payables			
Sundry Creditors	(4,719,626)	(6,131,282)	(6,131,282)
Accrued Interest on Debentures	(73,079)	(76,599)	(76,599)
Accrued Salaries and Wages	(309,483)	(315,516)	(315,516)
Current Portion of Long Term Borrowings			
Secured by Floating Charge	(881,398)	(818,840)	(818,840)
Provisions			
Provision for Annual Leave	(1,772,315)	(1,717,781)	(1,717,781)
Provision for Long Service Leave	(1,714,443)	(1,537,561)	(1,537,561)
Unadjusted Net Current Assets	13,101,746	9,653,798	9,653,798
Adjustments			
Less: Reserves – Restricted Cash	(8,908,119)	(6,221,415)	(6,221,415)
Less: Restricted – Sundry Debtors (Non-Operating Grant)	(600,000)	-	-
Add: Secured by Floating Charge	881,398	818,840	818,840
Adjusted Net Current Assets - Surplus/(Deficit)	4,475,025	4,251,223	4,251,223

Difference

There was no difference between the surplus/(deficit) 1 July 2016 brought forward position used in the 2017 audited financial report and the surplus/(deficit) carried forward position as disclosed in the 2016 audited financial report

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CITY OF VINCENT
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26. CONDITIONS OVER GRANTS/CONTRIBUTIONS

Grant/Contribution	Opening Balance ⁽¹⁾ 1/07/15 \$	Received ⁽²⁾ 2015/16 \$	Expended ⁽³⁾ 2015/16 \$	Closing Balance ⁽¹⁾ 30/06/16 \$	Received ⁽²⁾ 2016/17 \$	Expended ⁽³⁾ 2016/17 \$	Closing Balance 30/06/17 \$
Transport							
Grant for road works	-	526,499	(526,499)	-	376,989	(328,888)	48,101
Total	<u>-</u>	<u>526,499</u>	<u>(526,499)</u>	<u>-</u>	<u>376,989</u>	<u>(328,888)</u>	<u>48,101</u>

Notes:

(1) Grants/contributions recognised as revenue in a previous reporting period which were not expended at the close of the previous reporting period.

(2) New grants/contributions which were recognised as revenues during the reporting period and which had not yet been fully expended in the manner specified by the contributor.

(3) Grants/contributions which had been recognised as revenues in a previous reporting period or received in the current reporting period and which were expended in the current reporting period in the manner specified by the contributor.

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CITY OF VINCENT
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27. SUPERANNUATION

The total statutory superannuation contribution paid by the Council during the reporting period was \$1,752,861. During the 2015/16 year the contributions were \$1,676,187.

The City of Vincent complies with the minimum obligations under federal law and contributes in respect of its employees to one of the following types of superannuation plans:-

Accumulated Benefit Superannuation Funds

The Council contributes in respect of certain of its employees to accumulated benefit superannuation funds, nominated by the employees. In accordance with statutory requirements, the Council contributes to these funds amounts determined by the Council. As such, assets are accumulated in the plan to meet members' benefits as they accrue. No liability of the Council has been recognised as at the reporting date in respect of superannuation benefits for its employees.

City of Perth Superannuation Plan – a sub plan in the AustralianSuper Corporate Division

The Council contributes in respect of certain former City of Perth employees to a defined benefit superannuation plan. In accordance with statutory requirements, the Council contributes to the City of Perth Superannuation Plan (the Plan) amounts determined by the Plan Actuary. As such, assets are accumulated in the Plan to meet members' benefits as they accrue. The latest available audited financial report of the plan as at 30 June 2016, which was not subject to any audit qualification, indicates that the assets of the plan are sufficient to meet accrued benefits.

An Actuarial Report was received from Nerida Secombe (BEC) of the Heron Partnership dated 23 March 2017. This latest review found the Plan has remained stable over the year to 30 June 2016; and recommended continue to contribute at a rate lower than the long-term employer cost until the next review in 2019. During this time the reduced employer contributions will be supplemented with contributions from the surplus of the Plan. Any contributions allocated from the surplus of the Plan will not be represented in the City's financial statements.

The City also received from the Actuary a "Funding and Solvency Certificate" and a "Benefit Certificate" for the Plan. Both certificates are dated 1 April 2016 and are valid until 31 March 2021 (unless new certificates are issued earlier).

The plan has a number of different participating employers contributing to the Plan. There is no segregation of the assets applicable to each employer and the each individual employer is not able to accurately identify its share of the underlying financial position of the multi-employer plan with sufficient reliability for accounting purposes. The plan is therefore accounted for as a defined contribution plan. The defined benefit section of the plan was closed to the admission of new members from 1 July 2010.

28. CONTINGENT LIABILITIES**Mindarie Regional Council**

In line with other equity holders in the Mindarie Regional Council (MRC) the City of Vincent has guaranteed, proportionate to its equity share (one twelfth), the obligations of MRC to the contractor which built and is now operating the Neerabup Resource Recovery Facility. The financial guarantee is to provide comfort to the operator (and its financiers) by providing a direct contractual relationship between each member council and the operator.

The guarantee can be called upon in the event of a default event during the contractor's operation of the facility. The share of the liability that could be generated by the exercise of the guarantee is estimated at an amount between \$7.21 million diminishing to \$1.5 million depending on the time of any such default event. This guarantee expires on 15 July 2019.

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29. CAPITAL AND LEASING COMMITMENTS

(a) Operating Lease Commitments

	Actual 2016/17 \$	Actual 2015/16 \$
Non-cancellable operating leases contracted for but payable:		
- not later than one year	282,638	538,612
- later than one year but not later than five years	194,011	476,649
- later than five years	-	-
	<u>476,649</u>	<u>1,015,261</u>

(b) Capital Expenditure Commitments

	Actual 2016/17 \$	Actual 2015/16 \$
Contracted for:		
- capital expenditure projects	472,567	264,897
- plant and equipment purchases	157,235	361,179
	<u>629,802</u>	<u>626,076</u>
Payable		
- not later than one year	629,802	626,076
	<u>629,802</u>	<u>626,076</u>

The capital expenditure projects outstanding at the end of the current reporting period represent the construction of buildings, road works, footpaths, parks development and miscellaneous works.

30. ELECTED MEMBERS FEES AND ALLOWANCES

	Actual 2016/17 \$	Revised Budget 2016/17 \$	Actual 2015/16 \$
Members Meeting Fee	195,387	214,840	205,109
Mayor Allowance	58,247	58,600	61,800
Deputy Mayor Allowance	15,682	15,680	15,450
Information Technology Allowance	23,029	31,500	31,500
Travelling Expenses	257	1,500	690
Child Care	1,826	2,850	2,287
Stationery/Printing	2,833	4,000	2,631
Other Expenses	687	1,150	4,151
Total	<u>297,948</u>	<u>330,120</u>	<u>323,618</u>

There has been no related party transactions between the City, elected members and key management personnel that have offered benefits exceeding ordinary citizen transactions.

AUDIT COMMITTEE ATTACHMENTS

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FOR THE YEAR ENDED 30TH JUNE 2017

31. TRUST FUNDS

Funds held at balance date over which the Council has no control and which are not included in the Financial Statements are as follows:

	Actual 2016/17 \$	Actual 2015/16 \$
Beatty Park Bonds		
Balance as at 1st July 2016	250	250
Receipts	-	-
Payments	-	-
Balance as at 30th June 2017	<u>250</u>	<u>250</u>
Ground Bonds		
Balance as at 1st July 2016	11,980	12,430
Receipts	35,300	30,503
Payments	(31,050)	(30,953)
Balance as at 30th June 2017	<u>16,230</u>	<u>11,980</u>
Hall Deposits		
Balance as at 1st July 2016	60,166	58,366
Receipts	163,000	124,568
Payments	(153,760)	(122,768)
Balance as at 30th June 2017	<u>69,406</u>	<u>60,166</u>
Key Deposits		
Balance as at 1st July 2016	18,750	17,050
Receipts	1,450	2,850
Payments	(2,860)	(1,150)
Balance as at 30th June 2017	<u>17,340</u>	<u>18,750</u>
Leederville Gardens Inc Surplus Trust		
Balance as at 1st July 2016	4,411,697	-
Receipts	775,336	4,411,697
Payments	-	-
Balance as at 30th June 2017	<u>5,187,033</u>	<u>4,411,697</u>
Nomination Deposits		
Balance as at 1st July 2016	-	-
Receipts	640	1,200
Payments	(640)	(1,200)
Balance as at 30th June 2017	<u>-</u>	<u>-</u>
Work Bonds		
Balance as at 1st July 2016	2,054,776	1,978,200
Receipts	578,140	928,100
Payments	(887,275)	(851,524)
Balance as at 30th June 2017	<u>1,745,641</u>	<u>2,054,776</u>
Unclaimed Monies		
Balance as at 1st July 2016	181,981	184,248
Receipts	(3,040)	60
Payments	(1,285)	(2,327)
Balance as at 30th June 2017	<u>177,656</u>	<u>181,981</u>
Planning Application Bond		
Balance as at 1st July 2016	40,100	50,900
Receipts	2,000	-
Payments	(2,900)	(10,800)
Balance as at 30th June 2017	<u>39,200</u>	<u>40,100</u>
Total Trust Balance	<u><u>7,252,756</u></u>	<u><u>6,779,700</u></u>

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32. FINANCIAL RISK MANAGEMENT

Council's activities expose it to a variety of financial risks including price risk, credit risk, liquidity risk and interest rate risk. The Council's overall risk management focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the financial performance of the Council.

Council does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk. Financial risk management is carried out by Financial Services under policies approved by the Council.

The Council held the following financial instruments at balance date:

	Carrying Value		Fair Value	
	Actual 2016/17 \$	Actual 2015/16 \$	Actual 2016/17 \$	Actual 2015/16 \$
Financial Assets				
Cash and Cash Equivalents	17,424,002	16,499,516	17,424,002	16,499,516
Receivables	4,721,204	3,902,129	4,721,204	3,902,129
	<u>22,145,206</u>	<u>20,401,645</u>	<u>22,145,206</u>	<u>20,401,645</u>
Financial Liabilities				
Payables	5,102,188	6,812,942	5,102,188	6,812,942
Borrowings	15,777,982	16,596,822	12,991,089	14,899,378
	<u>20,880,170</u>	<u>23,409,764</u>	<u>18,093,277</u>	<u>21,712,320</u>

Fair value is determined as follows:

- Cash and Cash Equivalents, Receivables, Payables – estimated to the carrying value which approximates net market value.
- Borrowings – estimated future cash flows discounted by the current market interest rates applicable to assets and liabilities with similar risk profiles.

(a) Cash and Cash Equivalents

Council's objective is to maximise its return on cash and investments whilst maintaining an adequate level of liquidity and preserving capital. The finance area manages the cash and investments portfolio. Council has an investment policy and the policy is subject to review by Council. An Investment Report is provided to Council on a monthly basis setting out the make-up and performance of the portfolio.

The major risk associated with investments is price risk – the risk that the capital value of investments may fluctuate due to changes in market prices, whether these changes are caused by factors specific to individual financial instruments of their issuers or factors affecting similar instruments traded in a market.

Cash and investments are also subject to interest rate risk – the risk that movements in interest rates could affect returns. The weighted effective average interest for all the cash and cash equivalent for the year was 2.79% (2015/2016 was 2.89%).

Another risk associated with cash and investments is credit risk – the risk that a contracting entity will not complete its obligations under a financial instrument resulting in a financial loss to Council.

Sensitivity Analysis

Impact of a 1.0% movement in interest rates on the average balance of cash and investments

	30 June 2017 \$	30 June 2016 \$
- Equity	247,763	281,065
- Income Statement	247,763	281,065

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32. FINANCIAL RISK MANAGEMENT (Continued)

(b) Receivables

Council's major receivables comprise rates and annual charges and user charges and fees. The major risk associated with these receivables is credit risk – the risk that the debts may not be repaid. Council manages this risk by monitoring outstanding debt and employing debt recovery policies. Credit risk on rates and annual charges is minimised by the ability of Council to recover these debts as a secured charge over the land – that is, the land can be sold to recover the debt. Council is also able to charge interest on overdue rates and annual charges at higher than market rates, which further encourages payment.

The level of outstanding receivables is monitored against benchmarks for acceptable collection performance. Council makes suitable provision for doubtful receivables as required and carries out credit checks on most non-rate debtors. There are no material receivables that have been subject to a re-negotiation of repayment terms. The profile of the Council's credit risk at balance date was:

The profile of the Council's credit risk at balance date was:

	30 June 2017	30 June 2016
	\$	\$
Percentage of Rates and Annual Charges		
- Current	65%	62%
- Non-Current (Pensioners' Deferred Rates)	35%	38%
	30 June 2017	30 June 2016
	\$	\$
Percentage of Other Receivables (excluding Underground Power Charge)		
- Current	100%	100%
- Non-Current	0%	0%

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32. FINANCIAL RISK MANAGEMENT (Continued)

(c) Borrowings

Payables and borrowings are both subject to liquidity risk – that is the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due. Council manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer. Payment terms can be extended and overdraft facilities drawn upon if required.

The contractual undiscounted cash flows of Council's Payables and Borrowings are set out in the Liquidity Sensitivity Table below:

	Due within 1 year \$	Due Between 1 & 5 years \$	Due after 5 years \$	Total Contractual Cash Flows \$	Carrying Values \$
2017					
Payables	5,102,188	-	-	5,102,188	5,102,188
Borrowings	1,879,848	11,209,734	8,105,947	21,195,529	15,777,982
	<u>6,982,036</u>	<u>11,209,734</u>	<u>8,105,947</u>	<u>26,297,717</u>	<u>20,880,170</u>
2016					
Payables	6,812,942	-	-	6,812,942	6,812,942
Borrowings	1,868,323	11,832,118	9,363,411	23,063,852	16,596,822
	<u>8,681,265</u>	<u>11,832,118</u>	<u>9,363,411</u>	<u>29,876,794</u>	<u>23,409,764</u>

Borrowings are also subject to interest rate risk – the risk that movements in interest rates could adversely affect funding costs. Council manages this risk by borrowing long term and fixing the interest rate to the situation considered the most advantageous at the time of negotiation.

The following tables set out the carrying amount, by maturity, of the financial instruments exposed to interest rate risks:

	< 1 year \$	> 1 < 5 years \$	> 5 years \$	Total \$	Weighted Average Effective Interest Rate %
Year Ended 30 June 2017					
Borrowings					
- Fixed Rate					
Debentures	881,398	8,673,637	6,222,946	15,777,982	
Weighted Average Interest Rate	6.51%	6.14%	6.41%		6.30%
Year Ended 30 June 2016					
Borrowings					
- Fixed Rate					
Debentures	818,840	8,720,009	7,057,973	16,596,822	
Weighted Average Interest Rate	6.48%	6.22%	6.40%		6.33%

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33. TOTAL ASSETS CLASSIFIED BY FUNCTION AND ACTIVITY

	Actual 2016/17 \$	Actual 2015/16 \$
Governance	23,873,834	21,706,831
General purpose funding	1,363,680	2,353,491
Law, order, public safety	2,565,028	2,059,262
Health	22,214,900	3,181,676
Education and welfare	19,062,798	8,707,089
Community amenities	3,087,346	2,041,321
Recreation and culture	222,781,658	205,483,778
Transport	144,456,909	112,083,810
Economic services	-	-
Other property and services	20,898,006	16,775,076
	<u>460,304,159</u>	<u>374,392,334</u>

34. TRADING UNDERTAKINGS, MAJOR TRADING UNDERTAKINGS AND MAJOR LAND TRANSACTIONS

Tamala Park Regional Council – Development of Catalina Estate

(a) Details

The City is a participant (along with the Cities of Joondalup, Perth, Stirling, Wanneroo and the Towns of Cambridge and Victoria Park) in the operations of the Tamala Park Regional Council (TPRC). The TPRC was created in 2006 to develop the Catalina Estate - approximately 173 hectares of land for sale immediately north of the land leased by the Mindarie Regional Council. The City has a one twelfth (1/12) equity in the assets and liabilities of the development and the net proceeds of the land development; as well as a one twelfth (1/12) share in the asset of the lands held for development.

During the financial year ended 30 June 2017, the sale of 69 lots was settled. The City's share of the sale proceeds received by TPRC was \$1,661,093; and the City's share of the development and selling costs was \$1,415,305; resulting in a net gain on the disposal of the developed land as \$245,788. This note should also be read in conjunction with Note 10 Interests in Joint Ventures.

(b) Current Year Transactions

	Actual 2016/17 \$	Actual 2015/16 \$
Capital Income		
Proceeds from Sale of Land	1,661,093	3,211,695
Capital Expenditure		
Land Development Expenses	(1,412,983)	(1,883,556)
Rates	-	(25,838)
Acquisition Cost of Land Developed	(2,322)	(2,868)
	<u>(1,415,305)</u>	<u>(1,912,262)</u>
Profit/(Loss) on Sale of Land Assets (TPRC)	<u>245,788</u>	<u>1,299,433</u>

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34. TRADING UNDERTAKINGS, MAJOR TRADING UNDERTAKINGS AND MAJOR LAND TRANSACTIONS (Continued)

(c) Expected Future Cash Flows

The City's share of future cash flows from the last Catalina Estate development project plan are:

	2018	2019	2020	2021	2022	2023
	\$	\$	\$	\$	\$	\$
Cash Inflows						
Proceeds from Sale of Land	-	3,816,949	4,390,393	5,641,758	5,648,761	5,177,981
Cash Outflows						
Land Development Expenses	-	(2,709,047)	(2,600,663)	(2,660,814)	(2,429,924)	(2,292,631)
Net Cash Flows	<u>-</u>	<u>1,107,902</u>	<u>1,789,730</u>	<u>2,980,944</u>	<u>3,218,837</u>	<u>2,885,350</u>
	2024	2025	2026	2027	2028	2029
	\$	\$	\$	\$	\$	\$
Cash Inflows						
Proceeds from Sale of Land	-	4,122,673	6,527,700	2,444,907	-	-
Cash Outflows						
Land Development Expenses	-	(2,032,944)	(2,266,999)	(392,253)	(78,775)	-
Net Cash Flows	<u>-</u>	<u>2,089,729</u>	<u>4,260,701</u>	<u>2,052,654</u>	<u>(78,775)</u>	<u>-</u>

35. EMPLOYEE NUMBERS

	Actual 2016/17	Actual 2015/16
	\$	\$
The number of Full-Time Equivalent Employees at balance date	260.3	245.5

36. ECONOMIC DEPENDENCY

A significant portion of revenue is received by way of grant from the State and Federal Government. The total of grant revenue from government sources is disclosed in Note 4.

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37. FAIR VALUE MEASUREMENT

The City measures the following assets and liabilities on a recurring basis:

- Financial Assets – Investments
- Land and Buildings
- Furniture and Equipment
- Plant and Equipment
- Roads
- Footpaths
- Rights of Way
- Drainage
- Park Development
- Car Park Development
- Other Infrastructure Assets

The City does not measure any other assets and liabilities at fair value on a non-recurring basis.

The following table provides the fair values of the City's assets measured and recognised on a recurring basis after initial recognition and their categorisation within the fair value hierarchy:

Recurring Fair Value Measurements**Financial Assets 30 June 2017**

	Note	Level 1 \$	Level 2 \$	Level 3 \$	Total \$
Investment	17	-	41,952	-	

Financial Assets 30 June 2016

	Note	Level 1 \$	Level 2 \$	Level 3 \$	Total \$
Investment	17	-	42,635	-	

Non-Financial Assets 30 June 2017

	Note	Level 1 \$	Level 2 \$	Level 3 \$	Total \$
Land	18	-	128,067,500	-	128,067,500
Buildings	18	-	1,392,100	162,267,324	163,659,424
Plant and Equipment	18	-	5,508,449	49,541	5,557,990
Furniture and Equipment	18	-	142,960	1,415,455	1,558,415
Roads	19	-	-	56,369,931	56,369,931
Footpaths	19	-	-	22,078,385	22,078,385
Rights of Way	19	-	-	3,338,229	3,338,229
Drainage	19	-	-	17,215,138	17,215,138
Park Development	19	-	-	14,423,813	14,423,813
Car Park Development	19	-	-	8,843,670	8,843,670
Other Infrastructure	19	-	-	5,553,295	5,553,295
Total non-financial assets recognised at fair value on a recurring basis		-	135,111,009	291,554,781	426,665,790

* Excludes Work in Progress.

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37. FAIR VALUE MEASUREMENT (Continued)

Non-Financial Assets 30 June 2016 (Restated)

	Note	Level 1 \$	Level 2 \$	Level 3 \$	Total \$
Land	18	-	12,930,000	41,915,327	54,845,327
Buildings	18	-	2,173,101	151,989,582	154,162,683
Plant and Equipment	18	-	3,568,147	639,403	4,207,550
Furniture and Equipment	18	-	142,960	669,374	812,334
Roads	19	-	-	56,203,636	56,203,636
Footpaths	19	-	-	21,141,747	21,141,747
Rights of Way	19	-	-	3,243,331	3,243,331
Drainage	19	-	-	17,307,777	17,307,777
Park Development	19	-	-	14,920,062	14,920,062
Car Park Development	19	-	-	8,927,768	8,927,768
Other Infrastructure	19	-	-	5,382,918	5,382,918
Total non-financial assets recognised at fair value on a recurring basis		-	18,814,208	322,340,925	341,155,133

* Excludes Work in Progress.

(a) Transfers Policy

The policy of the City is to recognise transfers into and transfers out of the fair value hierarchy levels as at the end of the reporting period. There were no transfers between Levels 1 and 2 for recurring fair value measurements during the year. There were also no transfers in and out of Level 3 measurements.

(b) Highest and Best Use

There were no assets valued where it was assumed that the highest and best use was other than their current use.

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37. FAIR VALUE MEASUREMENT (Continued)

(c) Valuation techniques and inputs used to derive fair values

The following table summarises valuation inputs and techniques used to determine the Fair value for each asset class.

Asset	Level of Valuation Input	Fair Value at 30 June 2017	Valuation Technique(s)	Inputs Used
Non-Financial Assets				
Land	2	128,067,500	Market approach	Price per square metre
Land	3	-	Cost approach	Price per square metre
Buildings	2	1,392,100	Market approach	Estimates of useful life, pattern of consumption, asset condition, residual value and relationship to the assessed level of remaining service potential of the depreciable amount
Buildings	3	162,267,324	Cost and Market approach	Estimates of useful life, pattern of consumption, asset condition, residual value and relationship to the assessed level of remaining service potential of the depreciable amount
Plant and Equipment	2	5,508,449	Cost and Market approach	Make, size/model, year of manufacture and condition
Plant and Equipment	3	49,541	Cost and Market approach	Make, size/model, year of manufacture and condition
Furniture and Equipment	2	142,960	Cost and Market approach	Make, size/model, year of manufacture and condition
Furniture and Equipment	3	1,415,455	Cost and Market approach	Make, size/model, year of manufacture and condition

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37. FAIR VALUE MEASUREMENT (Continued)

(c) Valuation techniques and inputs used to derive fair values (Continued)

Asset	Level of Valuation Input	Fair Value at 30 June 2017	Valuation Technique(s)	Inputs Used
Roads	3	56,369,931	Cost approach	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Footpaths	3	22,078,385	Cost approach	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Rights of Way	3	3,338,229	Cost approach	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Drainage	3	17,215,138	Cost approach	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Park Development	3	14,423,813	Cost approach	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Car Park Development	3	8,843,670	Cost approach	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Other Infrastructure	3	5,553,295	Cost approach	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Total *		<u>426,665,790</u>		

* Excludes Work in Progress.

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37. FAIR VALUE MEASUREMENT (Continued)

(c) Valuation techniques and inputs used to derive fair values (Continued)

Recurring fair value measurements

Land

The City's land was valued by independent valuers as at 30 June 2017. The valuation has been conducted in accordance with Australian Accounting Standards, including AASB 13 Fair Value Measurement and AASB 116 Property, Plant and Equipment, as well as the Local Government Act 1995 and accompanying regulations. The valuation excludes any Assets held for sale, under construction or work in progress, finance costs, stock or inventory, goodwill and intellectual property.

Both improved and unimproved land have been valued in accord the prevailing zoning/reservation or likely zoning. In determining value, sales evidence of comparable property has been collated and analysed across the various localities within the City of Vincent and used to determine the value of the subject land.

With regard to land that is currently zoned Parks, Recreation and/or for Public Purpose, having a highly restricted use, it is difficult with any degree of confidence in applying the typical valuation method of direct comparable sales evidence consistent with the Level 2 input. These were subsequently valued at the Level 3 valuation input hierarchy by using the professional judgement of a Registered Valuer who investigated land value within a wider general area of the region where traditionally land values are at their lowest. The appropriate sales of this marginal land was then applied to the subject property after making due allowances for location, size and utility. This provided only a low level of comparability.

Buildings

The Building asset class includes buildings owned by City of Vincent which have been measured at market value as at 30 June 2017. City's valuer has researched sales evidence across the relevant local markets. Value adjustments for considerations such as location, development potential, aspect, size and date of sale have been made to the most appropriate evidence to determine fair value.

The City's building & improvement assets such as the City's Depot, Community Halls and Club houses, Pavilion, etc. which are considered to be of a "specialised nature" (non – market type properties which are not readily traded in the market place) are valued in 2017 by professionally qualified Registered Valuers using the cost approach. This approach is commonly referred to as the depreciated replacement cost (DRC).

The "DRC" approach considers the cost (sourced from cost guides such as Rawlinsons, Cordell, professional quantity surveyors and recent construction costs for similar projects throughout Western Australia) to reproduce or replace similar assets with an asset in new condition, including allowance for installation, less an amount for depreciation in the form of accrued physical wear and tear, economic and functional obsolescence. The depreciation consists of a combination of unit rates based on square metres and quantification of the component parts of the asset (level 2 valuation inputs). Other inputs (i.e. remaining useful life, asset condition and utility) required extensive professional judgement and impacted significantly on the final determination of fair value. Therefore, specialised building assets were classified as having been valued using Level 3 valuation inputs.

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37. FAIR VALUE MEASUREMENT (Continued)

(c) Valuation techniques and inputs used to derive fair values (Continued)

Plant and Equipment

Plant and equipment were revalued in 2016 as part of the mandatory requirements embodied in Local Government (Financial Management) Regulation 17A. Whilst the additions since 1 July 2016 have been brought in the books at cost, given they were acquired at arm's length and any accumulated depreciation reflects the usage of service potential, it is considered that the recorded written down values approximate fair values. Thus, the value of the class of assets in the City's books is considered to be in accordance with Local Government (Financial Management (Regulation) 17A (2), which requires these assets to be shown at fair value.

Most plant and equipment assets are generally valued using the market and cost approach using comparable sales and relevant industry market price reference guides, and have been classified as being valued at Level 2 of the fair value hierarchy. The most significant inputs into this valuation approach are the make, size, model, year of manufacture and condition.

Infrastructure Assets

The infrastructure assets valuation was carried out by an independent valuer in 2015. The assets which were the focus of this project included the following:

- Roads
- Footpaths
- Rights of Way
- Drainage
- Park Development
- Car Park Development
- Other Infrastructure Assets

The valuation was undertaken using the City's inventory data. The data for car parks and parks had recently been updated and are of a moderate to high confidence level. The inventory of drainage is of a low confidence level.

The valuation process has been performed in accordance with accepted accounting standards (e.g. AASB 116 and AASB 13) and other best practice asset and financial management guides (e.g. International Infrastructure Management Manual 2011© and Australian Infrastructure Financial Management Guidelines 2011©). All assets have been valued using unit rate costs, sourced from the City, local suppliers or the Rawlinsons Australian Construction Handbook 2005 (Edition 33).

(d) Disclosed Fair Value Measurements

The following assets and liabilities are not measured at fair value in the statement of financial position, but their fair values are disclosed in the notes:

Borrowings

The following table provides the level of fair value hierarchy within which the disclosed fair value measurements are categorised in their entirety and a description of the valuation technique(s) and inputs used:

Description	Note	Fair Value Hierarchy Level	Valuation Technique(s)	Inputs Used
Liabilities				
Borrowings	8(a)	2	Income approach using discounted cash flow methodology	Current treasury borrowing rates for similar instruments

There has been no change in the valuation technique(s) used to calculate the fair values disclosed in the notes to the financial statements.

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38. RELATED PARTY TRANSACTIONS

Key Management Personnel (KMP) Compensation Disclosure

	2017
	\$
The total of remuneration paid to KMP of the City during the year are as follows:	
Short-term employee benefits	1,130,057
Post-employment benefits	138,825
Other long-term benefits	135,659
Termination benefits	-
	<u>1,404,541</u>

Short-term employee benefits

These amounts include all salary, paid leave, fringe benefits and cash bonuses awarded to KMP except for details in respect to fees and benefits paid to elected members which may be found at Note 30.

Post-employment benefits

These amounts are the current-year's estimated cost of providing for the City's superannuation contributions made during the year.

Other long-term benefits

These amounts represent long service benefits accruing during the year.

Termination benefits

These amounts represent termination benefits paid to KMP (Note: may or may not be applicable in any given year).

Related Parties

The City's main related parties are as follows:

i. Key management personnel

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any elected member, are considered key management personnel. The City includes elected members and members of the executive management team in the definition of Key Management Personnel. Compensation paid to elected members identified in Note 30.

ii. Entities subject to significant influence by the City

An entity that has the power to participate in the financial and operating policy decisions of an entity, but does not have control over those policies, is an entity which holds significant influence. Significant influence may be gained by share ownership, statute or agreement.

iii. Joint venture entities accounted for under the equity method

The City has a one-twelfth interest in Mindarie Regional Council and Tamala Park Regional Council. The interest in the joint venture entity is accounted for in these financial statements using the equity method of accounting. For details of interests held in joint venture entities, refer to Note 10.

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38. RELATED PARTY TRANSACTIONS (Continued)

Transactions with Related Parties

Transactions between related parties are on normal commercial terms and conditions no more favourable than those available to other parties unless otherwise stated. All of the following amounts relate to joint venture entities.

	2017
	\$
Associated Companies / Individuals:	
Sale of goods and services	58,748 *
Purchase of goods and services	2,367,378 *
Joint venture entities:	
Distributions received from joint venture entities	916,666
Amounts outstanding from related parties:	
Trade and other receivables	5,394
Loans to associated entities	-
Loans to key management personnel	-
Amounts payable to related parties:	
Trade and other payables	58,371
Loans from associated entities	9,816

Note: Transitional provisions contained within AASB 2015-16 do not require comparative related party disclosures to be presented in the period of initial application. As a consequence, only disclosures in relation to the current year have been presented.

* The amounts disclosed under Associated Companies/Individuals are exclusive of GST.

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39. FINANCIAL RATIOS OF THE ACCOUNTS

	2017	2016	2015
Current Ratio	1.38	1.32	1.04
Asset Sustainability Ratio	0.50	0.55*	0.47*
Debt Service Cover Ratio	6.10	7.54	5.75
Operating Surplus Ratio	0.02	0.06*	0.09*
Own Source Revenue Coverage Ratio	0.99	1.04*	1.03*

The above ratios are calculated as follows:

Current Ratio	$\frac{\text{Current Assets} - \text{Restricted Assets}}{\text{Current Liabilities} - \text{Liabilities associated with Restricted Assets}}$
Asset Sustainability Ratio	$\frac{\text{Capital Renewal and Replacement Expenditure}}{\text{Depreciation Expense}}$
Debt Service Cover Ratio	$\frac{\text{Annual Operating Surplus Before Interest and Depreciation}}{\text{Principal and Interest}}$
Operating Surplus Ratio	$\frac{\text{Operating Revenue} - \text{Operating Expenses}}{\text{Own Source Operating Revenue}}$
Own Source Revenue Coverage Ratio	$\frac{\text{Own Source Operating Revenue}}{\text{Operating Expenses}}$

Notes:

Information relating to the asset consumption ratio and the asset renewal funding ratio can be found at Supplementary Ratio Information on Page 79 of this document.

Three of the 2017 ratios disclosed above were distorted by the early receipt of half of the allocation of the 2017-2018 Financial Assistance Grant in June 2017.

The early payment of the grant increased operating revenue in 2017 by \$583,015.

Three of the 2016 and 2015 ratios disclosed above were distorted by the early receipt of half of the allocation of 2015-16 Financial Assistance Grant on 30 June 2015.

The early payment of the grant increased operating revenue in 2015 and decreased operating revenue in 2016 by \$576,865.

If recognised in the year to which the allocation related, the calculations in the 2017, 2016 and 2015 columns above would be as follows:

	2017	2016	2015
Current Ratio	1.32	1.37	0.98
Debt Service Cover Ratio	5.78	7.86	5.56
Operating Surplus Ratio	0.01	0.07	0.08

* The 2015-16 and 2014-15 results for these ratios differ from those previously reported due to prior-year adjustments addressed in Note 40. The Asset Sustainability ratio has also been amended for prior years to include the impact of consideration received for disposals of assets.

AUDIT COMMITTEE ATTACHMENTS

21 NOVEMBER 2017

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

40. PRIOR PERIOD CORRECTIONS

Balances relating to the 2016 comparative year have been amended due to the correction of prior period balances. These amendments have been adjusted as shown below and, in accordance with the requirements of AASB101, a statement of financial position as at the beginning of the earliest comparative period has been included (refer statement of financial position column labelled as at 1 July 2015).

A number of prior period corrections have been made for this annual report.

In March 2012 the City leased *nib Stadium* (Perth Oval) to the State Government for a term of 25 years. Under the terms of the lease, whilst the City retains ownership of the assets at the facility, the Lessee assumes the rights and responsibilities over the assets including the responsibility to maintain and renew those assets. In 2012-13 and 2013-14 the Lessee undertook a redevelopment program to upgrade and replace facilities at this site. The total project cost in excess of \$80 million.

During the first revaluation of Land and Buildings in 2013-14 the City did not revalue the existing assets or recognise the new assets at *nib Stadium*. As at 30 June 2017 the City has recognised and revalued all assets at this facility; and made prior-period adjustments to recognise the value of these assets as they existed at 30 June 2014.

As the City bears no responsibility for maintenance or renewal for the assets at *nib Stadium*, the City will not depreciate these assets. Changes to valuations will be recognised during triennial revaluations. Any depreciation charged in the years 2013-14 to 2016-17 has now been reversed.

Effect of the above:	Original Balance \$	Amount of Adjustment \$	Adjusted Balance \$
<u>Changes to Financial Statements</u>			
Statement of Comprehensive Income			
- by Nature or Type			
Expenses			
Depreciation on Non-Current Assets	(10,089,839)	559,010	(9,530,829)
- by Program			
Expenses			
Recreation and Culture	(21,715,541)	559,010	(21,156,531)
Statement of Financial Position			
Non-Current Assets			
Property, Plant and Equipment	137,691,915	77,246,463	214,938,377
Equity			
Retained Surplus	129,016,231	1,677,029	130,693,260
Revaluation Surplus	134,941,124	75,569,434	210,510,558
Rate Setting Statement			
Operating Expenses			
Recreation and Culture	(22,808,861)	559,010	(22,249,851)
Operating Non-Cash Adjustments			
Depreciation and amortisation on assets	10,089,839	(559,010)	9,530,829

AUDIT COMMITTEE ATTACHMENTS

21 NOVEMBER 2017

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

40. PRIOR PERIOD CORRECTIONS (Continued)	Original Balance \$	Amount of Adjustment \$	Adjusted Balance \$
<u>Changes to Notes of the Financial Report</u>			
Note 7(b) - Depreciation			
Buildings	4,267,032	(559,010)	3,708,022
Total	<u>10,089,839</u>	<u>(559,010)</u>	<u>9,530,829</u>
Note 11 - Revaluation Surplus			
Buildings	29,302,079	75,569,434	104,871,513
Note 18 - Property, Plant and Equipment			
Buildings at:			
- Independent Valuation 2014 - Level 2	4,613,873	-	4,613,873
- Independent Valuation 2014 - Level 3	145,559,812	(14,260,204)	131,299,607
- Management Valuation 2014 - Level 3	-	82,272,211	82,272,211
- Additions after Valuation - Cost	1,801,556	-	1,801,556
Less: Accumulated Depreciation	<u>(75,059,020)</u>	<u>9,234,456</u>	<u>(65,824,564)</u>
Total	<u>76,916,221</u>	<u>77,246,463</u>	<u>154,162,683</u>
Note 24 - Notes to the Statement of Cash Flows			
Reconciliation of Net Cash provided by Operating Activities to Net Result			
Net Result from Operating Activities	4,185,420	559,010	4,744,429
Depreciation	10,089,839	(559,010)	9,530,829
Note 33 - Total Assets Classified By Function and Activity			
Recreation and Culture	128,237,315	77,246,463	205,483,778
Total	<u>297,145,871</u>	<u>77,246,463</u>	<u>374,392,334</u>
Note 37 - Fair Value Measurement			
Non-Financial Assets 30 June 2016			
Buildings - Level 3	76,916,221	77,246,463	154,162,683

AUDIT COMMITTEE ATTACHMENTS

21 NOVEMBER 2017

CITY OF VINCENT
SUPPLEMENTARY RATIO INFORMATION
FOR THE YEAR ENDED 30TH JUNE 2017

SUPPLEMENTARY FINANCIAL RATIOS

The following information relates to those ratios which only require an attestation they have been checked and supported by verifiable information. It does not form part of the financial report.

	2017	2016	2015
Asset Consumption Ratio*	0.76	0.77*	0.78*
Asset Renewal Funding Ratio [#]	-	-	-

The above ratios are calculated as follows:

Asset Consumption Ratio	$\frac{\text{Depreciated Replacement Cost of Assets}}{\text{Current Replacement Cost of Depreciable Assets}}$
Asset Renewal Funding Ratio	$\frac{\text{NPV of Planned Capital Renewals Over 10 Years}}{\text{NPV of Required Capital Expenditure Over 10 Years}}$

* The 2015-16 and 2014-15 results for these ratios differ from those previously reported due to prior-year adjustments addressed in Note 40.

* The calculation of the Asset Consumption Ratio excludes the value of the assets at *nib Stadium* (Perth Oval). This facility is leased by the State Government and managed by VenuesWest. Whilst the City retains ownership of facility and the assets, the Lessee has responsibility to maintain and renew the assets over the term of the lease.

[#] This ratio is dependent on an understanding of the level of renewal required across all asset categories. The City is in the process of undertaking detailed condition reporting which will enable the development of renewal programmes to meet agreed service levels. This ratio will be reviewed in the next LTFP.

AUDIT COMMITTEE MINUTES

21 NOVEMBER 2017

5.4 DRAFT RISK MANAGEMENT STRATEGY

TRIM Ref: D17/156008

Author: Tim Evans, Manager Governance and Risk

Authoriser: Len Kosova, Chief Executive Officer

Attachments: Nil

RECOMMENDATION:

That the Audit Committee:

1. ENDORSES the draft Risk Management Strategy included as attachment 1 and RECOMMENDS it to Council for adoption; and
2. NOTES that the Operational Risk Management Plan will be presented to the Audit Committee at its first meeting in 2018.

Moved: Cr Gontaszewski, Seconded: Mayor Cole

That the recommendation be adopted.

Moved: Cr Gontaszewski, Seconded: Mayor ColePROPOSED AMENDMENT

That the recommendation be amended as follows:

"That the Audit Committee:

1. ~~ENDORSES~~ NOTES the draft Risk Management Strategy included as attachment 1 and ~~RECOMMENDS~~ it to Council for adoption; and
2. ENDORSES the Implementation Strategies contained within the draft Risk Management Strategy;
3. RECOMMENDS that a further report be provided to Council relating to the interaction between the different elements of the City of Vincent Risk Management Strategy and Risk Management Policy framework; and
- 2.4. NOTES that the Operational Risk Management Plan will be presented to the Audit Committee at its first meeting in 2018."

AMENDMENT CARRIED UNANIMOUSLY (6-0)

For: Mr Manifis, Ms Hunt, Mayor Cole, Cr Gontaszewski, Cr Loden and Cr Topelberg

Against: Nil

(Cr Harley was not in attendance and did not vote.)

AUDIT COMMITTEE MINUTES21 NOVEMBER 2017

COMMITTEE DECISION ITEM 5.4

Moved: Cr Gontaszewski, Seconded: Mayor Cole

That the Audit Committee:

1. NOTES the draft Risk Management Strategy;
2. ENDORSES the Implementation Strategies contained within the draft Risk Management Strategy;
3. RECOMMENDS that a further report be provided to Council relating to the interaction between the different elements of the City of Vincent Risk Management Strategy and Risk Management framework; and
4. NOTES that the Operational Risk Management Plan will be presented to the Audit Committee at its first meeting in 2018.

CARRIED UNANIMOUSLY (6-0)

For: Mr Manifis, Ms Hunt, Mayor Cole, Cr Gontaszewski, Cr Loden and Cr Topelberg

Against: Nil

(Cr Harley was not in attendance and did not vote.)

At 2:46 pm, Cr Susan Gontaszewski left the meeting.


AUDIT COMMITTEE MINUTES21 NOVEMBER 2017

5.5 REVIEW OF THE CITY OF VINCENT AUDIT LOG

TRIM Ref: D17/155976

Author: Emma Simmons, Governance and Council Support Officer

Authoriser: John Paton, Director Corporate Services

Attachments: 1. City of Vincent Master Audit Log 

RECOMMENDATION:

That the Audit Committee NOTES the status of the City's Audit Log as shown in Attachment 1.

COMMITTEE DECISION ITEM 5.5Moved: Mr Manifis, Seconded: Cr Topelberg

That the recommendation be adopted.

CARRIED UNANIMOUSLY (5-0)

For: Mr Manifis, Ms Hunt, Mayor Cole, Cr Loden and Cr Topelberg

Against: Nil

(Cr Gontaszewski was absent from the Council Chamber and did not vote.)

(Cr Harley was not in attendance and did not vote.)

AUDIT COMMITTEE ATTACHMENTS

21 NOVEMBER 2017

ITEM NUMBER	ITEM	AUDIT NAME	AUDITORS COMMENTS	FINDING ID	AUDITORS FINDINGS	RISK RATING	MANAGEMENT RESPONSE	ACTION	RESPONSIBLE OFFICER	PROPOSED COMPLETION DATE
Item 1	Purchasers and Payments	Interim Audit 2015	<p>The following matters were noted and are brought to your attention:</p> <p>(i) We noted two instances (out of 18 samples tested) that the purchase orders were not raised for the procurement of goods and services.</p> <p>We request that purchase orders be raised when the goods and services are ordered. This will ensure adherence to City's purchasing policy.</p> <p>We recommend that background checks be performed as an anti-fraud control on new suppliers before entry into the Authority system. Such checks should be attached to support the existing completed "Creditor Form" and stored for record-keeping purposes.</p> <p>This matter was raised in our previous interim audit management letter dated 22 April 2014.</p> <p>We recommend that, as an additional monitoring control, a master file change report be generated on a regular basis for review by management to ensure that updates to the creditors system only contain valid and authorised details.</p> <p>This matter was raised in our previous interim audit management letter dated 22 April 2014.</p>			Not Rated	<p>The two payments without purchase orders were covered by tendered construction contracts, which were approved by Council and signed in 2008 (with variations approved in 2010 and 2014 respectively). Normally, a purchase order would be raised as well but this didn't happen in these two cases.</p> <p>The City's purchasing policy and the related procedures will be reviewed during 2015/16.</p> <p>Initial reaction is that these additions represent a small risk as they are normally added for relatively small transactions. A check is made that the organisation exists and the AEN is correct. The purchasing policy is followed for purchases, so competitive quotes have been received before proceeding.</p> <p>An increased level of checking and verification is used for tenders for large purchases or projects, as due diligence is performed as part of the tender evaluation process.</p> <p>A review of these processes will be performed during the 2015-16 financial year.</p> <p>The City's Internal Auditors raised the same issue with payroll. Since then, a master file change report has been developed for both Payroll and Creditors. The payroll change report is now in use and the creditors report is now being tested.</p>	<p>Action Item 1.5 Draft policy & procedure developed. Consultation phase to follow.</p> <p>June 2016 Not yet completed. Proposed new timeframe - March 2017.</p> <p>March 2017 Not yet completed. Proposed new timeframe - June 2017.</p> <p>May 2017 On track for proposed completion date.</p> <p>July 2017 A report detailing the proposed revised purchasing policy is being presented to the Audit Committee 18 July 2017. Associated procedures are still being developed. Proposed new timeframe - September 2017.</p> <p>September 2017 The revised purchasing policy is scheduled for inclusion in the Council Workshop 31 October 2017 and is to be submitted to Council Meeting 14 November 2017. Proposed new timeframe - 14 November 2017.</p> <p>November 2017 The revised purchasing policy is scheduled for inclusion in the Council meeting 12 December 2017. Proposed new timeframe - 12 December 2017.</p>	Manager Finance	12-Dec-17
Item 2	Rates	Interim Audit 2015	<p>We recommend that procedures be introduced to ensure that the major GRV revaluation reconciliation report is signed off by the preparer and initialed by a senior officer independent of the reconciliation process to indicate that the reconciliation is correct and all exceptions and errors have been rectified.</p>			Not Rated	<p>Rates processes and procedures will be reviewed during the 2015-16 financial year and new procedures will be developed in-line with the new organisational standard for procedures.</p>	<p>Action Item 2.1 New procedures are to be developed in-line with the new organisational standard for procedures. June 2016.</p> <p>June 2016 Not yet completed. Proposed new timeframe - March 2017.</p> <p>March 2017 Not yet completed. Proposed new timeframe - June 2017.</p> <p>May 2017 On track for proposed completion date.</p> <p>July 2017 A procedure has been drafted during the current GRV revaluation process. This is currently being finalised. Proposed new timeframe - August 2017.</p> <p>September 2017 A procedure has now been prepared D17160217 and will be presented to the Auditors on 28 September 2017. Proposed new timeframe - 28 September 2017.</p> <p>November 2017 Recommended for closure - awaiting sign-off from internal auditor.</p>	Manager Finance	24-Nov-17
Item 3	Journal Entries	Interim Audit 2015	<p>We recommend that a documented policy be created which addresses the use of standard entries, non-routine entries (corrections and adjustments) and unusual or management-requested entries. This includes details on sequential numbering, the requirement for journals to be adequately explained or supported by appropriate documentation and the approved officers who can raise or authorise journal entries. Further, the policy may incorporate the procedures used to initiate, authorise, record, and process journal entries in the general ledger.</p> <p>This matter was raised in our previous interim audit management letter dated 22 April 2014.</p>			Not Rated	<p>It is accepted that there should be appropriate delegations of authority for the authorisation of journals and policy and/or procedures covering the development, approval, processing and filing of journals.</p> <p>These processes and procedures will be reviewed during the 2015/16 financial year and new procedures will be developed in-line with the new organisational standard for procedures.</p>	<p>Action Item 3.1 Develop appropriate delegations of authority for the authorisation of journals and policy and/or procedures covering the development, approval, processing and filing of journals.</p> <p>June 2016 Partially completed. Delegations have been reviewed and appropriate delegations are now in place. Procedures for the development, approval, processing and filing of journals are in place but not yet been documented. Expected to be complete by December 2016.</p> <p>March 2017 Partially completed. Proposed new timeframe - April 2017.</p> <p>May 2017 Draft procedure completed. Currently under evaluation. Will be completed by the end of the month. Proposed new timeframe - 31 May 2017.</p> <p>July 2017 A procedure has been completed. This is available for the auditors to review at their next visit D17/80512. Proposed new timeframe - August 2017.</p> <p>September 2017 This procedure will be presented to the Auditor on 28 September 2017. Proposed new timeframe - 28 September 2017.</p> <p>November 2017 Recommended for closure - awaiting sign-off from internal auditor.</p>	Manager Finance	24-Nov-17

Item 5.5- Attachment 1

AUDIT COMMITTEE ATTACHMENTS

21 NOVEMBER 2017

ITEM NUMBER	ITEM	AUDIT NAME	AUDITORS COMMENTS	FINDING ID	AUDITORS FINDINGS	RISK RATING	MANAGEMENT RESPONSE	ACTION	RESPONSIBLE OFFICER	PROPOSED COMPLETION DATE
Item 5	Rates	Internal Audit 2015	Written procedures were not formalised and based on an organisation wide standard template.	3.1.1	Rates procedures should be documented based on an organisation wide template. The procedures should be reviewed and updated as required. This will allow employees to clearly understand their roles and responsibilities within predefined limits and allow management to guide operations without constant management intervention, as well as help ensure staff involved give due consideration to appropriate risk management for processing rates.	Low	Rates procedures are available in note format. Agreed that such procedures require formal documentation which is reviewed and updated as required. Senior Rates Officer to undertake formalisation of documenting all relevant procedures following the June-September peak period. The MPS and the MHR will work with the rest of the organisation to develop and implement a standard process for the development, approval, appropriate storage/access and standard template for administration procedures.	Action Item 5.1 The MPS and the MHR will work with the rest of the organisation to develop and implement a standard process for the development, approval, appropriate storage/access and standard template for administration procedures. November 2016 Partially Completed. A standard template for Administration Procedures (D16/121564) has been developed along with standard guidelines for development, approval and storage (D16/121564). Rates procedures not yet updated. Proposed new timeframe - March 2017. March 2017 Currently highlighting a list of procedures considered as high risk with regulatory or legislative implications. Proposed timeframe for high risk procedures - June 2017. Proposed timeframe for remaining low risk procedures- year end 2017. May 2017 On track for proposed completion date. July 2017 Finance is progressively documenting procedures for Rates and has identified the need for 12 rates procedures in total. These have been prioritised on a risk basis. 2 are completed (Debt Recovery D17/80803), and Rates Exemptions D17/80815). 4 are currently in progress (including General Revaluations and End-of-Year, as we are currently in the midst of these processes). These 6 will be completed, implemented and available for the auditors to review at their next visit. The remaining 6 will be drafted in the next 6 months. September 2017 High priority procedures have been developed and will be presented to the Auditors on 28 September 2017. November 2017 2 of 6 procedures sent to internal auditor for sign-off. Proposed new timeframe - 31 March 2018	Manager Finance	31 Mar 18
Item 7	Payroll	Internal Audit 2015	Written payroll procedures were not formalised and based on an organisation wide standard template	3.2.3	Payroll procedures should be documented based on an organisation wide template. The procedures should be reviewed and updated as required. This will allow employees to clearly understand their roles and responsibilities within predefined limits and allow management to guide operations without constant management intervention, as well as help ensure staff involved give due consideration to appropriate risk management for processing the payroll.	Low	The Payroll Officer currently maintains two sets of procedures - a lengthy step by step instruction and an abridged version. The MPS and the MHR will work with the rest of the organisation to develop and implement a standard process for the development, approval, appropriate storage/access and standard template for administration procedures.	Action Item 7.1 The MPS and the MHR will work with the rest of the organisation to develop and implement a standard process for the development, approval, appropriate storage/access and standard template for administration procedures. November 2016 Partially Completed. A standard template for Administration Procedures (D16/121564) has been developed along with standard guidelines for development, approval and storage (D16/121564). March 2017 Not yet complete. An additional payroll support officer commenced on 7 March 2017 which has provided the capacity to address this item. It is proposed that this will be completed by August 2017. May 2017 On track for proposed completion date. July 2017 A Payroll procedure and working instructions are currently being drafted. On track for proposed completion date. September 2017 A payroll procedure and working instructions have been drafted and are being reviewed by the Manager HR. These will be reviewed by the CEO for approval along with all of the HR policies. November 2017 Payroll procedure working instructions have been drafted and are being reviewed by the Manager HR. Proposed new timeframe - 31 December 2017	Manager Human Resources/ Manager Financial Services	31-Dec-17
Item 8	Fringe Benefits Tax (FBT)	Internal Audit 2015	There were no written FBT procedures in place.	3.3.3	FBT procedures should be documented based on an organisation wide template. The procedures should be reviewed and updated as required. This will allow employees to clearly understand their roles and responsibilities within predefined limits and allow management to guide operations without constant management intervention, as well as help ensure staff involved give due consideration to appropriate risk management for processing FBT data and preparing the FBT annual return.	Low	FBT procedures are available in note format. Agreed that such procedures require formal documentation which is reviewed and updated as required. Finance Officer to undertake formalisation of documenting	Action Item 8.1 Finance Officer to undertake formalisation of documenting FBT Procedures. Completion by December 2015. November 2016 Not yet completed. Expected to be complete by December 2016. March 2017 FBT work instructions are currently being collated into a procedure, using the new template. The finalisation and review of the procedure will align with the preparation and submission of the annual FBT return. May 2017 On track for proposed completion date. July 2017 A procedure has been drafted during the recent FBT year-end process. This is currently being finalised. September 2017 Procedures for the FBT year end process have been drafted D17/81011. It is anticipated that this will be finalised by 28 September 2017. November 2017 This is still to be presented to the auditors. Proposed new timeframe - 24 November 2017	Accountant	24-Nov-17

Item 5.5- Attachment 1

AUDIT COMMITTEE ATTACHMENTS

21 NOVEMBER 2017

ITEM NUMBER	ITEM	AUDIT NAME	AUDITOR'S COMMENTS	FINDING ID	AUDITOR'S FINDINGS	RISK RATING	MANAGEMENT RESPONSE	ACTION	RESPONSIBLE OFFICER	PROPOSED COMPLETION DATE
Item 10	Purchases, Creditors & Payments	Interim Audit 2016	Amendments to the Local Government (Function and General) Regulations 1996 were published in the Government Gazette on 18 September 2015 and became effective from 1 October 2015. One of the amendments was to increase the tender threshold from \$150,000 to \$155,000. We observed that the City has not revised its Purchasing Policy to incorporate this amendment since the change in legislation. We further noted that the policy has not been reviewed since 28 February 2012. We recommend that the City's Purchasing Policy be reviewed without delay and all required amendments are incorporated and thereafter reviewed on a regular basis.	ii	-	Not Rated	Noted and this issue is included in the current review of the Purchasing Policy.	<p>Action Item 10.1</p> <p>Amend Purchasing Policy</p> <p>March 2017</p> <p>On Track for proposed completion date 30 June 2017</p> <p>May 2017</p> <p>On Track for proposed completion date 30 June 2017.</p> <p>July 2017</p> <p>A report detailing the proposed revised purchasing policy is being presented to the Audit Committee 18 July 2017</p> <p>Proposed new timeframe - 18 July 2017.</p> <p>September 2017</p> <p>The purchasing policy will be presented to the Council Workshop 31 October 2017 and presented to the OMC 14 November 2017</p> <p>Proposed new timeframe - September 2017.</p> <p>November 2017</p> <p>The revised purchasing policy is scheduled for inclusion in the Council meeting 12 December 2017</p> <p>Proposed new timeframe - 12 December 2017</p>	Manager Finance	12-Dec-17
Item 11	Purchases, Creditors & Payments	Interim Audit 2016	We noted that the City's Purchasing Policy does not provide any guidance with respect to obtaining quotations if the goods or services are to be acquired through the Council Purchasing Service of WALGA. Regulation 11(2) of the Local Government (Functions and General) Regulations 1996 stipulates that tenders do not have to be publicly invited if the supply of the goods or services is to be obtained through the Council Purchasing Service of WALGA.	iv	<p>On a previous occasion, we sought clarification with WALGA and the Department of Local Government and Communities on this matter and were advised as follows:</p> <ul style="list-style-type: none"> Where the intended purchase is under the \$150,000 threshold, the local government should follow its purchasing policy with respect to obtaining quotations from either WALGA preferred suppliers or non-WALGA suppliers. Where the intended purchase is over the \$150,000 threshold and the local government wishes to use the Council Purchasing Service of WALGA without going through the tender process, it is best practice for the local government to follow the process of obtaining quotations from the WALGA panel on suppliers. This will ensure that the local government is procuring goods and services at best value for money. <p>Based on the clarification obtained above, in our opinion, the City's Purchasing Policy should be reviewed and amended to provide City staff with guidance for acquiring goods and services from the WALGA panel where the procurement is over \$150,000. Where the procurement is under \$150,000 staff should follow the City's purchasing policy in line with obtaining quotations based on the procurement thresholds irrespective of the source of the suppliers.</p>	Not Rated	Noted and will be addressed in the current review of the Purchasing Policy.	<p>Action Item 11.1</p> <p>Amend Purchasing Policy</p> <p>March 2017</p> <p>On Track for proposed completion date 30 June 2017.</p> <p>May 2017</p> <p>On Track for proposed completion date 30 June 2017.</p> <p>July 2017</p> <p>A report detailing the proposed revised purchasing policy is being presented to the Audit Committee 18 July 2017</p> <p>Proposed new timeframe - September 2017.</p> <p>September 2017</p> <p>The purchasing policy will be presented to the Council Workshop 31 October 2017 and presented to the OMC 14 November 2017</p> <p>Proposed new timeframe - 14 November 2017.</p> <p>November 2017</p> <p>The revised purchasing policy is scheduled for inclusion in the Council meeting 12 December 2017</p> <p>Proposed new timeframe - 12 December 2017</p>	Manager Finance	12-Dec-17
Item 15	Payroll	Interim Audit 2016	<p>We examined the City's payroll system in the following areas:</p> <ul style="list-style-type: none"> Reviewing the policies and procedures at the City in relation to the Payroll system Staff additions and terminations Changes to employees pay, including variations to PAYE Authorisation and monitoring of leave taken by employees Processing of payroll Segregation of duties 		<p>The following matters were noted and are brought to your attention:</p> <p>i) The City's 'Annual Leave and Long Service Leave Policy No. 5.7.4' stipulates that the City may require an employee to take annual leave by giving at least four weeks' notice where more than eight weeks' leave is accrued, provided the employee retains a balance of at least 8 weeks.</p> <p>During our review of the employee annual leave entitlement balances as at 11 March 2016, we noted that 22 employees with accrued annual leave in excess of 8 weeks (304 hours) to a maximum of 18 weeks (687 hours).</p> <p>Excess annual leave entitlements may have adverse effects on the City including:</p> <ul style="list-style-type: none"> Key staff not being rotated, a preventative control against fraud. Health and safety concerns with staff members not taking their annual entitlements, and Increase the City's costs given salary rises and increments over time. 	Not Rated	<p>In May 2016 the Acting Manager HR advised the Managers and Directors of the excessive leave accruals within their teams (by this stage 17 employees in total). Managers and Directors were advised to work with their employees and put in place an Excess Leave Management Plan for their staff with excessive leave accruals to bring their leave accruals to 8 weeks maximum. These excess leave management plans generally work to reduce the leave over a period of 12, 18 or 24 months. This process is still ongoing and will continue to be monitored whilst we have employees with excessive leave</p>	<p>Action Item 15.1</p> <p>Ongoing review of excess leave management plan.</p> <p>March 2017</p> <p>Leave management plans are in place for some employees with excessive leave balances. This process is ongoing and will continue to be monitored and leave management plans introduced as leave balances continue to increase</p> <p>May 2017</p> <p>Leave management plans continue to be introduced for employees with excessive leave balances, as well as the provision for cashing out of leave within Award restrictions. This process is ongoing and will continue to be monitored to keep leave balances within reasonable limits.</p> <p>July 2017</p> <p>Excessive leave accruals continue to be managed by the relevant Manager. A procedure is being drafted by the HR team to formalise the process of identifying and managing or cashing out excessive leave. This will be in place by October 2017.</p> <p>September 2017</p> <p>All employees who have over 8 weeks of annual leave have been contacted by their Manager to either plan to take leave or to cash out a portion. Requirements for cashing out leave are now included within the draft Employee Handbook.</p> <p>November 2017</p> <p>The Employee Handbook is currently with the CEO for review and approval</p> <p>Proposed new timeframe - 31 December 2017</p>	Manager HR	31-Dec-17

Item 5.5- Attachment 1

AUDIT COMMITTEE ATTACHMENTS

21 NOVEMBER 2017

ITEM NUMBER	ITEM	AUDIT NAME	AUDITORS COMMENTS	FINDING ID	AUDITORS FINDINGS	RISK RATING	MANAGEMENT RESPONSE	ACTION	RESPONSIBLE OFFICER	PROPOSED COMPLETION DATE
Item 19	3.1 Trust Funds	Internal Audit 2016	The trust ledger reflects Cash in leu - Car Park Contributions of \$124m, whereas actual funds are physically held in the Municipal bank account. Discussion held with Christine Devenish, Administration Officer for Development Services revealed that planning approval is valid for 2 years for applicants to obtain a building permit. Once a building permit is obtained, there is a further one year allowed to commence the building process. Therefore, within the first 3 years, the applicant is entitled to apply for a refund for cash in leu - car park contributions. As a result, the City should not keep these funds in the Municipal account.	3.1.1	These funds should be held in the Trust bank account for as long as the applicant is entitled to apply for a refund.	Medium	The timing of the transfer of monies from the trust account to the cash-in-leu reserve should occur at the point when the City has control of the money and that it is no longer able to be called upon by the creditor. However more work needs to be done to ensure that the exact point at which this occurs is better defined.	Action Item 19.1 Develop a documented Administration Procedure for accepting and managing cash-in-leu payments. March 2017 On track. May 2017 On track for proposed completion date. July 2017 Development Services have been reviewing the processes for the collection and management of Cash-in-Leu and %for-Art payments. The main question to be resolved is when the City has control of the funds – that is, when can the developer no longer ask for the refund of the monies with-out assessment by the City. Finance has finished the reconciliation of funds held for %for-Art and is now starting on Cash-in-Leu. Development Services will now compare the deposits still held with the progress/stage of the individual developments. Target is to finish both as part of the year-end process – Aug 17. Proposed new timeframe – August 2017. September 2017 On track for proposed completion date 31 October 2017 November 2017 This was not addressed during the audit due to the Finance Manager's absence. Proposed new timeframe - February 2018	Manager Finance & Manager Approval Services	28-Feb-18
Item 21	3.1 Trust Funds	Internal Audit 2016	The Trust account reflects unclaimed monies held for more than 10 years.	3.1.4	Where money has been held in the trust fund for more than 10 years, it should be returned. If the owner cannot be identified, the provisions of section 6(9)(c) of the Local Government Act should be followed together with guidelines relating to unclaimed monies on the Department of Treasury's website.	Low	The Finance section undertake a review of aged work bonds in trust each November / December. However, no process is currently in place for other trust money such as key and hall bonds. It is considered that an annual review is appropriate, however this review needs to be expanded to cover all trust money.	Action Item 21.1 Expand annual review of money held in trust to incorporate all trust money rather than just Work bonds. March 2017 As this is considered low risk rating, resources have been allocated to higher risk areas. Proposed new timeframe - to be included in the annual review year end 2017. May 2017 On track for proposed completion date 30 June 2017. July 2017 As a low-risk item, this is scheduled for review after 2016-17 year-end and audit. Completion by 31/10/17. Proposed new timeframe - 31 October 2017. September 2017 On track for proposed completion date 31 October 2017 November 2017 2016/17 review of trust funds is complete and signed off by external auditors. Complete.	Manager Finance	Complete
Item 24	3.4 Asset Register	Internal Audit 2016	Acquisition of Assets: We noted certain assets in the asset register costing <\$1,000.	3.4.2	The City should consider additional checks to ensure the policy is followed in respect of the \$1,000 capitalisation threshold.	Low	Finance staff have been reminded about the provisions of the Policy in respect to the capitalisation threshold. It is considered that additional checks are not required due to the minor nature of this issue. However, it would be beneficial to clarify any exceptions to the \$1000 threshold in the current procedures and communicate this to the wider organisation.	Action Item 24.1 Review capitalisation procedures with a view to setting out circumstances where the \$1000 may not apply. Communicate to the broader organisation. March 2017 Proposed new timeframe - Year end 2017. May 2017 On track for proposed completion date. July 2017 This will be closed out by the completion of a procedure and position paper for the auditors to review as part of the year-end audit. Proposed new timeframe - September 2017 to align with Item 25.1. September 2017 On track for proposed completion date 30 September 2017 November 2017 This was not addressed during the audit due to the Finance Manager's absence. Proposed new timeframe - January 2018	Manager Finance	31-Jan-18
Item 25	3.4 Asset Register	Internal Audit 2016	Depreciation of Fixed Assets including infrastructure: Depreciation periods should be reviewed	3.4.4	To help ensure the City's depreciation policy accurately reflects the useful lives used in calculating depreciation charges, the policy should be updated to only reflect the useful lives utilised.	Medium	Based on our experience with revaluations and the implementation of the AASB guidance note for AASB116 - Property, Plant and Equipment, we have defined and implemented useful life timeframes that reflect actual utilisation of assets and major asset components. However, with regard to the 2013-14 revaluation of Land and Buildings whilst the revaluation included the calculation of useful lives at a component level, system limitations meant that an average of these useful lives had to be used. The City is investigating ways to achieve recognition of separate asset component useful lives when processing the 2016-17 revaluation of Land and Buildings.	Action Item 25.1 The City will recognise separate useful lives for asset components of buildings when processing the 2016/17 revaluation of land and buildings. Once the component hierarchies have been determined through the 2016/17 financial year end processes, the depreciation policy will be updated to reflect the range of useful lives utilised. March 2017 On track. May 2017 On track for proposed completion date. July 2017 On track for proposed completion date. September 2017 On track for proposed completion date 30 September 2017 November 2017 The City has now recognised separate useful lives for components of building assets as part of the 2016-17 revaluation process. The Accounting Policy for depreciation and useful lives was reviewed as part of the year-end/audit process. Complete	Manager Finance	Complete

AUDIT COMMITTEE ATTACHMENTS

21 NOVEMBER 2017

ITEM NUMBER	ITEM	AUDIT NAME	AUDITORS COMMENTS	FINDING ID	AUDITORS FINDINGS	RISK RATING	MANAGEMENT RESPONSE	ACTION	RESPONSIBLE OFFICER	PROPOSED COMPLETION DATE
Item 26	3.4 Asset Register	Internal Audit 2016	Additions to assets involving construction: Assets involving construction are only capitalised and transferred to the asset register at the end of the financial year.	3.4.6	While capitalisation at the end of the year is usually acceptable, strict compliance with accounting standards would require assets to be depreciated from the date they are brought into use. This should be considered for large items which may have a material impact.	Medium	Agree	<p>Action Item 26.1</p> <p>Finance will base with Technical Services to identify a suitable threshold and develop a process for project completion and capitalisation.</p> <p>March 2017 On track</p> <p>May 2017 On track for proposed completion date 30 May 2017.</p> <p>July 2017 Infrastructure and other constructed assets will be reviewed for completion and capitalised quarterly. Procedure will need to be written and implemented before the end of the September quarter. Proposed new timeframe – 30 September 2017.</p> <p>September 2017 Audit needs to be completed before we can capitalise expenditure. Proposed new timeframe – 31 October 2017.</p> <p>November 2017 The Audit of 2016-17 is now complete (as of 14 Nov) and asset register has now been rolled-over into 2017-18. This means that completed infrastructure assets/projects can now be capitalised. The first of these will be capitalised as part of the November month-end process. Proposed new timeframe – 31 December 2017.</p>	Manager Finance	31-Dec-17
Item 27	4.1 Code of Tendering Policy and Document.	Internal Audit 2017	<p>4.1 Lack of formal Policy / Procedural Guidance may result in unnecessary expenses being incurred and acquisitions being made.</p> <p>4.1.1 Lack of formal Policy / Procedural Guidance available to all employees may result in confusion over how purchases over \$100,000 in value should be prepared for and approved prior to becoming a formal tender.</p>	4.1	<p>We noted that the Code of Tendering Policy provides guidance on the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The content and format of the Request for Tender; <input type="checkbox"/> Advertising the tender and for how long the advertisement should be open; <input type="checkbox"/> How tenders should be received; and <input type="checkbox"/> On closure of the advertisement period, how the tender box should be opened and submissions recorded. <p>However, we note that the Policy lacks guidance regarding the process prior to the proposed purchase becoming a formal tender.</p> <p>We noted that there was no formal Policy or Procedural Manual which clearly outlines how a tender is raised, who is responsible for the process and the components within the process and how the tender should be evaluated.</p>	High	<p>Administration notes that the Code of Tendering is no longer current. It is proposed that this will be rescinded and replaced by a Tendering Administration Procedure.</p> <p>Agreed. It is proposed that the Code of Tendering will be rescinded and replaced by a Tendering Administration Procedure. However, propose that the threshold will be \$100,000 rather than \$100,000 to align with the proposed tender threshold in the draft purchasing policy.</p>	<p>Action Item 27.1</p> <p>Develop Tendering Administration Procedure</p> <p>November 2017 On track</p> <p>Action Item 27.2</p> <p>Incorporate thresholds into Tendering Administration Procedure</p> <p>November 2017 On track</p>	Manager Finance	31-Dec-17
Item 28	4.2 Tendering policy, systems and practices.	Internal Audit 2017	<p>4.2 Lack of clarity regarding the roles and responsibilities of the tendering process leads to an inconsistent approach to tendering being applied and confusion regarding who is responsible for certain key milestones and documents within the tendering process.</p> <p>4.2.1 Lack of understanding of the applicable tender and procurement laws and regulations, as well as the internal tendering policies and procedures, may result in tenders being prepared outside of specified internal policies and procedures, and in the worst case may not be prepared and performed in line with the applicable laws and regulations.</p>		<p>From our discussions with management and staff regarding the current tendering policy, systems and practices in place we note that both management and staff are not fully aware of:</p> <ul style="list-style-type: none"> <input type="checkbox"/> What their role and responsibilities are in relation to the tendering process; <input type="checkbox"/> How they initiate or become a part of the tendering process; and <input type="checkbox"/> What the tendering process actually entails. <p>We noted that management is concerned with the lack of appropriate knowledge regarding the applicable laws and regulations for tendering and procurement, and is concerned that staff have not been provided with sufficient training to produce quality tendering documents.</p>	High	<p>Agreed: Responsibilities relating to tendering will be clearly defined in the Tendering Administration Procedure.</p> <p>A training plan will be developed for rolling out the Tendering Administration Procedure once it is complete.</p>	<p>Action Item 28.1</p> <p>Responsibilities relating to tendering will be clearly defined in the Tendering Administration Procedure.</p> <p>November 2017 On track</p> <p>Action Item 28.2</p> <p>A training plan will be developed for rolling out the Tendering Administration Procedure</p> <p>November 2017 On track</p>	Manager Finance	31-Dec-17 28-Feb-17
Item 30	4.4 Business Case	Internal Audit 2017	<p>Lack of a Business Case being prepared and considered prior to budget allocation may result in unnecessary expenses being authorised and incurred.</p> <p>We recommend that a Business Case is prepared and put forward to Council for review for all purchases of goods and services which will exceed the prescribed \$100,000 in value. The Business Case should tell the Council why the expense needs to be incurred and what the proposed cost will be. Based on the approved Business Case, a budget allocation should then be made.</p>		<p>We were unable to review any Business Case documentation as no formal Business Case had been prepared and submitted to Council for individual consideration for any of the samples selected for testing.</p>	Medium	<p>Council, through its adoption of strategic priorities on 19 April 2016 committed to a new initiative to require a Business Case to be presented to Council and in annual budget papers for all expenditure greater than \$250,000 or proposed to run for 2 or more years.</p> <p>COP Item 4.2 implement a Project Management Framework will set out further details and provisions the development of business case documents.</p>	<p>Action Item 30</p> <p>November 2017</p> <p>Email sent to auditors on 10 November, highlighting the City's Capital and Budget submission process. Advice requested as to whether or not the process satisfies, or could be adapted to satisfy, the audit finding.</p>	Manager Governance and Risk	30-Jun-18

Item 5.5- Attachment 1

AUDIT COMMITTEE ATTACHMENTS

21 NOVEMBER 2017

ITEM NUMBER	ITEM	AUDIT NAME	AUDITORS COMMENTS	FINDING ID	AUDITORS FINDINGS	RISK RATING	MANAGEMENT RESPONSE	ACTION	RESPONSIBLE OFFICER	PROPOSED COMPLETION DATE
Item 31	4.5 Procurement Plan.	Internal Audit 2017	<p>The preparation of a Procurement Plan was only introduced in 2016. We note that the Procurement Plan is a standard template document which is completed by the Project Team and Approved by the Director of the Directorate requesting the tender. While the Procurement Plan is robust and ensures the Project Team are addressing the concerns management have, there appears to be a lack of detail with regards to the evaluation criteria (which is currently only listed with weightings disclosed), definitions and scope.</p> <p>Lack of detail in the Procurement Plan may result in a lack of understanding by the Evaluation Team of the selected criteria and how they are to assess each tender submission against the criteria. In addition, lack of definitions and a scope may result in the evaluator lacking sufficient understanding to appropriately evaluate tender submissions.</p>		<p>Reviewed the format and content of the Procurement Plan.</p> <p>The Procurement Plan template should be reviewed, and where possible, additional detail requested regarding:</p> <ul style="list-style-type: none"> Why the Project Team has selected the listed criteria; How the criteria should be evaluated; What the scope of the tender is; and Definitions of any terms that may not be understood by independent members of the Project Team / Evaluation Team. 	Medium	<p>Agreed. The Procurement Plan template will be amended to address the additional detail noted.</p>	<p>Action Item 31</p> <p>The Procurement Plan template will be amended to address the additional detail noted.</p> <p>November 2017</p> <p>Recommended for closure - awaiting sign-off from internal auditor</p>	Manager Finance	31-Oct-17
Item 32	4.6 Request for Tender content and format.	Internal Audit 2017	<p>We noted that the Request for Tender appears to be mostly consistent from tender to tender, with minimal modifications being applied (including, but not limited to, the tender criteria and weighting). It appears as though the Request for Tender, and as a result Contract conditions, are being rolled forward based on previous completed documents.</p> <p>While the Procurement Plan reduces the risk associated with the roll forward of prior year Requests for Tender / Contracts, we note that management and the Council should consider the implementation of a process which results in the Request for Tender and the proposed Contract on award of a tender, being reviewed by a member of staff with a background in drafting contracts and contract law.</p>		<p>Rolling forward Requests for Tender and Contract templates from previous years may result in inappropriate contract terms and conditions being set. In addition, irrelevant information may be asked for, or disclosed within the Request for Tender document. Further, we note that the evaluation criteria applied may not be relevant to the works required for the Request for Tender.</p>	High	<p>Agreed in principle, however Administration notes that necessary skills and capacity is not currently available internally.</p>	<p>Action Item 32</p> <p>Develop a brief business case outlining the various options and costs available to improve the City's capability in relation to drafting tenders and contracts. (e.g. training, additional resources, outsourcing etc).</p> <p>November 2017</p> <p>On track</p>	Director Corporate Services	31-Jan-18
Item 33	4.7 Evaluation Report	Internal Audit 2017	<p>There is a risk that the Council are not making informed and independent decisions based on the documents and data being submitted to them for review for the authorisation and award of tenders.</p> <p>We recommend that Evaluation Reports submitted to Council provide sufficient detail so that Council may independently make an assessment without having to rely solely on the evaluation calculated and performed by the Evaluation Team. In addition, sufficient information should be submitted so that Council is able to understand, and have comfort over, how the tender submissions have been evaluated and recommendations reach by the Evaluation Team.</p>		<p>We note there is a lack of consistency between Evaluation Reports prepared and submitted to the Council for review. In addition, Evaluation Reports lack the following detail:</p> <ul style="list-style-type: none"> Scores calculated by the Evaluation Team are not explained. How scores were calculated by the Evaluation Team is not explained. The only way to verify tender submissions to the Evaluation Report is through the Price Schedule - no further tender details are provided or summarised. <p>We also note that, where the CEO has Delegated Authority to authorise and award a tender, an alternative evaluation is performed using the Selection Report (this appears to be a combination of both a Procurement Plan and Evaluation Report).</p>	Medium	<p>Administration notes that different formats have been used for Evaluation Reports to CEO vs Evaluation Reports to Council.</p>	<p>Action Item 33.1</p> <p>Administration will create a "standard" Evaluation Report that will apply to all tenders which can then be supported by a brief memo or Council Report depending on the intended audience.</p> <p>By November 2017.</p> <p>November 2017</p> <p>Scheduled for late November 2017 - proposed completion date 31 December 2017</p> <p>Proposed new timeframe 31 December 2017</p>	Manager Governance and Risk	31-Dec-17
Item 34	4.8 Electronic records for each awarded tender.	Internal Audit 2017	<p>Not having an appropriate and complete records management system and process may lead to integral reporting documentation being lost or misplaced.</p> <p>We recommend that management and the Council consider current records maintenance policies, processes and procedures and ensure that the policies are being followed and appropriate records are being maintained.</p>		<p>We noted that neither the hard-copy file, nor the electronic records were completed by themselves. In addition, we note the use of two alternative electronic locations where tender data was saved - the "G-Drive" (being the drive used by the Corporate Services staff) and TRIM (electronic records management system).</p>	High	<p>Administration will create a "Tender Recordkeeping Procedure" that will specifically define the record-keeping requirements for tenders which will include the existing checklist of steps to be completed.</p> <p>The recordkeeping requirements for each tender are to be completed by the Procurement Officer but validated periodically by the Records Team.</p>	<p>Action Item 34.1</p> <p>Create a Tender Recordkeeping Procedure that defines specific records requirements for tenders.</p> <p>November 2017</p> <p>Complete 01/11/2017 - Recommended for closure - awaiting sign-off from internal auditor</p>	Manager Governance and Risk	30-Nov-17

Item 5.5- Attachment 1

AUDIT COMMITTEE ATTACHMENTS

21 NOVEMBER 2017

ITEM NUMBER	ITEM	AUDIT NAME	AUDITORS COMMENTS	FINDING ID	AUDITORS FINDINGS	RISK RATING	MANAGEMENT RESPONSE	ACTION	RESPONSIBLE OFFICER	PROPOSED COMPLETION DATE
Item 35	5.1 Records Maintenance – tender 58151 'Supply and laying of kerbing'	Internal Audit 2017	We recommend that a formal process be adopted for the maintenance of tender records and that an informal review of scanned documents occur to ensure that electronic records are being appropriately maintained. Not maintaining complete records may result in potential breaches of applicable laws and regulations regarding the maintenance of records.		We noted that the copy of the successful tender which had been scanned into the system was incomplete. The tender submission was submitted by hand and had been printed on both sides of the paper. The document in TRIM has only been scanned single-sided and hence half the submission is missing. We were able to sight the hard-copy of the tender submission.	Not Rated	Action has been taken to rescans the highlighted tender submission in our records system. A checklist is in place for Recordkeeping in relation to tenders, however Administration will develop this into a Tender Recordkeeping Work instruction which will include a process for verifying digitisation of hardcopy documents.	Action Item 35.1 Develop this into a Tender Recordkeeping Work instruction which will include a process for verifying digitisation of hardcopy documents. November 2017 Complete D17145526 - Recommended for closure - awaiting sign-off from internal auditor.	Manager Governance and Risk	N/A
Item 38	5.4 Breach of Code of Tendering Policy / Document – tender 1151916 (Provision of general cleaning services for the City of Vincent's Administration Civic Building and Library)	Internal Audit 2017	Should the supplier who submitted tenders become aware that not all tender submissions were evaluated per the criteria listed in the Request for Tender, this may create legal issues for City of Vincent as a result of applicable laws and regulations not being appropriately applied. We recommend that copies of all tender documentation and correspondence is maintained formally in a single location to ensure that all relevant documentation is being maintained and to provide the Purchasing Officer with the opportunity to better exercise control over the tendering process.		We note per review of e-mail correspondence between members of the Evaluation Team, that 19 of the 29 tender submissions received were not evaluated per the criteria documented in the Procurement Plan and the Request for Tender. Instead, these were eliminated from the evaluation procedure based on price alone. These 19 tender submissions were not included in the evaluation process and were only disclosed in the Price Schedule. We recommend that all staff are made aware of the Code of Tendering Policy / Document and that they receive formal training on not only the applicable laws and regulations, but also on how tender submissions are to be evaluated.	Not Rated	Although initially 19 tenders were not evaluated, this issue had been picked up by a routine check during the approval phase and the panel subsequently reviewed all complying tenders prior to the awarding of the tender. Notwithstanding, it is proposed that formal training will be rolled out on the "Tendering Administration Procedure" proposed as item 4.1.	Action Item 38.1 Formal training will be rolled out on the "Tendering Administration Procedure" proposed as item 4.2 (action item 28.2). November 2017 On track	Manager Finance	28-Feb-17
Item 40	Lack of Evidence of Evaluation – tenders 2215015 'Manufacture and supply of signage', 2215406 'Supply & delivery of 22023m² side loading automatic bin (for refuse track)' and 2215516 'Supply and delivery of 1 front end loader'	Internal Audit 2017	Not maintaining complete records may result in potential breaches of applicable laws and regulations regarding the maintenance of records. We recommend that copies of all tender documentation and correspondence is maintained formally in a single location to ensure that all relevant documentation is being maintained and to provide the Purchasing Officer with the opportunity to better exercise control over the tendering process.		We note that we were unable to locate the supporting evaluation documents performed by the Evaluation Team for the listed tenders. Only the final Evaluation Report submitted to the Council for authorisation was located.	Not Rated	Agreed: To date, the oversight of tenders by the Purchasing Officer has extended only to the point of the opening of tenders. This will be extended to include visibility of the process up until contract award. This will be included in the proposed "Tender Recordkeeping Work instruction".	Action Item 40.1 Clarify role of purchasing officer in the Tender Recordkeeping Work instruction. November 2017 Complete D17145526 - Recommended for closure - awaiting sign-off from internal auditor.	Manager Governance and Risk	N/A

Item 5.5- Attachment 1

AUDIT COMMITTEE MINUTES

21 NOVEMBER 2017

6 CONFIDENTIAL ITEMS/MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil.

7 GENERAL BUSINESS

8 NEXT MEETING

20 March 2018

9 CLOSURE

The meeting was closed at 2.58pm.

Cover

City of Vincent
Annual Report 2016/17

DRAFT

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Mayor's Message

NOTE: To be written post-Council approval of draft Annual Report.

DRAFT

CEO Report

NOTE: To be written post-Council approval of draft Annual Report.

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COUNCIL AND EXECUTIVE

COUNCIL

EMMA COLE

Mayor

Elected (Councillor, North Ward) 2013-2017

Elected (Mayor) Extraordinary Election on 24 February 2017

North Ward

CR MATT BUCKELS

Elected 2009-2017

CR ROSLYN HARLEY

Deputy Mayor

Elected 2011-2019

CR DAN LODEN

Elected 2015-2019

South Ward

CR SUSAN GONTASZEWSKI

Elected 2015-2019

CR JONATHAN HALLETT

Elected 2017-2021 – Extraordinary Election on 24 February 2017

CR JIMMY MURPHY

Elected 2015-2019

CR JOSHUA TOPELBERG

Elected 2009-2021

Former Councillors 2016/17

MAYOR JOHN CAREY – Resigned 30 January 2017

CR LAINE McDONALD – Resigned 21 September 2016

EXECUTIVE

LEN KOSOVA

Chief Executive Officer

JOHN PATON

Director – Corporate Services

Responsible for:

- Financial Services
- Governance and Risk
- Information Technology

MICHAEL QUIRK

Director – Community Engagement

Responsible for:

- Community Partnerships
- Community Safety
- Beatty Park Leisure Centre
- Marketing and Communications

JOHN CORBELLINI

Director – Development Services

Responsible for:

- Approval Services
- Health Services
- Policy and Place

CRAIG WILSON

Acting Director – Technical Services

Responsible for:

- Parks and Property Services
- Engineering and Waste Management
- Asset and Design Services

Former Directors 2016/17

GABRIELLA POEZYN – Development Services

RICK LOTZNICKER – Technical Services

Our Purpose and Values

Our Purpose

To provide and facilitate services for a safe, healthy and sustainable Vincent community.

Our Values

The following values guide us towards the achievement of our purpose.

Caring and Empathy

We are committed to the wellbeing and needs of our employees and community and value each other's views and contributions.

Excellence and Service

We aim to pursue and deliver the highest possible standard of service and professionalism to the Vincent community.

Honesty and Integrity

We are honest, fair, consistent, accountable, open and transparent in our dealings with each other and are committed to building trust and mutual respect.

Innovation and Diversity

We encourage creativity, innovation and initiative to realise the vibrancy and diversity of our vision.

Teamwork and Commitment

Effective teamwork is vital to our organisation and we encourage co-operation, teamwork and commitment within and between our employees and our business partners and community.

Vincent Profile

“OUR PASSION AND OUR PURPOSE IS TO CREATE AN AMAZING PLACE FOR CURRENT AND FUTURE GENERATIONS TO ENJOY. A PLACE THAT RESIDENTS ARE PROUD TO CALL HOME, WHERE BUSINESSES THRIVE AND PEOPLE WANT TO VISIT.” CEO Len Kosova

Our City

The City of Vincent is a progressive inner city municipality encompassing the suburbs of North Perth, Leederville, Highgate, Mount Hawthorn and parts of East Perth, West Perth, Perth City, Mount Lawley and Coolbinia.

Key Facts – Our City

Area	11.49 square kilometres
Population	Approximately 38,000 (as at 30 June 2017)
Median Age	34 years
Rateable Properties	18,349 (as at August 2017)
Number of Council Employees	269 (FTE)
Number of Wards	Two (2)
Number of Elected Members	Mayor and eight (8) Councillors
Distance from Perth City	The Administration and Civic Centre is 3 kilometres from Perth GPO
Area of Parks and Gardens	106.4 hectares
Length of Roads and Footpaths	144 kilometres (road) and 260 kilometres (footpath)
Suburbs and Localities	<p>Suburbs:</p> <ul style="list-style-type: none"> • Highgate • Leederville • Mount Hawthorn • North Perth <p>Localities – parts of:</p> <ul style="list-style-type: none"> • Coolbinia • East Perth • Mount Lawley • Perth • West Perth
Boundaries	Swan River, Town of Cambridge and Cities of Bayswater, Perth and Stirling

Key Facts – Our Facilities

Child Health Centres	<ul style="list-style-type: none"> • Harold Street, Highgate • Loftus Community Centre, Loftus Street • Mt Hawthorn Community Centre, Scarborough Beach Road • View Street, North Perth
Community Centres	<ul style="list-style-type: none"> • Loftus Community Centre

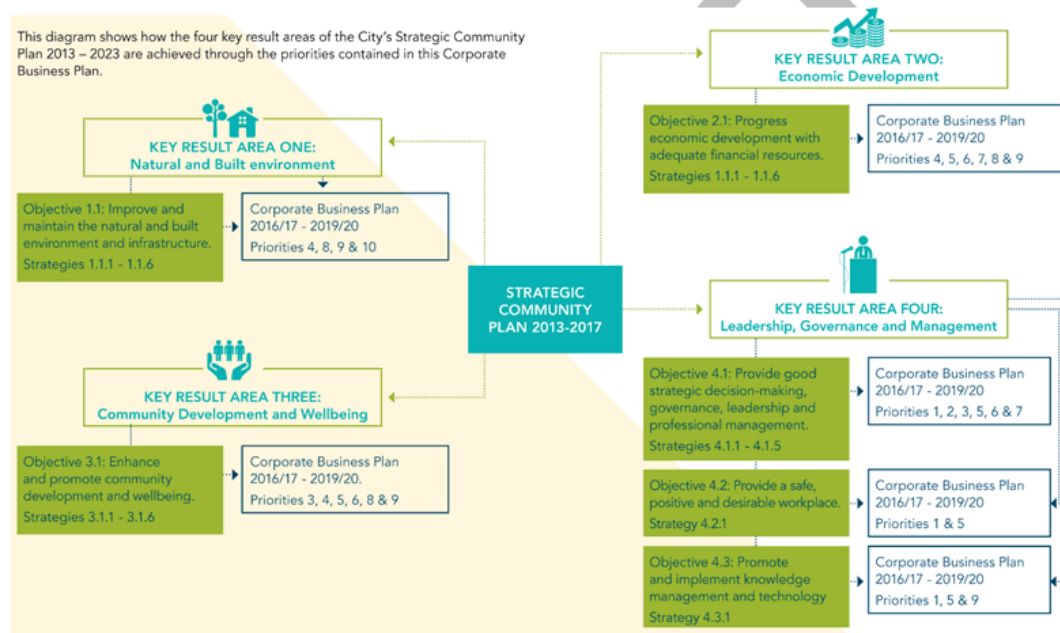
Libraries	<ul style="list-style-type: none"> • City of Vincent Library and Local History Centre
Recreation Facilities	<ul style="list-style-type: none"> • Beatty Park Leisure Centre • 1x Bowling Club • 1x Croquet Club • Dorrien Gardens • E & D Litis Stadium • 10x Halls and Pavilions • Hyde Park • Leederville Oval • Loftus Recreation Centre • 48x Parks and Reserves • Perth Oval (nib Stadium) • 4x Tennis Clubs
Schools	<ul style="list-style-type: none"> • Aranmore Catholic Primary School • Aranmore Catholic College • Highgate Primary School • Highgate Primary School Kindergarten • Kyilla Primary School • Margaret Kindergarten • Mount Hawthorn Primary School • North Metropolitan TAFE – Leederville • North Metropolitan TAFE – Mount Lawley • North Perth Primary School • Sacred Heart Primary School

Annual Report Overview

In 2016/17, the City of Vincent commenced a significant community engagement campaign (Imagine Vincent) to review its current Strategic Community Plan, to better reflect the needs and aspirations of our community, both now and into the future.

In the interim, Council adopted a set of 37 Strategic Priorities that, together with the Corporate Business Plan and the annual budget, guided our activities for the financial year.

The Corporate Business Plan 2016/17 – 2019/20 was an important and symbolic step forward as it represented a renewed focus to align our many services and functions to deliver on strategic objectives and priorities.



The “Priorities” referenced above relate to the ten overarching Council Priority themes listed in the table show in the subsequent section of this report.

How to read this Annual Report

This Annual Report has been divided into the four Directorates within the City of Vincent. Business Units that sit under each Directorate have reported, where applicable, on their progress against the following items:

- Corporate Business Plan (CBP)
- Council Priorities (CP)
- Council Resolutions

In some cases an update will refer to both a CBP Project Number and a Council Priority.

Example:

CBP Project Number	Council Priority Number	Description	2016/17 Actions Towards Completion
1	2	Example	- update

Council Resolution/Notice of Motion	2016/17 Actions Towards Completion
Example <i>Item 1 – OCM 1 January 2017</i>	- update

It is also worth noting that various structural changes were implemented in different parts of the organisation during 2016/17 and the reporting approach used in this Annual Report reflects the final and most recent structures in place for the 2016/17 financial year.

Council Priorities

On 19 April 2016, Council adopted a set of strategic priorities for 2016/17 which, together with the Corporate Business Plan and annual budget have guided the City's activities for the financial year.

Updates on the Council Priorities and the Corporate Business Plan were provided to Council in February 2017 and March 2017 respectively.

The Vincent community was also invited to put forward comments and suggestions for the draft annual budget, which aligned with the Council Priorities. In response, the City received more than 50 submissions relating to more than 30 different proposals.

Progress against these priorities is noted throughout this Annual Report.

Below is a full list of the Council Priorities falling under the 10 key themes adopted by Council.

Council Priorities 2016/17

Number	Council Priority
<i>Developing a New Strategic Community Plan to guide the future of the City</i>	
1	Develop a new Strategic Community Plan for the City that genuinely reflects community aspirations and sets clear goals and outcomes.
2	Coherent community consultation on a potential underground power program, to guide future budget planning and priorities.
<i>Leading Local Government Transparency and Accountability</i>	
3	Establish a new Governance Manager to drive improvements across the organisation in reporting, risk management and governance.
4	Establish live streaming of Council briefings and meetings.

Number	Council Priority
5	Review the Code of Conduct to reflect best practice.
6	Create a Transparency and Accountability portal for easy access to public registers and Council allowances.
Stronger Financial Management & Budget Planning	
7	Complete our first audit of all major City of Vincent assets, including all community facilities.
8	Establish a clear 10-year Asset Management Plan and Capital Works Plan to guide future budget planning and expenditure for the City via a fair and consistent approach.
9	Requirement for a Business Case to be presented to Council and in annual budget papers for all expenditure greater than \$250,000 or proposed to run for two (2) or more years.
Guiding Better Development Outcomes in the City	
10	Reform planning policies to design-out poor outcomes which affect amenity and liveability.
11	Stricter standards for rear setbacks for new developments to protect the amenity of existing residents.
12	Raise requirements to establish more meaningful and liveable green spaces in new developments.
13	Establish clear guidelines for storey heights for major density developments.
Better Customer Service	
14	Focus on delivering an improved customer experience coupled with simple, clear and consistent rules and requirements for the community to access and understand.
15	Implement an improved customer request management system.
16	Simplify the City's car parking permit system to improve convenience for ratepayers.
17	Review the City's website to offer a more easy-to-use and interactive online customer experience.
18	Refocus services provided through the new Community Engagement Directorate to better reflect and respond to community needs and aspirations.
Meaningful and Smarter Community Engagement	
19	Establish a more meaningful approach to the City's engagement practices, including adoption of plain English principles and 'closing the feedback loop'.
20	Establish and support the operation of a new Community Engagement Panel.
21	Promote and encourage local resident involvement in Town Teams and Precinct Groups.

Number	Council Priority
<i>Cutting Red Tape</i>	
22	Review alfresco fees and permit approvals to encourage street activation and reduce/remove the administrative burden in managing the current process.
23	Simplify and streamline statutory application and approval processes, including investigating online lodgement and assessment of applications.
24	Examine policy mechanisms to encourage and incentivise independent small business in Town Centres.
25	Development of a proactive business engagement program that makes Vincent a city of choice for small business (led by the CEO and newly formed Business Advisory Group).
<i>Creating Livable Neighbourhoods</i>	
26	Establish new green light pedestrian crossings at key intersections, to improve pedestrian safety on our streets.
27	Establish a two (2) year trial of a 40km/h zone in the City of Vincent to demonstrate benefits of low speed zones for residents, including a safer road environment near the highly active water playground at Hyde Park.
28	Construction of the Bulwer Street bike lane to Lord Street, to complete the third major cycling corridor in Vincent.
29	Continued rollout of the Greening Plan, including an audit of the canopy provided by street trees on residential streets with a goal of at least one tree outside each property.
<i>Renewing of Town Centres</i>	
30	Create a new pedestrian space near Axford Park in Mt Hawthorn and open the park to more adaptable and diverse community users.
31	Further investment in pedestrian friendly spaces, seating and trees for the North Perth precinct.
32	Investment in William Street to assist property owners and tenants to improve streetscape appeal.
33	Activate newly created Vincent public spaces, through free public programs (i.e. community yoga).
<i>Smarter, Sustainable Waste Management for the Community</i>	
34	Review City of Vincent waste management collection services, including the potential to increase recycling services in recognition of changing community behaviour and demand.

Number	Council Priority
35	Review system of waste charges and the potential to provide incentives to reduce waste to green bins.
36	Create a coherent program to encourage reduction and reuse of waste within Vincent households.
37	Explore and implement new opportunities to encourage more sustainable waste management practices within high density developments.

DRAFT

CEO Office

2016/17 Overview

The 2016/17 financial year was one of consolidation and focus, as we continued to build a more agile and responsive organisation with our efforts and resources aligned to achieving strategic outcomes.

Among many achievements in 2016/17 are the adoption of a contemporary Corporate Business Plan, Strategic Council Priorities and, for the first time, inviting our community to help build our budget through community budget submissions.

In addition to the externally facing outcomes, we continued on our organisational change journey - *Building a Better Vincent*. Through this initiative staff from across the organisation have led a raft of improvements to our policies, procedures and practices and have even redefined the behavioural expectations for everyone at Team Vincent (myself included!) through development of *The Vincent Way* - our team rules.

Len Kosova
Chief Executive Officer

CEO Office

In 2016/17, the City implemented and worked towards completing a number of projects and initiatives through its Corporate Business Plan and Council Priorities.

Progress against these projects is outlined below.

CPB Project Number	Council Priority Number	Description	2016/17 Actions Towards Completion
1.1	1	Prepare a Strategic Community Plan	- Awarded the Strategic Community Plan tender to Shape Urban, to assist the City with this project. - Community engagement for this project will commence in 2017/18 and the preparation of the Strategic Community Plan document is anticipated to be completed by the end of the 2017/18 financial year.
1.2		Review the Workforce Plan	Carried forward as Project 4.5 in the 2017/18 – 2020/21 CBP.
3.2		Implement a Project Management Framework	Carried forward as Project 4.2 in the 2017/18 – 2020/21 CBP.
7.3		Develop a Business Engagement Program	Incomplete. To be advanced through the Business Advisory Group in 2018.
	2	Coherent community consultation on a potential underground power program, to guide future budget planning and priorities.	Pending. Community sentiment to be evaluated through the review of the Imagine Vincent feedback.
	3	Establish a new Governance Manager to drive improvement across the organisation in reporting, risk management and governance.	The City established the position of Manager Governance and Risk, which was filled in April 2016.
	6	Creation of a Transparency and Accountability portal for easy access to public registers and Council allowances.	Completed. Additionally, a public registers page was established and is now included on the City of Vincent website.
	7	Complete our first audit of all major City of Vincent assets, including all community facilities.	A condition survey was completed of all City buildings at component level, including inventory, life-cycle and statutory compliance. Universal access audits will be undertaken in 2017/18, followed by mechanical plant (i.e. air conditioning, lifts etc) to inform the City's long-term asset management plan. All City buildings have been assessed by qualified plumbers and electricians

CPB Project Number	Council Priority Number	Description	2016/17 Actions Towards Completion
			<p>to identify any defects or non-compliances, rectification and maintenance costs, and to prepare detailed long-term renewal/upgrade plans.</p> <p>All halls and pavilions have been compliance upgraded for emergency lights, egress and smoke detection.</p> <p>A disability access and inclusion consultant will survey City buildings in 2017/18 to identify areas of non-compliance, areas for improvement, best practice standards and future renewal/upgrade requirements.</p>
	8	Establish a clear 10-year Asset Management Plan and Capital Works Plan to guide future budget planning and expenditure for the City in a fair and consistent approach.	<p>The Asset Management Plan is anticipated to be completed in 2018/19. Information gathered through completed audits will be used in the interim to inform budget decisions.</p> <p>Administration will workshop service levels for City assets with Council Members in detail in 2017/18. This will include consideration of the proposed intervention levels to different building categories.</p>
	9	Requirement for a Business Case to be presented to Council and in annual budget papers for all expenditure greater than \$250,000 or proposed to run for two (2) or more years.	Projects greater than \$250,000 or proposed to run for two (2) years or more are now accompanied by a business case for annual budget deliberations.
	25	Development of a proactive business engagement program that makes Vincent a city of choice for small business (led by the CEO and newly formed Business Advisory Group).	<p>Administration developed a draft framework for a Business Engagement Program and the suite of projects to support this program.</p> <p>- See also response to CBP Project 7.3 earlier.</p>

Community Engagement

2016/17 Overview

Our unique community is at the heart of this City and we have a strong commitment to engage with and support those living in and visiting Vincent.

In 2016/17 we implemented a number of new initiatives and programs to enable better engagement with our residents and community organisations. This included the review and upgrade of the City's website and improvements to the management and booking of the City's community buildings.

Two key highlights of the 2016/17 financial year include the review and improvement of the Disability Access and Inclusion Plan which ensures that people with a disability have equitable access to the facilities and services available within the City of Vincent, and the development of our first Reconciliation Action Plan, which provides a framework for reconciliation through practical plans of action built on relationships, respect and opportunities.

We look forward to continuing to work in partnership with our residents and community organisations over the coming year to make Vincent a vibrant and engaging place to live, work and visit for all.

Michael Quirk
Director – Community Engagement

Community Engagement

Marketing and Communications

The City of Vincent is committed to delivering the highest possible standard of service and professionalism to the Vincent community.

In 2016/17, the City implemented and worked towards completing a number of projects and initiatives through its Corporate Business Plan and Council Priorities, aimed at improving our service to customers and access to information about the City of Vincent.

Progress against these projects is outlined below.

CBP Project Number	Council Priority Number	Description	2016/17 Actions Towards Completion
5.3	17	Review and upgrade the City's website	<ul style="list-style-type: none"> - Reviewed and mapped the requirements for an upgraded website. - Created one major website and two sub-sites. - Established partnership with Council Connect to facilitate upgrade of website. - Launched basic upgraded websites. - Investigated and costed a road map for future website revisions and upgrades.
5.4	15	Implement a revised Customer Request Management system	<ul style="list-style-type: none"> - Developed a project plan and budget to create a knowledge base to ensure the delivery of a structured Customer Request Management system in 2017/18. - Modelled current customer response and workflows to map a more streamlined approach.
5.5		Customer Service delivery model	<ul style="list-style-type: none"> - Reviewed the ratio and service provisions of the Customer Service team. - Developed a delivery model for Executive approval. - Restructured the Customer Service team. - Developed a casual pool for additional customer service support as/when needed.
6.3	18 & 19	Prepare a Community Engagement Strategy	<ul style="list-style-type: none"> - A review of the City's community engagement approach, including a new Community Engagement Strategy and Policy (to replace the current Community Consultation Policy), will

CBP Project Number	Council Priority Number	Description	2016/17 Actions Towards Completion
			be undertaken in 2017/18, as per the Council Business Plan timeframe.
6.4	20	Establish a Community Engagement Panel	- The implementation of the Panel was included as a deliverable in the Strategic Community Plan project.
	14	Focus on delivering an improved customer experience coupled with simple, clear and consistent rules and requirements for the community to access and understand.	- The City conducted a full review of its customer service systems, processes and structure in July 2017.

Community Engagement

Community Partnerships

The City of Vincent partners with a range of groups and organisations each year and encourages co-operation, teamwork and commitment with our community partners.

In 2016/17, the City implemented and worked towards completing a number of projects and initiatives through its Corporate Business Plan and Council Resolutions, aimed at improving existing community partnerships and providing the opportunity for the development of new, long-term community partnerships going forward.

Progress against these projects and resolutions is outlined below.

CBP Project Number	Description	2016/17 Actions Towards Completion
3.4	Prepare Leederville Oval Master Plan	<ul style="list-style-type: none"> - Developed a project plan and budget highlighting key outcomes and deliverables of the master plan. - Reviewed existing information, data and reports relating to Leederville Oval. - Engaged with major stakeholders including the Department of Sport & Recreation, WA Football Commission, and East Perth and Subiaco Football Clubs. - Prepared Consultancy Briefs for the detailed facility audit and economic impact study to be undertaken in 2017/18.
6.1	Prepare a Community Development Strategy	<ul style="list-style-type: none"> - This Strategy has been refocused based on a 'community partnerships' approach and will now be undertaken in 2018/19, based upon priorities identified within the City's Strategic Communication Plan.
6.2	Prepare a Reconciliation Action Plan	<ul style="list-style-type: none"> - Established the Reconciliation Action Plan Working Group (RAPWG) and prepared the Reconciliation Action Plan in consultation with key stakeholders. - Council adopted and launched the City's first 'Reflect' RAP. <p><i>Refer below for further details on this project.</i></p>
8.5	Review the Disability Access and Inclusion Plan (2011 – 2017)	<ul style="list-style-type: none"> - Produced the 2016 Disability Access and Inclusion Plan (DAIP) Review Project Report, setting out findings and recommendations.

CBP Project Number	Description	2016/17 Actions Towards Completion
		<ul style="list-style-type: none"> - Drafted the DAIP 2017-2022 in consultation with key stakeholders and based upon feedback received from public submissions. - Council adopted the updated DAIP 2017-2022 - Lodged the City's new DAIP 2017-2022 with the Disability Services Commission. <i>Refer below for further details on this project</i>

Council Resolution/Notice of Motion	2016/17 Actions Towards Completion
Public Open Space Strategy <i>Item 10.1 – OCM 13 December 2016</i>	<ul style="list-style-type: none"> - Compiled a Public Open Space inventory including the number, size, function and use of all parks. - Classified Public Open Spaces using the Department of Sport and Recreation Classification Framework for Public Space. - Identified benchmarks for Public Open Space provision based on current standards and best practice. - Completed a preliminary Public Open Space gaps analysis based on the abovementioned inventory and benchmarks. - Developed a Public Open Space Strategy Project Plan to enable progression in 2017/18.
Community Development Initiative for Isolated Seniors <i>Item 10.2 – OCM 23 August 2016</i>	<ul style="list-style-type: none"> - Investigated the potential establishment of a community development initiative that facilitates connections between isolated seniors in our community and nearby residents. - Engaged with major stakeholders to develop a program for seniors who are currently receiving low-level care and are at risk of or currently experiencing social isolation. - Organised the City of Vincent Neighbour Day to build better relationships and social connections amongst the broader community. - Established the Seniors Social Connection activity as part of the 2017 Well & Wise Calendar. - Developed a City of Vincent Age Friendly Action Plan.
Art Collection Review <i>Item 10.1 – OCM 28 June 2016</i>	<ul style="list-style-type: none"> - Reviewed the City's existing art collection. - Developed recommendations regarding future management, exhibition, acquisition and deaccession of the City's art collection. Through

Council Resolution/Notice of Motion	2016/17 Actions Towards Completion
	<p>this process, 43 Artworks were identified for deaccession, and the future management will see artworks displayed in the City's public facilities and community buildings.</p> <p>- Adopted a new Art Collection and Public Art Policy to better guide the development and management of artworks throughout Vincent.</p>

The City of Vincent achieved a number community partnership highlights in 2016/17 and these are outlined in more detail below.

Disability Access and Inclusion Plan

People with disability have the same fundamental rights and responsibilities as all other members of the community. These rights are founded on principals of human rights and social justice. The City of Vincent's Disability Access and Inclusion Plan (DAIP) ensures that people with disability get a 'fair go' at accessing and participating in all aspects of life in Vincent.

It is a requirement of the Disability Services Act (1993) (DSA) that local government authorities develop and implement a DAIP that outlines the ways in which the authority will ensure that people with disability have equitable access to its facilities and services.

The City of Vincent developed its first Disability Service Plan (DSP) in 1995 and its implementation resulted in a range of initiatives which improved access to information, services and facilities for people with disability. The plan addressed both statutory requirements under the DSA WA Disability Services Act and obligations under the Commonwealth Disability Discrimination Act (1992).

Following the 2004 amendment to the DSA, the City developed its first Disability Access and Inclusion Plan (DAIP) aimed at ensuring people with disability can access services provided by the City in a way that facilitates increased independence, opportunities and inclusion within our community.

The Plan covers the following outcome areas to help translate the principles and objectives of the DSA into tangible and achievable results:

1. Services and events organised by the City of Vincent are accessible for all members of the community.
2. All buildings and facilities within the control of the City of Vincent are subject to achieving universal access as defined by relevant Australian Standards.
3. All information provided by the City of Vincent shall be available in alternative formats upon request.
4. The City of Vincent provides consistent and equitable service to all people.
5. The City of Vincent provides accessible means for a person to make a complaint and these complaints are fully investigated and communicated in an accessible format.
6. The City of Vincent provides effective support for all people to be able to contribute to public contributions.
7. The City of Vincent provides people with disability the same opportunities as other people to obtain and maintain employment.

Some of the key outcomes achieved through this plan in 2016/17 included:

- live streaming of Council Meetings to increase access to all members of the community;
- the provision of additional ACROD parking facilities at all major events occurring within the City;
- the provision of motion sensor lighting and personal alarms to assist with the security of vulnerable residents;
- continued provision of Council Minutes and Agendas in alternative formats;
- conducting disability workshops with City of Vincent management;
- additional resources being made available to assist with the effective lodgement of a complaint;
- a review of the audio and hearing loop system in Council Chambers and Function Room to ensure it is operational and compliant with the standards; and
- additional support and resources being made to employees with a medical condition.

For more information or to access a copy of the full Disability Access and Inclusion Plan, visit the City of Vincent website at www.vincent.wa.gov.au.

Reconciliation Action Plan

The City has long recognised and respected the culture and significant contribution of Aboriginal and Torres Strait Islander people to the City of Vincent. In September 2015, Council resolved to establish a Reconciliation Action Plan Working Group (RAPWG) in order to develop a Reconciliation Action Plan (RAP). The purpose of the RAP is to provide a framework for the City to realise its vision for reconciliation, through practical plans of action built on relationships, respect and opportunities. Terms of Reference for the RAPWG were adopted by Council in March 2016 and nominations were sought for community representatives to participate in the Working Group, with the first meeting held on 25 July 2016.

The City and the RAPWG identified that the reconciliation journey would begin with a 'Reflect' RAP, the first of four stages of the RAP. The 'Reflect' stage allows the time and opportunity to develop key relationships, determine our vision for reconciliation and explore our sphere of influence. This approach will ensure all future actions and initiatives are well-informed, meaningful and sustainable.

As a first step in this process, the City of Vincent engaged a highly-regarded facilitator, with experience in developing trust, understanding and partnerships between Aboriginal and non-Aboriginal Australians. Throughout 2016/17, the facilitator conducted comprehensive workshops with the RAPWG and the City's Administration staff, in partnership with a Nyoongar representative who has connections to the Whadjuk, Ballardong, Wilman and Yuat people. Other key community groups and stakeholders, including Nyoongar Outreach Services and the Whadjuk Working Party, were subsequently engaged to provide input into the RAP's development.

Council adopted the RAP on 4 April 2017 and a community launch event was held on 27 May 2017, as a part of Reconciliation Week. The 'Reflect' stage of the RAP represents a significant and symbolic step on the City of Vincent's ongoing journey towards reconciliation. Through this RAP, we have set out the key actions and efforts that we will pursue to further strengthen our respect for, recognition of, and relationships with Aboriginal and Torres Strait Islander people, to enable us as an organisation – together with our community and our partners – to make a more meaningful and lasting contribution to reconciliation. The 'Reflect' stage of the RAP will run for 12 months, and the City aims to commence work on the second phase of the RAP, 'Innovate', within the 2017/18 financial year.

Festivals and Events

Vibrant festivals and events assist in the activation of the City's Town Centres and public spaces creating livable neighbourhoods and engage our local communities. Festival and event sponsorship enables the City to support community, not-for-profit and other organisations to deliver locally relevant activities. The following festivals and events were provided sponsorship to the amount of \$206,500, in addition to in-kind support of \$61,580:

- | | |
|--|-------------------|
| • Staged on Beaufort, Beaufort Street Network | 10,000 attendance |
| • Revelation Film Festival, Revelation International Film Festival | 13,000 attendance |
| • Light up Leederville Carnival, Leederville Connect | 60,000 attendance |
| • Hyde Park Fair, Rotary Club of North Perth | 50,000 attendance |
| • Mt Hawthorn Streets and Lanes Festival, Mt Hawthorn Hub | 45,000 attendance |
| • St Patrick's Day Parade and Family Fun Day, St Patrick's Day WA | 20,000 attendance |
| • 6006 In the Park, North Perth Local | 2,000 attendance |

In addition to these events, the City of Vincent delivered four (4) Summer Concerts at Braithwaite Park, Hyde Park and Banks Reserve. These free community events helped to activate public places and bring together the local community in a family friendly atmosphere.

Arts and Creativity

The City of Vincent is passionate about art and acknowledges its importance within our community. Not only does it bring together artists and the community, it helps to celebrate, recognise and promote our rich cultural and social diversity through artistic expression.

The following art projects were undertaken by the City of Vincent in 2016/17.

Lightbox Laneway Gallery

Down the laneway between St Michael's Restaurant and Orno Interiors (near 483 Beaufort Street, Highgate), the City of Vincent installed eight (8) lightbox cabinets that provide artists the opportunity to exhibit their works for three (3) months of the year.

Artists who exhibited in our Lightbox Laneway include Eva Fernandez, Christophe Canato, Grace Lee and Nadiia Rebrova.

Murals

Several murals were created in 2016/17, in the following City of Vincent locations:

- 369 William Street, Perth by Georgia Hill and Numskull
- Beatty Park Crèche by Rob Jenkins
- Mt Hawthorn Bus Stop by Jae Criddle
- Charles Veryard Reserve by Twoone
- Leederville Skate Park by Konfucius

Traffic Control Boxes

In 2016/17, the City of Vincent, in conjunction with Main Roads WA, initiated street artwork to counter graffiti on several of the City's traffic control boxes, including:

- 149 Oxford Street, Leederville by Georgia Domahidy
- Flinders Street, Mt Hawthorn by Martin E Wills
- 416 Oxford Street, Mt Hawthorn by Peta

Percent for Art

The State Government's Percent for Art Scheme encourages art in the built environment by using a percentage of a development's overall budget to commission public artworks.

In 2016/17 public artworks were completed as part of the following developments:

- 362 Charles Street, North Perth
- 570 William Street, Mt Lawley
- 465 Fitzgerald Street, North Perth
- 201 Carr Place, Leederville
- 99 Palmerston Street, Perth

City of Vincent Film Project

In partnership with the Film and Television Institute, the City of Vincent commissioned the following three short films in and/or about Vincent, which were showcased as part of the Summer Concerts series:

- An Italian Connection
- Monsters As Friends
- Skater's City

Community Engagement

Recreation

The City of Vincent is committed to the wellbeing and needs of the community and provides a range of recreation facilities and open spaces to support this.

In 2016/17, the City focused on a long-term heritage and conservation plan for the popular and highly utilised Beatty Park Leisure Centre and the activation of public open spaces.

Progress against these projects is outlined below.

CBP Project Number	Council Priority Number	Description	2016/17 Actions Towards Completion
3.3		Prepare a Heritage and Conservation Plan for Beatty Park Leisure Centre	<ul style="list-style-type: none"> - Appointed consultant, TPG, to commence a review of the current Heritage and Conservation Plan. - Due to the structural review of the Grandstand and Plantroom, the review will continue into 2017/18.
9.5	33	Activate newly created public spaces	<ul style="list-style-type: none"> - Town Centre Public Spaces can now be hired for functions, events and activities. - Facility and open space booking systems were upgraded to streamline the process for customers and to provide the basis for future online booking functionality. - Town Teams have access to a \$10,000 grant which can be used on events and activations in Town Centre Public Spaces.

Council Resolution/Notice of Motion	2016/17 Actions Towards Completion
Loftus Recreation Centre Management <i>Item 14.1 – OCM 23 August 2016</i>	<ul style="list-style-type: none"> - Extended the management contract with Belgravia Health and Leisure Group Pty Ltd for the operational management of Loftus Recreation Centre until December 2021. - Identified the need to review the performance of Beatty Park Leisure Centre and Loftus Recreation to determine the most effective management model.
Beatty Park Leisure Centre Health and Fitness Equipment Upgrades <i>Item 9.4.3 – OCM 7 March 2017</i>	<ul style="list-style-type: none"> - Purchased and installed new cardiovascular equipment at a cost of \$411,000 to improve the health and fitness experience for customers.

Key Performance Statistics for Beatty Park Leisure Centre 2016/17

Total Attendances	851,000
Total Members (as at 30 June 2017)	3,057
Total Swim School Enrolments (as at 30 June 2017)	2,324

Key Performance Statistics for Loftus Recreation Centre 2016/17

Total Attendances	710,000*
Total Members (as at 30 June 2017)	1,520
Sports Competition Registrations (as at 30 June 2017)	359 teams

**Approximate figure only. Based on Belgravia Leisure audit figures for 2016.*

Community Engagement

Rangers

As part of the Rangers and Community Services Safety Team, our rangers provide a variety of services to help create a safer community for all those who live, work and play in the City of Vincent.

In 2016/17, the City implemented new parking technology and commenced an upgrade to the City's CCTV network, to create a better and safer experience for customers and visitors to the City centre.

Progress against these projects is outlined below.

CBP Project Number	Council Priority Number	Description	2016/17 Actions Towards Completion
5.1	16	Review and upgrade the City's parking management systems and infrastructure	<ul style="list-style-type: none"> - Identified and implemented contemporary systems and infrastructure to improve the City's parking management capabilities. - Implemented electronically readable parking permits (barcoded, QR coded etc.) and e-permit technology to simplify and streamline the customer experience, in line with the Council's revised Parking Permits Policy.
9.11		Review the City's CCTV network	<ul style="list-style-type: none"> - Reviewed the City's existing CCTV network to better meet community demands and respond to new technologies. - Commenced a \$250k upgrade of the existing CCTV network in Leederville, following approval of a State Government grant. This upgrade is due for completion in September/October 2017.

Corporate Services

2016/17 Overview

The City of Vincent is committed to good governance, accountability and transparency.

In 2016/17, we continued to focus on safeguarding the City's long term financial sustainability and implementing sound financial management practices. Effective monitoring of financial performance resulted in a positive financial outcome for 2016/17 that flowed through to 2017/18.

During the year we implemented a number of new initiatives and programs to better equip us with the technology for the future, including replacing the City's old analogue phone system to improve our communications and commencing a full review of our current business systems.

In the corporate governance space, we made a number of improvements including upgrading the Council Chambers' audio-visual system and publishing new registers on the City's website to provide greater transparency and accountability to rate payers.

We look forward to implementing further improvements to our information technology systems over the coming year and continuing to remain accountable and transparent to all those who live, work and visit the City of Vincent.

John Paton

Director – Corporate Services

Corporate Services

Financial Services

The City of Vincent is committed to open and responsible financial management and ensuring the long term financial sustainability of the City for the benefit of its community.

2016/17 Annual Budget

The Annual Budget was adopted on 26 July 2016, following extensive budget workshops with Council Members and a community submission process inviting “suggestions for programs, projects or improvements that will help deliver Council’s Strategic Priorities for 2016/17”, which resulted in over 50 submissions being received and considered.

The 2016/17 Annual Budget continued to build on a prudent and sustainable approach - operationally stable, but with a strong alignment to the reviewed Corporate Business Plan. The Capital Budget included a total level of planned expenditure of \$13.762 million and was fully funded within the City’s annual financial capacity.

It was intended to levy Rates based on an average 3% increase plus a strategic increase in the Minimum Rate, however an improved result from 2015/16 allowed for an increase in strategic projects, capital works, transfer to reserves and a minor reduction in rates resulting in an average 2.9% increase.

Overall, the 2016/17 Annual Budget was considered positive, delivering a good balance between the level of service provided and cost implications on the community.

2016/17 Annual Financial Report

In accordance with relevant legislation, the Annual Financial Report was prepared and submitted to the City’s Auditor, Moore Stephens (WA) Pty Ltd for review and audit. Whilst two procedural instances of non-compliance were identified, both relating to timing, they were considered minor and procedures have since been implemented to ensure compliance in the future. The Audit Report also indicated that there “are no matters that in our opinion indicate significant adverse trends in the financial position or the financial management practices of the City”.

The financial result for 2016/17 was positive, delivering a better than budget result and continuing the positive trend of recent years. Whilst the capital works program was not completed, the closing balance for 2016/17 provided for full funding of those projects being carried forward for completion in 2017/18.

Divestment Strategy

Following a request from Council and administrative research into the subject, the Council adopted an amendment to the City’s Investment Policy in August 2016 to provide that “when exercising the power of investment, preference is to be given to investments with institutions that have been assessed to have a higher rating of demonstrated social and environmental responsibility, providing that doing so will secure a rate of return that is at least equal to alternatives offered by other institutions”.

As a result, during 2016/17 an average 50.96% of the City’s surplus funds were invested in financial institutions with a record of not investing in the fossil fuel industry.

Corporate Services

Information Technology

The City of Vincent's Corporate Services team is committed to ensuring the City is equipped with the information technology infrastructure and support needed to effectively service the community.

In 2016/17, the City commenced a review of its business systems, including enterprise applications and financial management systems. This review has already resulted in a number of system improvements in the Information Technology space, including the replacement of the City's 20-year old analogue phone system with a contemporary VOIP system, which offers a range of communication improvements.

Progress against this project is outlined below.

CBP Project Number	Description	2016/17 Actions Towards Completion
2.2	Review the City's Enterprise Applications and Financial Management System.	<p>- Engaged an external organisation to conduct a Business Systems review. This review is currently underway and is expected to be completed in the 2017/18 financial year.</p> <p>So far, the City has:</p> <ul style="list-style-type: none"> - Replaced the City's 20-year old analogue phone system with a new VOIP system to provide a range of communication improvements for the City. - Reviewed the City's printing infrastructure. This review has led to the update and rationalisation of a number of types of units used across the organisation.

Corporate Services

Governance

The City of Vincent is committed to good governance and ensuring transparency and accountability across all its activities.

In 2016/17, the City undertook a number of improvements to its governance processes and policies, including upgrades to the Council Chambers' audio-visual system, introducing a new management system for Council agendas, and publishing new registers online to improve our transparency and accountability to rate payers.

Progress against these projects is outlined below.

CBP Project Number	Council Priority Number	Description	2016/17 Actions Towards Completion
2.1		Council Chambers Audio-Visual System	- Installed a new audio-visual solution into Council Chambers in January 2017 to replace the existing system, which was more than 20 years old.
2.3		Electronic Agenda Management System	- Implemented a new electronic agenda management system in April 2017, resulting in a reduction in administrative overheads for creating Council agendas and minutes.
2.4	5	Review the Code of Conduct	- The review has occurred and will be presented to Council for adoption in 2017/18.
7.1		Local Law Review	- Completed a statutory eight-year review of our local laws and reported to Council in March 2017. The review recommended minor changes to all seven of the City's local laws, to be amended in 2017/18.
	4	Establish live streaming of Council briefings and meetings	- A report was presented to Council in March 2017 to guide the management of live streaming of Council briefings and/or meetings. The project was implemented and live streaming commenced on 23 May 2017.

In 2016/17, the City realised a number of additional key achievements and highlights, including:

Record Keeping

The City developed a new, five-year, whole-of organisation Record Keeping Plan which was approved by the State Records Commission on 12 August 2016.

Audit Committee

In December 2016, following research into Audit Committee best practice, the Council adopted a revised Audit Committee Terms of Reference. As a result, two external, independent members will now be included on the City's Audit Committee.

Transparency and Accountability

In accordance with Section 5.53 of the *Local Government Act 1995*, the City of Vincent recorded no minor breaches in the City's Register of Complaints for the 2016/17 financial year.

The City of Vincent received three (3) complaints of alleged breaches of the City's Code of Conduct in 2016/17.

In order to increase the accountability and transparency of the City's operations and activities to its rate payers going forward, the Council agreed, in September 2016, to publish a number of Council and statutory registers on the City of Vincent's website. These are now available in the Accountability and Governance portal of the website at www.vincent.wa.gov.au.

Risk Management

In 2016/17, the City of Vincent delivered risk management training across the organisation and commenced a project to systematically identify significant operational costs and improve the City's risk framework.

Extraordinary Election

An extraordinary election was held in February 2017, following the resignation of Councillor (CR) Laine McDonald on 21 September 2016. CR McDonald's resignation triggered the requirement for an extraordinary election for a South Ward Council Member to be held within four (4) months of the vacancy occurring.

In addition, Mayor John Carey resigned, effective 30 January 2017. Special permission was sought and received from the Electoral Commissioner to elect candidates to both vacancies at an extraordinary election held on 24 February 2017.

Two (2) candidates nominated for the vacant mayoral position, with 6,212 votes cast (27.2% turnout). As a result, Cr Emma Cole was elected as Mayor.

Six (6) candidates nominated for the vacant South Ward Councillor position, with 2,905 votes cast (23.69% turnout). As a result, Jonathan Hallett was elected as South Ward Councillor.

With Cr Emma Cole taking on the position of Mayor, the City was left with a vacant North Ward Councillor position, which Council determined would remain vacant until the 2017 ordinary elections.

Development Services

2016/17 Overview

In 2016/17, the City of Vincent implemented a number of new initiatives and programs through the Development Services directorate. This included the development of Town Centre Place plans, the introduction of an electronic assessment tool to enable the electronic lodgement and assessment of building and planning applications, and a review of local health laws.

Some of the key highlights of the 2016/17 financial year include the review of the local planning framework, which resulted in 19 local planning policies being converted into one user-friendly document, the implementation of our Sustainable Environment Strategy, achieving Platinum Waterwise Council status from the Water Corporation, and achieving a number of awards for our unique Mary Street Piazza public space.

Over the coming year, we will continue to work towards creating liveable, sustainable neighbourhoods and people friendly, active main streets and Town Centres that support our local community and businesses.

John Corbellini

Director - Development Services

Development Services

Approval Services

Approval Services play a significant role in the development of the City of Vincent and we are committed to ensuring we have strong planning policies in place to create better amenity for those who live in our City.

In 2016/17, the City implemented a new project to enable electronic lodgment and assessment of building and planning applications.

Progress against this project is outlined below.

CBP Project Number	Council Priority Number	Description	2016/17 Actions Towards Completion
5.2	23	Implement electronic lodgment and assessment of applications	- Introduced the electronic assessment software tool, Trapeze, to Approval Services in June 2017.

The City received a total of 558 building permit applications and 455 development applications in 2016/17.

The key statistics related to Building and Planning are outlined below.

Key Building Statistics

	2016/17	2015/16
Total Building Permit Applications	558	643
Total Value development for which building permit has been issued	\$110,979,994	\$214,514,231
Total Demolition and Occupancy permit applications	159	113

The major developments completed in 2016/17 included:

- 201 Carr Place, Leederville
- 484 Fitzgerald Street, North Perth
- 123 Richmond Street, Leederville

Major developments approved in 2016/17 and currently under construction include:

- 283 Vincent Street, Leederville – mixed use development
- 73 Angove Street, North Perth – mixed use development

A number of major development applications were approved in 2016/17, including:

- 81 Angove Street, North Perth – for the retention of existing heritage building and construction of a three-storey day nursery (child care) and associated basement car parking.
- 113 Wright Street, Highgate – for a three-storey multiple dwelling, comprising of 14 multiple dwellings.
- 471 Beaufort Street, Highgate – for construction of an eating house.

Key Planning Statistics

	2016/17	2015/16
Total Development Applications	455	477
Applications Determined by the Development Assessment Panel (DAP)	20	22
Breakdown of Applications by Category:		
• Change of Use	73	80
• Home Occupation	9	3
• Commercial Development	71	72
• Grouped Dwelling Development	66	82
• Mixed Use	2	4
• Multiple Dwelling	13	25
• Single House	221	211
State Administrative Tribunal (SAT) Reviews	15	25
Design Advisory Committee (DAC) Applications	27	28
Total Development Value	\$287,376,080	Value not reported in 2015/16

The City of Vincent also has a team of Compliance Officers tasked with ensuring compliance to the City's planning and building regulations and requirements.

In 2016/17, the City's Compliance Officers investigated 333 building and planning complaints made by City ratepayers and residents, and issued 12 planning infringement notices, one planning written direction and two building orders. Three court cases commenced, resulting in one successful conviction for planning and building offences. The remaining two court cases are ongoing.

The City of Vincent approved an additional Compliance Officer position for 2016/17, which was filled in February 2017.

Key Building and Planning Compliance Statistics

	2016/17	2015/16
Total Compliance Matters Received	333	372
Total Compliance Investigations Completed	282	362

Development Services

Health Services

The City of Vincent's Health Services play a significant role in inspecting a large number of food business, lodging houses and public buildings to ensure compliance with relevant health and environmental regulations.

In 2016/17, the City implemented a review of local health laws through its Corporate Business Plan, aimed at improving health and compliance within the City of Vincent.

Progress against this project is outlined below.

CBP Project Number	Description	2016/17 Actions Towards Completion
7.1	Review Local Laws	- Completed review and tabled for the removal of 'poultry prohibition area' to be considered and reported back to Council in 2017/18.

The City continued to monitor compliance with health and environmental regulations and issued a number of approvals in 2016/17, as outlined below.

Item	Number
Food Business Inspections	937
Public Building Inspections	124
Lodging House Inspections	29
Temporary Food Stall Permits Issued for Public Events	470
Temporary Public Buildings Approved and Inspected <i>These included event area marquees, stages and structures.</i>	46
Permits Providing Exemptions from Noise Regulations <i>These were assessed and issued to builders and event organisers for specific activities with strict conditions.</i>	98
Samples Taken for Microbiological Compliance <i>These were taken from public aquatic facilities.</i>	259

The City continued to receive an increasing number of requests from the community relating to environmental health, with a total of 681 requests received in 2016/17 compared to 612 requests the previous financial year and 589 requests in 2014/15.

Health Services also worked on a number of proactive initiatives throughout 2016/17, including:

- Reviewing the Public Health Plan
- Co-ordinating the Vincent Liquor Accord meetings
- Routine Food Sampling Program - implemented to do spot checks of various food types. A total of 33 food samples were purchased for sampling through this program in 2016/17.

Development Services

Policy and Place

The City of Vincent is committed to ensuring it has the right policies in place to facilitate the continued growth and development of the City and ensure its Town Centres are prosperous and people focussed.

In 2016/17, the City saw significant achievements in the areas of strategic planning, place management, heritage and sustainability, through its Corporate Business Plan and Council Strategic Priorities.

Progress against these projects is outlined below.

CBP Project Number	Council Priority Number	Description	2016/17 Actions Towards Completion
4.1	24	Review the Local Planning Policy framework	<ul style="list-style-type: none"> - Approved the final policy in December 2016. - Began implementing the policy in January 2017. - Worked with the Department of Planning and Western Australian Planning Commission to assist them in assessing and determining several policy provisions that require State Government approval.
4.2		Review Car Parking Local Planning Policy	<ul style="list-style-type: none"> - Adopted the draft Policy in October 2016. - Advertised the draft Policy in late 2016/early 2017. - Worked toward finalising the draft policy for presentation to Council in 2017/18.
4.3		Finalise and review Town Planning Scheme No. 2	<ul style="list-style-type: none"> - Submitted the Draft Town Planning Scheme No. 2 to the State Government for final approval. The City has continued working with the Department of Planning to support their assessment and determination of the Scheme.
4.4		Prepare the Leederville Activity Centre Structure Plan	<ul style="list-style-type: none"> - Undertook initial scoping for this project during the 16/17 financial year. The project is scheduled to continue over the next three years.
4.5		Review of Heritage Strategic Plan 2013-2017	<ul style="list-style-type: none"> - Project is scheduled to commence in 2017/18 following consultation on the Strategic Community Plan, to ensure that alignment of the City's strategic direction with the community's aspirations.

CBP Project Number	Council Priority Number	Description	2016/17 Actions Towards Completion
6.5	21	Promote involvement in Town Teams and Precinct Groups.	<ul style="list-style-type: none"> - Administration regularly promotes Town Team Annual General Meetings (AGMs) and events to drive membership and community involvement. - Place Managers/Community Partnerships regularly attend Town Team meetings providing support and advice to improve membership and community involvement. - Work in this area is ongoing and will be complemented by Place Plans being prepared by Administration for each Town Centre to support the activities of the various Town Teams.
7.2		Amend the Trading in Public Places Local Law 2008	<ul style="list-style-type: none"> - Prepared amendments to the local law and obtained quotes for legal advice. A report on this project will be presented to Council in 2017/18.
8.4		Prepare a Transport Strategy and Implement the North Perth Parking Study	<ul style="list-style-type: none"> - Prepared, consulted on, finalised and implemented a suite of parking restrictions for the North Perth Town Centre and surrounding areas.
8.6		Prepare a plan for the collection and expenditure of cash in lieu of car parking	<ul style="list-style-type: none"> - Commenced work on this project in 2016/17. The project will continue into the 2017/18 financial year.
9.1	24	Support Town Teams	<ul style="list-style-type: none"> - Provided approximately \$40,000 in grants to the City's various Town Teams to assist them in strengthening their organisations and delivering great place outcomes. - The City's Place Managers continued to work closely with the Town Teams to assist them in developing their own action plans.
9.2	32	Prepare, implement and review Town Centre Place Plans	<ul style="list-style-type: none"> - Undertook significant background work and analysis on the North Perth Town Centre Place Plan and prepared a draft Place Plan that was presented to Council. A revised version of this plan is intended to be presented back to Council for adoption in 2017/18.
9.3		Upgrade Wi-Fi in the Leederville Town Centre	<ul style="list-style-type: none"> - Obtained quotes, selected a provider and implemented upgrades to the Wi-Fi in the Leederville Town Centre.

CBP Project Number	Council Priority Number	Description	2016/17 Actions Towards Completion
9.7	31	Undertake a study to identify a public space for North Perth Town Centre	<ul style="list-style-type: none"> - Undertook a comprehensive study of the North Perth Town Centre, along with extensive community consultation to determine the need, and potential locations, for a future Public Open Space in the North Perth Town Centre. - Council adopted a location and design and construction of the space will continue over the coming two years, funded in part by the State Government.
9.8		Review the Economic Development Strategy 2013-2016	<ul style="list-style-type: none"> - This project is scheduled to commence in 2017/18 following consultation on the Strategic Community Plan, to ensure that alignment of the City's strategic direction with the community's aspirations.
9.9		Undertake Town Centre performance measurement (device sensors)	<ul style="list-style-type: none"> - Installed device sensors in all of the City's Town Centres and examined ways to effectively use this data.
10.2		Review and implement the Sustainable Environment Strategy 2011-2016	<ul style="list-style-type: none"> - Commenced a review of the Sustainable Environment Strategy 2011-16. Further work will be undertaken following consultation on the Strategic Community Plan, to ensure that alignment of the City's strategic direction with the community's aspirations. - Demonstrated continued leadership in the sustainability space, through the implementation of the Sustainable Environment Strategy. - Obtained Platinum Waterwise Council status from the Water Corporation. - Held a number of community events throughout out year to promote sustainability, including an eco-retrofit workshop and a session on living a plastic free life. - The City's composting project continued to help households reduce their waste going to landfill.

CBP Project Number	Council Priority Number	Description	2016/17 Actions Towards Completion
	10	Reform planning policies to design out poor outcomes which affect amenity and liveability.	- The reform of the planning policies was adopted by Council in December 2016 and took effect from 21 January 2017.
	11	Stricter standards for rear setbacks for new developments to protect the amenity of existing residents.	- Policy reform on rear setbacks required approval from the Western Australian Planning Commission (WAPC). Administration is currently working the Department of Planning staff to progress this and it is intended to be completed in 2017/18.
	12	Raise requirements to establish more meaningful and liveable green spaces in new developments	- Changes for commercial developments took effect on 21 January 2017. Residential and mixed use developments required WAPC approval. Administration is working with the Department of Planning to progress this and it is intended to be completed in 2017/18.
	13	Establish clear guidelines for storey heights for major density developments	- Building height requirements were reformed as part of the new planning policy adopted by Council in December 2016 which took effect on 21 January 2017.
	22	Review alfresco fees and permit approvals to encourage street activation and reduce/remove the administrative burden in managing the current process	<ul style="list-style-type: none"> - The alfresco permit fees have been removed. - The ability for applicants to self-assess permits through an on-line portal is still being completed. - A review of the Trading in Public Places Local Law is being undertaken to consider removal of the requirement for a permit altogether.

Council Resolutions	2016/17 Actions Towards Completion
Leederville Taxi Rank relocation Item 9.2.6 – OMC 31 May 2016	- Conducted preliminary consultation with local businesses on the relocation of the Leederville Taxi Rank. Further work on this project will continue in the 2017/18 financial year.
Review of Design Advisory Committee Item 9.5.2 – OMC July 2014	- Worked closely with the existing Design Advisory Committee to review the current design review process and develop a revised process. A report on this is intended to be presented to Council in 2017/18.

Council Resolutions	2016/17 Actions Towards Completion
Tree retention on privately owned land Item 10.2 – OMC 20 September 2016	- Reviewed the issue of tree retention on privately owned land and implemented several process improvements to ensure that existing trees are considered in the development assessment process.

Other Work	Actions Undertaken
Character Retention Areas – Harley Street, St Albans, Carr Street, Janet Street	- Progressed Character Retention Area nominations for Harley Street, Carr Street and Janet Street and undertook consultation with affected communities. - Adopted the new policy provisions for Harley Street. The City will continue to progress the other areas in the 2017/18 financial year.
Comments on State Government documents, namely Design WA and Perth Transport Plan	- Reviewed and provided comments on numerous State Government documents and initiatives. These included the draft Design WA suite of documents and the draft Perth Transport Plan. The City will continue working with the State Government on these bodies of work and raising the profile of the City in the strategic planning space.
Heritage Assistance Fund and heritage programmes	- Provided approximately \$70,000 in heritage grants to members of the Vincent community with heritage listed properties. These grants provide support for land owners to restore and maintain their heritage listed properties for the enjoyment and appreciation of future generations. - The City also continued its ongoing heritage programmes including the newsletter, heritage calendar and heritage workshop at the North Perth Town Hall.
Leedy Streets Open	- Successfully conducted the Leedy Streets Open trial, where a portion of Oxford Street was closed every Sunday in March 2017. Further work on this project will continue in the 2017/18 financial year to determine the future of this initiative.
Mount Hawthorn parking	- Reviewed parking restrictions in the Mount Hawthorn Town Centre, prepared draft new restrictions, consulted on these proposed changes and adopted new parking restrictions for the area. - Implementation of the restrictions will be completed in 2017/18.

Other Work	Actions Undertaken
Name the Lanes project	- Continued to work with the Geographic Naming Team and Department of Aboriginal Affairs to name the 12 unnamed laneways along Beaufort Street. This project will continue into the 2017/18 financial year.
Parklets North Perth and Mount Hawthorn	- Consulted on the potential location of two City-sponsored parklets in the North Perth and Mount Hawthorn Town Centres. Work on these parklets will continue in the 2017/18 financial year.

Key highlights for 2016/17**Planning**

The City of Vincent undertook a complete review of its local planning framework in 2016/17. This resulted in 19 local planning policies being annulled and converted into one user friendly document that will help the City to achieve excellent development outcomes in the future.

The City progressed several local planning policy amendments to improve the Car Parking Policy and introduced the additional Character Retention Area of Harley Street.

In 2016/17, the City began work on scoping the two flagship strategic planning projects - the Leederville Activity Centre Plan and the Transport Plan. These projects will continue over the next three years.

Place Management

Place Management continues to co-ordinate the growth and development of Vincent's Town Centres. In 2016/17, the City continued to support Vincent's Town Teams, Leederville Connect, Mount Hawthorn Hub, Beaufort Street Network, North Perth Local and On William by providing grant funding of up to \$10,000 per Town Team, through the Town Teams grant program.

Over the past financial year, Place Managers continued to plan the future work required to ensure Vincent's Town Centres are prosperous and people focussed. This included the preparation of the North Perth Town Centre Place Plan, which is currently in draft form. North Perth Local and Leederville Connect completed their first Action Plans, while Mount Hawthorn Hub completed edition 2 of their Action Plan. Work will continue on the other Town Centre Place Plans in 2017/18.

Place Management also oversaw the installation of device sensors in its Town Centres, as part of its ongoing commitment to improve the City's performance measurement activities. The City is now able to make informed decisions with an understanding of pedestrian numbers and movement patterns.

Mary Street Piazza

The Mary Street Piazza is a public piazza space located on the corner of Mary Street and Beaufort Street. It hosts the monthly Artisan Market, pop up yoga sessions, the Staged On Beaufort series, and many impromptu performances from local musicians.

In 2016, the Mary Street Piazza won a number of awards, including the:

- Australian Institute of Landscape Architects *Small Projects Landscape Architecture Award*;
- Planning Institute of Australia's Western Australian Award for *Great Place*;
- Planning Institute of Australia's *President's Award* commendation; and
- Planning Institute of Australia's National Commendation for *Great Place*.

Technical Services

2016/17 Overview

In 2016/17, the City of Vincent's Technical Services team co-ordinated and implemented a number of significant projects across the City, including the refurbishment and fit-out of several facilities in the City of Vincent; the most notable being the extension and upgrade of the Charles Veryard Reserve clubrooms and the introduction of new sports lighting to the facility.

The City also implemented a number of improvements to the local road network, including traffic management and black spot projects, road resurfacing and drainage improvements. In addition, major cycling infrastructure projects, including Stage 1 of the Shakespeare Street Bike Boulevard, Bulwer Street and Scarborough Beach Road Protected Bike Lanes projects, were undertaken in 2016/17. The City worked closely with the Road Safety Advisory and Pedestrian and Cycling Advisory Groups on a number of these projects.

Our green spaces continued to be a focus throughout 2016/17 with the implementation of our Greening Plan, focused on the annual planting of hundreds of trees across the City to increase the urban canopy and make our streets shadier and cooler places to be. We also installed a number of paths, lights, parks furniture and eco-zoning in a number of parks throughout the year, to make them more inviting and water wise spaces for our residents and visitors to enjoy. We also continued to run the ever-popular annual Garden Competition and Adopt-A-Verge program.

One of the key highlights for 2016/17 was the adoption of a new approach to waste management for the City of Vincent, where we looked at new and more innovative waste management practices including 'separating at the source' and downsizing of bins. We look forward to further positive changes to our waste management programs in the coming year.

Craig Wilson
A/Director - Technical Services

Technical Services

Asset and Design

Our Asset and Design team is responsible for the asset management, design and documentation for all new infrastructure within the road reserve, including parking restrictions, signs and line-marking and traffic management.

In 2016/17, the City saw significant achievements in this area including the implementation of Asset Management and Capital Works Plans, approval for a 40 kilometre per hour (km/h) speed zone trial in south Vincent and upgrades to several park facilities.

Progress against these projects is outlined below.

CPB Project Number	Council Priority Number	Description	2016/17 Actions Towards Completion
3.1	28	Implement 10-year Asset Management Plan and Capital Works Plan	- Commenced development of a new 10-year Asset Management and Capital Works Plans that will guide the City until 2019/20. The current focus is on assessing the usage and condition of the City's building stock and engaging with the community to develop a plan that is based upon the needs and appropriate levels of service required into the future.
8.1	26	Improve Pedestrian Crossings at key signalized intersections	- Upgraded the intersection at Bulwer and William Streets, Perth. - Further upgrades scheduled for 2017/18 include: <ul style="list-style-type: none"> • Fitzgerald and Vincent Streets, North Perth • Bulwer and Fitzgerald Streets, North Perth • Newcastle and Fitzgerald Streets, Perth • William and Walcott Streets, Mt Lawley
8.2	27	Introduce 40km/h speed zone trial in the south of Vincent	- The trial of a 40 km/h speed zone in the south of Vincent was approved by Council in May 2016 and the City worked with Main Roads WA, the Road Safety Commission and WA Police throughout 2016/17 to garner their support for the trial. - Consultation with those residents and businesses likely to be affected by the trial will commence in late 2017, with a view to implementing the trial in 2018/19.

16/17 Council Resolutions	2016/17 Actions Towards Completion
Flooding mitigation works – Beatty Park Reserve, North Perth Item 9.2.1 – OMC 7 February 2017	- Completed flooding mitigation works at Beatty Park Reserve.
Proposed bike project – Shakespeare Street, Mt Hawthorn; Phase 2 – Scarborough Beach Road to Richmond Street, Leederville Item 10.2 – OMC 30 May 2017	- Developed initial report on the Department of Transport's proposal to extend the Bike Boulevard/Safe Active Streets.
Proposed extension to Hyde Street Reserve Item 10.1 – OMC 27 June 2017	- Commenced community consultation for this project.
Proposed parking improvements – Albert Street, North Perth Item 9.2.1 – OMC 15 November 2016	- Constructed additional on-road embayed parking in Albert Street, adjacent the North Perth Primary School. Improvements were funded by the Department of Education, WA.
Proposed parking restrictions – Cattle Street, Highgate/East Perth, between Lord Street and West Parade Item 9.2.1 – OMC 7 March 2017	- Installed 2-hour (2P) parking restrictions.
Proposed parking restriction trial – Chelmsford Road, Fitzgerald Street to Ethel Street, North Perth Item 9.2.5 – OMC 18 October 2016	- Implemented a 12-month trial.
Proposed parking restriction trial – Chelmsford Road, Leake Street and Grosvenor Road, North Perth Item 9.2.5 – OMC 23 August 2016	- Implemented a 12-month trial.
Proposed parking restriction – Hardy Street, North Perth Item 9.2.1 – OMC 13 December 2016	- Installed 3-hour (3P) parking restrictions.
Proposed parking restrictions – Scott Street, between Bourke and Tennyson Streets, Leederville Item 9.2.5 – OMC 20 September 2016	- Installed 2-hour (2P) parking restrictions.
Proposed parking restrictions – Smith, Lincoln and Wright Streets, Perth Item 9.2.2 – OMC 20 September 2016	- Installed 3-hour (3P) parking restrictions.
Proposed pedestrian safety improvements on Vincent Street, West Perth Item 9.2.1 – OMC 18 October 2016	- Installed a pedestrian crossing point to improve access to the Beatty Park Leisure Centre.
Proposed road safety and traffic management improvements – Redfern Street, North Perth and Randall Street, Perth Item 9.2.2 – OMC 18 October 2016	- Proposed works to intersection of Redfern and Walcott Streets were approved. - Commenced community consultation on proposed works to Randell Street. - Proposed works at intersection of Redfern and Hunter Streets was not approved and will not proceed.

16/17 Council Resolutions	2016/17 Actions Towards Completion
Proposed safety improvements at the intersection of Walcott and Beaufort Streets, Mt Lawley Item 9.2.1 – OMC 18 October 2016	- Implemented 12-month trial of 'No Right Turn' on all four legs of the intersection, in conjunction with Main Roads WA.
Proposed traffic calming – Anzac Road, Mt Hawthorn Item 9.2.2 – OMC 18 October 2016	- Works deferred pending Water Corporation's Cast Iron Water Main Upgrade project.
Proposed traffic management improvement at intersection of Vincent and Norfolk Streets, North Perth/Mt Lawley Item 9.2.2 – OMC 28 June 2016	- Installed a half seagull island on Norfolk Street.
Proposed traffic management improvement on Vincent Street, near Norfolk Street, North Perth/Mt Lawley Item 9.2.1 – OMC 26 July 2016	- Installed speed humps.
Urgent works – ceiling panel renewal and lighting upgrade Item 9.2.4 – OMC 18 October 2016	- Completed urgent works to the Loftus Recreation Centre.

Technical Services

Parks

Our parks are precious to the Vincent community and important to protect, enhance and expand. The City of Vincent is committed to continuing to make these existing spaces even better, while finding creative ways to provide new spaces that respond to the community's changing needs.

In 2016/17, the City implemented a number of new projects, through our Corporate Business Plan, Council Priorities and Council Resolutions, to improve parks for those in our community.

Progress against these projects is outlined below.

CBP Project Number	Council Priority Number	Description	2016/17 Actions Towards Completion
8.3	29	Review the Greening Plan	<ul style="list-style-type: none"> - Completed a new action plan and street tree master plan and commenced work in line with these new plans. - Progressed mapping of the Vincent area to determine increases in canopy cover. - Appointed consultants to develop a new street tree selection tool/street tree matrix, which will be an addendum to the Greening Plan.
9.4	30	Upgrade Axford Park	<ul style="list-style-type: none"> - Completed consultation on the upgrade to Axford Park, with a draft concept plan presented to a Council workshop in June 2017. - Simple improvement works will be presented to Council for approval in the 2017/18 financial year and a landscape architect will be engaged to work on a future detailed design aimed at delivering further improvements in and around the park.
9.6		Prepare a Business Case for Town Centre Tidy Teams	<ul style="list-style-type: none"> - Completed the Business Case, in conjunction with Waste Management and Policy and Place Officers.

2016/17 Council Resolutions	2016/17 Actions Towards Completion
Adopt-a Verge Program Item 9.2.6 – OMC 10 March 2015	- Completed 134 verges, of which 44 were the newly developed Adopt-a Verge “fast track” option which involves the city boxing out the verge and the owner/occupier applying the mulch and planting up.
Banks Reserve Foreshore Restoration Project Item 9.2.3 – OMC 8 December 2015 (Stage 2)	- Due to an issue with the Section 18 (Approval to use the Land) under the Aboriginal Heritage Act 1972, this project was delayed and will subsequently be carried forward to the 2017/18 financial year. It is anticipated this project will be undertaken throughout December 2017 to February 2018.
Develop a new Water Efficiency Action Plan 9.2.2 – OCM 15 November 2016	- Completed the new action plan, which was adopted by Council and submitted to the Water Corporation. - The City of Vincent has now achieved Gold and Platinum status through the Water Corporation for its approach to water efficiency.
Eco-zoning Program Item 9.2.2 – OMC 8 February 2011	- Applied an additional 5,370m ² of eco-zoning at Menzies Park and various road reserves, which is expected to achieve a saving of around 2,685 kilolitres of groundwater. 2016/17 was the sixth year of this 15-year program and we anticipate further progress and savings on this program over coming years.
Greening Plan Item 14.2 – OMC 25 March 2014	- Planted 104 trees in road reserves throughout the City, as part of the Greening Plan. - An additional 218 trees were planted in residential streets.
Hyde Park Water Playground Shade Sail Item 9.2.4 – OMC 28 June 2016	- Installed the shade sail in October 2016, in readiness for the 2016/17 summer season.

Technical Services

Engineering and Waste Management

The City of Vincent takes a proactive approach to waste management and, as a member of the Mandarie Regional Council, joins with the Cities of Perth, Joondalup, Wanneroo and Stirling and the Towns of Cambridge and Victoria Park to strategically approach waste and recycling in the City.

In 2016/17, in line with our Corporate Business Plan and Council Priorities, the City commenced a comprehensive review of its waste management services.

Progress against this project is outlined below.

CBP Project Number	Council Priority Number	Description	2016/17 Actions Towards Completion
10.1	34, 35, 36 & 37	Review waste management services	<ul style="list-style-type: none"> - Commenced a review of the City's waste management strategy. - The review is expected to be completed and put to Council in February 2018.

2016/17 Council Resolutions	2016/17 Actions Towards Completion
Put to tender – bi-annual bulk verge green waste and annual bulk verge general waste collection. Item 9.2.4 – OMC 24 September 2016	- Tenders were sought for the City's bi-annual bulk verge green waste and annual bulk verge general waste collection and awarded following approval from Council.

Elected Member Meeting Attendance

Council Meetings

Council meetings are held monthly at the City of Vincent Civic Centre. The attendances of Council Members at Council meetings for the 2016/17 financial year are shown in the table below.

Members	Ordinary Council Meetings entitled to attend	Ordinary Council Meetings attended	Apologies	Leave of Absence	Special Council Meetings entitled to attend	Special Council Meetings attended	Apologies	Leave of Absence
Mayor Emma Cole	12	12	0	0	2	2	0	0
Former Mayor John Carey	6	6	0	0	1	1	0	0
Deputy Mayor Roslyn Harley	12	9	3	0	2	2	0	0
Cr Matt Buckels	12	12	0	0	2	2	0	0
Cr Susan Gontaszewski	12	11	0	1	2	2	0	0
Cr Jonathan Hallett	5	4	1	1	1	1	0	0
Cr Dan Loden	12	11	0	1	2	2	0	0
Cr Jimmy Murphy	12	11	0	1	2	2	0	0
Cr Joshua Topelberg	12	11	0	1	2	2	0	0
Former Cr Laine McDonald	3	3	0	0	0	0	0	0

Council Briefings

Council Briefings are held monthly at the City of Vincent Civic Centre. The attendances of Council Members at Council Briefings for the 2016/17 financial year are shown in the table below.

Members	Council Briefings entitled to attend	Council Briefings attended	Apologies	Leave of Absence
Mayor Emma Cole	12	12	0	0
Former Mayor John Carey	6	4	2	0
Deputy Mayor Roslyn Harley	12	9	2	0
Cr Matt Buckels	12	11	1	0
Cr Susan Gontaszewski	12	11	0	1
Cr Jonathan Hallett	5	5	0	0
Cr Dan Loden	12	11	0	1
Cr Jimmy Murphy	12	11	0	1
Cr Joshua Topelberg	12	12	0	0
Former Cr Laine McDonald	3	3	0	0

Audit Committee Meetings

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

Members	Audit Committee meetings entitled to attend	Audit Committee meetings attended	Apologies	Leave of absence
Mayor Emma Cole	4	4	0	0
Former Mayor John Carey	2	2	0	0
Deputy Mayor Roslyn Harley	2	2	0	0
Cr Matt Buckels	2	1	1	0
Cr Susan Gontaszewski	4	2	2	0
Cr Dan Loden	4	3	1	0
Cr Jimmy Murphy	2	2	0	0
Cr Joshua Topelberg	4	4	0	0
Former Cr Laine McDonald	1	0	1	0
Ms Elizabeth Hunt*	2	2	0	0
Mr Conley Manifis*	2	2	0	0

*Note: denotes an external, independent member.

Advisory and Working Group Meetings

Further to Council's formal Briefings and Meetings outlined earlier, the City also operated eight subject-specific Working and Advisory Groups throughout the year, comprised of nominated Council Members and community members appointed by Council. Below is a summary of Council Member attendances at these various Working and Advisory Groups during 2016/17.

Arts Advisory Group:

Council Member	Meetings Entitled to Attend	Meetings Attended	Apologies and/or Approved Leave of Absence
Cr Jimmy Murphy (Chair)	3	3	0
Cr Joshua Topelberg	3	2	1

Business Advisory Group:

Council Member	Meetings Entitled to Attend	Meetings Attended	Apologies and/or Approved Leave of Absence
Cr Joshua Topelberg (Chair)	4	2	2
Cr Jimmy Murphy	4	3	1
Cr Dan Loden	4	1	3

Children and Young People Advisory Group:

Council Member	Meetings Entitled to Attend	Meetings Attended	Apologies and/or Approved Leave of Absence
Cr Susan Gontaszewski (Chair)	4	2	2
Cr Emma Cole/Mayor Cole	3	3	0
Cr Matt Buckels	4	2	2

Environmental Advisory Group:

Council Member	Meetings Entitled to Attend	Meetings Attended	Apologies and/or Approved Leave of Absence
Cr Emma Cole/Mayor Cole	4	4	0
Cr Dan Loden (Chair)	6	5	1
Cr Susan Gontaszewski	6	5	1

Reconciliation Action Plan Working Group:

Council Member	Meetings Entitled to Attend	Meetings Attended	Apologies and/or Approved Leave of Absence
Cr Roslyn Harley (Chair)	5	3	2
Cr Dan Loden	5	4	1

Safer Vincent Crime Prevention Partnership:

Council Member	Meetings Entitled to Attend	Meetings Attended	Apologies and/or Approved Leave of Absence
Cr Susan Gontaszewski (Chair since 7/3/2017)	6	3	3
Former Mayor John Carey (Chair until 30/1/2017)	3	1	2
Cr Roslyn Harley	6	0	4

Road Safety Advisory Group:

Council Member	Meetings Entitled to Attend	Meetings Attended	Apologies and/or Approved Leave of Absence
Mayor Emma Cole (Chair since 7/3/2017)	3	3	0
Cr Matt Buckels	4	3	0
Cr Jonathan Hallett	1	1	0
Former Mayor John Carey (Chair until 30/1/2017)	2	2	0

Pedestrian and Cycling Advisory Group:

Council Member	Meetings Entitled to Attend	Meetings Attended	Apologies and/or Approved Leave of Absence
Cr Matt Buckels (Chair since 7/3/2017)	8	7	1
Cr Jonathan Hallett	5	5	0
Former Mayor John Carey (Chair until 30/1/2017)	3	2	1

Council Workshops

In addition to our formal Council Briefings and Council Meetings, we also held a number of Council Workshops throughout the year where Council Members and senior staff discussed strategic issues, shared information, opinions and ideas and reviewed the progress of key corporate projects and initiatives. In all, 18 Council Workshops were held in 2016/17, seven of which were dedicated to the 2017/18 draft budget with the remaining 11 Workshops being broader in nature and covering a range of subjects.

Employee Remuneration

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

Salaries in Excess of \$100,000	Number of Positions
Salary between \$100,001 & \$110,000	3
Salary between \$110,001 & \$120,000	4
Salary between \$120,001 & \$130,000	11
Salary between \$130,001 & \$140,000	0
Salary between \$140,001 & \$150,000	0
Salary between \$150,001 & \$160,000	1
Salary between \$160,001 & \$170,000	2
Salary between \$170,001 & \$180,000	1
Salary between \$180,001 & \$190,000	0
Salary between \$190,001 & \$200,000	0
Salary between \$200,001 & \$210,000	0
Salary between \$210,001 & \$220,000	0
Salary between \$220,001 & \$230,000	0
Salary between \$230,001 & \$240,000	0
Salary between \$240,001 & \$250,000	0
Salary between \$250,001 & \$260,000	0
Salary between \$260,001 & \$270,000	0
Salary between \$270,001 & \$280,000	1

Gender Equality Report

The 2016/17 financial year is the first year that the City of Vincent has calculated and reported publicly on gender pay equity. We will continue to report on it annually in an effort to reach pay equity, where women and men receive equal pay for work of equal or comparable value.

Gender Pay Gap

The gender pay gap is calculated as the difference between women's and men's average weekly full time equivalent earnings, as a percentage of men's earnings. According to the Workplace Gender Equality Agency (WGEA), Australia's national gender pay gap is currently 15.3% and has hovered between 15% and 19% for the past two decades. For the City of Vincent, the overall gender pay gap for the whole of the City's workforce as at 30 June 2017 was 9.5%. This figure is heavily influenced by the fact that at 30 June 2017, all members of the City's Executive Management Team were men.

The City's gender pay gap reduces significantly to 2.3% if the Executive Management Team is excluded from the overall workforce calculation. Currently, all positions within the Executive Management Team are held by male employees, providing a future opportunity for the City to introduce more of a gender balance in these key leadership roles.

Women in Leadership

Whilst outside the 2016/17 reporting period, it is worth noting that as at 29 September 2017, 28 of the City's 51 senior employees (level 7 and above) were women. This means that 54.9% of the City's senior positions were held by women.

Attracting and Retaining Women

The City has a number of initiatives that make our workplace a great place to work for all people. In future and wherever the opportunity arises, we will continue to pursue initiatives to attract women in roles that currently have lower female representation, such as our outside workforce and our Executive Management Team. Some of the initiatives we will continue to promote and expand include:

- Leadership and development opportunities for women
- Flexible workplace opportunities
- Parental leave and part-time and job share return to work options
- Support for breastfeeding women
- Discounted membership to Leisure Centre, with crèche options
- Ability to purchase additional leave from 2018 onwards

Record Keeping Statement

An amended Record Keeping Plan for the City of Vincent was approved by the State Records Commission on 12 August 2016. The City is required to review its Record Keeping Plan again in 2021.

In accordance with SRC Standard 2 - Principle 6 - Compliance, the City reviewed the efficiency and effectiveness of its record keeping systems in 2016/17.

Over the past year, the City also upgraded from HP TRIM to HPE Content Manager in order to make the process of registering documents, particularly batches of documents, more efficient. HPE Content Manager has an auto-classification function that allows for multiple records to be captured automatically, enabling staff to better manage records held in network drives and email folders.

A record keeping training program was conducted for staff prior to the implementation of the new HPE Content Manager to ensure that all employees comply with the City's Record Keeping Plan. The efficiency and effectiveness of the record keeping training was reviewed in 2016/17 and follow-up training for employees will be conducted on an ad-hoc basis, either by request or at the suggestion of Records staff. A monthly session will be conducted on an ongoing basis for all staff requiring additional training.

As with all new City of Vincent staff members, Records staff are required to undertake an induction program when first starting with the City of Vincent, to ensure that they are aware of their roles and responsibilities in regards to their compliance with the City's Record Keeping Plan.

Freedom of Information

The City has been subject to the provisions of the *Freedom of Information Act 1992* since the Act was first introduced. The Act gives a general right of access to information held by the City, subject to limitations as set out in Clauses 1 to 15 of Schedule 1 to the Freedom of Information Act.

The Act is intended to make Government, its agencies and officers more accountable. It is not intended to open the private and professional lives of its citizens to public scrutiny without the consent of the individuals concerned, where there is no demonstrable benefit to the public interest in doing so.

In 2016/17, the City received and responded to 19 requests under the Act.

The City maintains a public register of applications received, including a summary of records sought and decisions made. This can be found in the Accountability and Governance/Publicly Available Council Registers section of our website.



CITY OF VINCENT

ANNUAL FINANCIAL REPORT

**FOR THE YEAR ENDED
30 JUNE 2017**

**FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017**

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**CITY OF VINCENT
STATEMENT BY CHIEF EXECUTIVE OFFICER
FINANCIAL YEAR ENDED 30TH JUNE 2017**

**Local Government Act 1995
Local Government (Financial Management) Regulations 1996**

The attached financial report of the City of Vincent being the annual financial report and supporting notes and other information for the financial year ended 30 June 2017 are in my opinion, properly drawn up to present fairly the financial position of the City of Vincent as at 30 June 2017 and the results of the operations of the financial year then ended in accordance with the Australian Accounting Standards and comply with the provisions of the Local Government Act 1995 and the regulations under that Act.

Signed as authorisation of issue on the 15th day of November 2017



**Len Kosova
Chief Executive Officer**

CITY OF VINCENT
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE OR TYPE
FOR THE YEAR ENDED 30TH JUNE 2017

	Note	Actual 2016/17 \$	Revised Budget 2016/17 \$	Actual 2015/16 \$
Revenue				
Rates	3(a)	31,234,580	31,208,530	29,601,379
Operating Grants, Subsidies and Contributions	4	1,990,993	1,431,535	966,658
Fees and Charges	5	18,382,601	19,157,720	19,285,579
Interest Earnings	6	959,203	936,200	1,106,722
Other Revenue		1,324,228	1,460,360	1,503,562
		<u>53,891,605</u>	<u>54,194,345</u>	<u>52,463,900</u>
Expenditure				
Employee Costs		(24,409,112)	(24,900,420)	(24,116,626)
Materials and Contracts		(15,829,592)	(16,735,570)	(14,999,747)
Utility Charges		(1,808,666)	(1,947,070)	(1,927,414)
Depreciation on Non-Current Assets	7(b)	(9,094,953)	(9,833,560)	(9,530,829)
Interest Expenses	8(a)	(1,045,540)	(1,048,240)	(1,093,320)
Insurance Expenses		(874,147)	(908,370)	(923,484)
		<u>(53,062,010)</u>	<u>(55,373,230)</u>	<u>(52,591,420)</u>
		829,595	(1,178,885)	(127,520)
Non-Operating Grants, Subsidies and Contributions	4	2,594,651	2,728,547	1,384,622
		<u>2,594,651</u>	<u>2,728,547</u>	<u>1,384,622</u>
Profit on Asset Disposals	9	176,760	108,050	1,852,654
(Loss) on Asset Disposals	9	(48,016)	(4,030)	(357)
		<u>128,744</u>	<u>104,020</u>	<u>1,852,297</u>
Net share of interest in Joint Ventures	10(b)	23,213	-	339,739
Change in Equity - WALGA LG House Trust	17	(683)	-	(4,142)
		<u>22,530</u>	<u>-</u>	<u>335,597</u>
Profit on Assets Held for Sale (TPRC Joint Venture)	34(b)	245,788	916,666	1,299,433
		<u>245,788</u>	<u>916,666</u>	<u>1,299,433</u>
Net Result		3,821,308	2,570,348	4,744,429
Other Comprehensive Income				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes on Revaluation of Non-Current Assets	11	84,356,588	-	1,178,328
Total Other Comprehensive Income		84,356,588	-	1,178,328
Total Comprehensive Income		<u>88,177,896</u>	<u>2,570,348</u>	<u>5,922,757</u>

This statement is to be read in conjunction with the accompanying notes.

CITY OF VINCENT
STATEMENT OF COMPREHENSIVE INCOME
BY PROGRAM
FOR THE YEAR ENDED 30TH JUNE 2017

	Note	Actual 2016/17 \$	Revised Budget 2016/17 \$	Actual 2015/16 \$
Revenue				
Governance		83,551	69,210	72,042
General purpose funding		34,321,084	33,668,980	31,656,685
Law, order, public safety		156,220	176,700	202,325
Health		358,175	366,160	484,181
Education and welfare		263,369	332,840	357,801
Community amenities		1,015,416	1,194,610	1,255,579
Recreation and culture		9,610,928	10,163,645	10,484,977
Transport		7,568,368	7,782,670	7,416,159
Economic services		240,742	264,940	313,708
Other property and services		273,752	174,590	220,443
		<u>53,891,605</u>	<u>54,194,345</u>	<u>52,463,900</u>
Expenditure (excluding Finance Costs)				
Governance		(3,218,529)	(3,468,705)	(2,996,102)
General purpose funding		(656,733)	(625,305)	(562,291)
Law, order, public safety		(1,257,510)	(1,304,455)	(1,313,045)
Health		(1,153,655)	(1,243,865)	(1,031,406)
Education and welfare		(1,137,051)	(1,261,190)	(1,094,493)
Community amenities		(10,144,593)	(10,857,595)	(9,199,250)
Recreation and culture		(20,340,579)	(21,081,430)	(21,156,531)
Transport		(11,613,576)	(11,786,075)	(11,496,118)
Economic services		(681,758)	(752,660)	(725,390)
Other property and services		(1,812,486)	(1,943,710)	(1,923,474)
		<u>(52,016,470)</u>	<u>(54,324,990)</u>	<u>(51,498,100)</u>
Finance Costs				
Recreation and culture	8(a)	(1,045,540)	(1,048,240)	(1,093,320)
		<u>(1,045,540)</u>	<u>(1,048,240)</u>	<u>(1,093,320)</u>
		829,595	(1,178,885)	(127,520)
Non-Operating Grants, Subsidies and Contributions				
Law, order, public safety	4	113,384	251,470	6,668
Education and welfare		-	-	17,684
Recreation and culture		90,000	90,000	62,083
Transport		2,368,767	2,364,577	1,298,187
Other property and services		22,500	22,500	-
		<u>2,594,651</u>	<u>2,728,547</u>	<u>1,384,622</u>
Profit/(Loss) on Disposal of Assets				
Governance	9	13,684	420	-
Law, order, public safety		8,285	1,360	4,802
Health		4,749	7,100	2,840
Community amenities		10,181	3,000	-
Recreation and culture		35,379	29,430	345
Transport		(14,292)	-	1,828,743
Economic services		9,898	1,160	-
Other property and services		60,860	61,550	15,567
		<u>128,744</u>	<u>104,020</u>	<u>1,852,297</u>
Net Share of Interests in Joint Ventures				
Other property and services	10(b)	23,213	-	339,739
		<u>23,213</u>	<u>-</u>	<u>339,739</u>

CITY OF VINCENT
STATEMENT OF COMPREHENSIVE INCOME
BY PROGRAM
FOR THE YEAR ENDED 30TH JUNE 2017

	NOTE	Actual 2016/17 \$	Revised Budget 2016/17 \$	Actual 2015/16 \$
Change in Equity - WALGA LG House Trust	17			
Other Governance		(683)	-	(4,142)
		<u>(683)</u>	<u>-</u>	<u>(4,142)</u>
Profit on Assets Held for Sale (TPRC Joint Venture)	34(b)			
Other property and services		245,788	916,666	1,299,433
		<u>245,788</u>	<u>916,666</u>	<u>1,299,433</u>
(Loss) on Revaluation				
Net Result		3,821,308	2,570,348	4,744,429
Other Comprehensive Income				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes on Revaluation of Non-Current Assets	11	84,356,588	-	1,178,328
Total Other Comprehensive Income		84,356,588	-	1,178,328
Total Comprehensive Income		<u>88,177,896</u>	<u>2,570,348</u>	<u>5,922,757</u>

This statement is to be read in conjunction with the accompanying notes.

**CITY OF VINCENT
STATEMENT OF FINANCIAL POSITION
AS AT 30TH JUNE 2017**

	Note	Actual 2017 \$	Actual 2016 \$	Restated Actual 1 July 2015 \$
CURRENT ASSETS				
Cash and Cash Equivalents	12	17,424,002	16,499,516	14,453,256
Other Assets	13	365,578	134,554	28,550
Trade and Other Receivables	14	4,601,268	3,736,794	3,738,543
Inventories	15	181,244	170,061	198,843
TOTAL CURRENT ASSETS		<u>22,572,092</u>	<u>20,540,925</u>	<u>18,419,192</u>
NON-CURRENT ASSETS				
Trade and Other Receivables	14	119,936	165,336	163,300
Land Held for Development	16	105,823	108,145	111,013
Financial Assets	17	41,952	42,635	46,777
Interests in Joint Ventures	10(a)	8,928,947	9,520,230	9,160,344
Property, Plant and Equipment	18	299,304,697	214,938,377	217,729,541
Infrastructure Assets	19	129,230,712	129,076,686	127,431,640
TOTAL NON-CURRENT ASSETS		<u>437,732,067</u>	<u>353,851,409</u>	<u>354,642,615</u>
TOTAL ASSETS		<u>460,304,159</u>	<u>374,392,334</u>	<u>373,061,807</u>
CURRENT LIABILITIES				
Trade and Other Payables	20	5,102,188	6,812,943	5,854,290
Provisions	21	3,486,758	3,255,342	3,009,574
Current portion of long term Borrowings	22	881,398	818,840	760,288
TOTAL CURRENT LIABILITIES		<u>9,470,344</u>	<u>10,887,125</u>	<u>9,624,152</u>
NON-CURRENT LIABILITIES				
Provisions	21	334,102	301,994	291,713
Long term Borrowings	22	14,896,584	15,777,982	16,596,822
TOTAL NON-CURRENT LIABILITIES		<u>15,230,686</u>	<u>16,079,976</u>	<u>16,888,535</u>
TOTAL LIABILITIES		<u>24,701,030</u>	<u>26,967,101</u>	<u>26,512,687</u>
NET ASSETS		<u>435,603,129</u>	<u>347,425,233</u>	<u>346,549,120</u>
EQUITY				
Retained Surplus		131,827,864	130,693,260	132,036,087
Reserves - Cash Backed	23	8,908,119	6,221,415	7,671,805
Revaluation Surplus	11	294,867,146	210,510,558	206,841,228
TOTAL EQUITY		<u>435,603,129</u>	<u>347,425,233</u>	<u>346,549,120</u>

This statement is to be read in conjunction with the accompanying notes.

**CITY OF VINCENT
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30TH JUNE 2017**

	Note	Retained Surplus \$	Reserves Cash Backed \$	Revaluation Surplus \$	Total Equity \$
Balance as at 1 July 2015		130,918,068	7,671,805	131,271,794	269,861,667
Correction of Errors	40	1,118,019	-	75,569,433	76,687,452
Restated Balance		132,036,087	7,671,805	206,841,227	346,549,119
Comprehensive Income Net Result		4,744,428	-	-	4,744,428
Transfer to Revaluation Surplus	11	-	-	1,178,328	1,178,328
Changes on Revaluation of Assets	11	(2,491,003)	-	2,491,003	-
Total Comprehensive Income		2,253,425	-	3,669,331	5,922,756
Transfers from/(to) Reserves	23	1,450,390	(1,450,390)	-	-
Transfers from/(to) Trust		(5,046,642)	-	-	(5,046,642)
Balance as at 30 June 2016		130,693,260	6,221,415	210,510,558	347,425,233
Comprehensive Income Net Result		3,821,308	-	-	3,821,308
Changes on Revaluation of Assets	11	-	-	84,356,588	84,356,588
Total Comprehensive Income		3,821,308	-	84,356,588	88,177,896
Transfers from/(to) Reserves	23	(2,686,704)	2,686,704	-	-
Balance as at 30 June 2017		131,827,864	8,908,119	294,867,146	435,603,129

This statement is to be read in conjunction with the accompanying notes.

**CITY OF VINCENT
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30TH JUNE 2017**

	Note	Actual 2016/17 \$	Revised Budget 2016/17 \$	Actual 2015/16 \$
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts				
Rates		31,333,379	31,208,530	29,501,587
Operating Grants, Subsidies and Contributions		2,057,043	1,431,535	2,234,024
Fees and Charges		18,178,191	19,312,421	21,557,587
Interest Earnings		959,203	936,200	1,106,722
Goods and Services Tax		1,396,122	920,160	1,003,113
Other Revenue		1,429,024	1,460,360	518,999
		<u>55,352,962</u>	<u>55,269,206</u>	<u>55,922,032</u>
Payments				
Employee Costs		(24,502,452)	(25,006,415)	(24,067,381)
Materials and Contracts		(19,373,111)	(16,755,427)	(12,907,265)
Utility Charges		(2,054,392)	(1,947,070)	(2,231,609)
Interest Expenses		(1,045,540)	(1,048,240)	(1,069,233)
Insurance Expenses		(992,908)	(908,370)	(1,093,320)
Goods and Services Tax		-	(920,160)	-
Other Expenditure		(94,776)	238,995	(4,129,072)
		<u>(48,063,179)</u>	<u>(46,346,687)</u>	<u>(45,497,880)</u>
Net Cash provided by (used in)				
Operating Activities	24(b)	<u>7,289,783</u>	<u>8,922,519</u>	<u>10,424,152</u>
CASH FLOWS FROM INVESTING ACTIVITIES				
Payments for Purchase of				
Property, Plant and Equipment	18(b)	(4,981,769)	(6,306,036)	(2,407,142)
Payments for Construction of				
Infrastructure	19(b)	(4,554,169)	(7,457,868)	(5,595,750)
Non-Operating Grants, Subsidies and Contributions	4	2,548,355	2,756,547	1,384,622
Proceeds from Sale of				
Property, Plant and Equipment	9	351,910	602,607	2,680,959
Proceeds from Joint Venture Operations	10(b)	916,666	916,666	1,249,999
- Transfer to Trust		-	-	(5,046,642)
Net Cash provided by (used in)				
Investment Activities		<u>(5,719,007)</u>	<u>(9,488,084)</u>	<u>(7,733,954)</u>
CASH FLOWS FROM FINANCING ACTIVITIES				
Repayment of Debentures	8(a)	(818,840)	(818,840)	(760,288)
Net increase in Bonds and Deposits		172,550	-	116,350
Net cash provided by (used in)				
financing activities		<u>(646,290)</u>	<u>(818,840)</u>	<u>(643,938)</u>
Net Increase / (Decrease) in Cash Held		<u>924,486</u>	<u>(1,384,405)</u>	<u>2,046,260</u>
Cash at Beginning of Year		16,499,516	16,499,516	14,453,256
Cash and Cash Equivalents				
at the End of the Year	24(a)	<u><u>17,424,002</u></u>	<u><u>15,115,111</u></u>	<u><u>16,499,516</u></u>

This statement is to be read in conjunction with the accompanying notes.

**CITY OF VINCENT
RATE SETTING STATEMENT
FOR THE YEAR ENDED 30TH JUNE 2017**

	Note	Actual 2016/17 \$	Original Budget 2016/17 \$	Actual 2015/16 \$
Net current assets at start of financial year - surplus/(deficit)		<u>4,251,223</u>	<u>4,259,422</u>	<u>1,007,891</u>
		4,251,223	4,259,422	1,007,891
Revenue from operating activities (excluding rates)				
Governance		97,235	84,830	72,042
General purpose funding		3,086,504	2,353,750	2,055,305
Law, order, public safety		164,505	188,560	207,484
Health		363,427	342,260	487,021
Education and welfare		263,369	323,200	357,801
Community amenities		1,025,598	1,399,610	1,255,579
Recreation and culture		9,646,306	10,529,695	10,485,322
Transport		7,568,368	8,268,580	9,244,902
Economic services		250,640	344,100	313,708
Other property and services		636,834	1,129,466	1,875,182
		<u>23,102,786</u>	<u>24,964,051</u>	<u>26,354,346</u>
Expenditure from operating activities				
Governance		(3,217,846)	(3,416,130)	(3,000,244)
General purpose funding		(656,733)	(644,490)	(562,291)
Law, order, public safety		(1,257,510)	(1,432,490)	(1,313,402)
Health		(1,154,158)	(1,275,145)	(1,031,406)
Education and welfare		(1,137,051)	(1,202,370)	(1,094,493)
Community amenities		(10,144,593)	(10,927,900)	(9,199,250)
Recreation and culture		(21,386,119)	(22,462,555)	(22,249,851)
Transport		(11,627,869)	(12,200,175)	(11,496,118)
Economic services		(681,758)	(752,500)	(725,390)
Other property and services		(1,845,707)	(1,990,540)	(1,923,474)
		<u>(53,109,344)</u>	<u>(56,304,295)</u>	<u>(52,595,919)</u>
Net operating excluding Rates		<u>(30,006,558)</u>	<u>(31,340,244)</u>	<u>(26,241,573)</u>
Operating activities excluded from budget				
Movement in employee benefit provisions (non-current)		32,109	-	10,281
Movement in deferred pensioner rates (non-current)		45,401	-	(2,036)
Equity in Local Government House in Trust	17	(683)	-	4,142
Movement in Joint Venture Operations	10(b)	(23,213)	-	(339,739)
Depreciation and amortisation on assets	7(b)	9,094,953	10,087,180	9,530,829
(Profit)/Loss on Disposal of Assets	9	(128,744)	(104,020)	(1,852,297)
(Profit)/Loss on Assets Held for Sale - TPRC Joint Venture	34(b)	(245,788)	(916,666)	(1,299,433)
Restricted Unspent Non-Operating Grants		(600,000)	-	-
"Percent for Art" and "Cash in Lieu" Funds Adjustment		-	1,544,740	-
Aged Persons and Senior Citizens Funds Adjustment		-	-	(4,171,011)
		<u>8,174,035</u>	<u>10,611,234</u>	<u>1,880,736</u>
Amount attributable to operating activities		<u>(17,581,300)</u>	<u>(16,469,588)</u>	<u>(23,352,946)</u>

**CITY OF VINCENT
RATE SETTING STATEMENT
FOR THE YEAR ENDED 30TH JUNE 2017**

	NOTE	Actual 2016/17 \$	Original Budget 2016/17 \$	Actual 2015/16 \$
INVESTING ACTIVITIES				
Non-Operating Grants, Subsidies and Contributions	4	2,594,651	2,551,355	1,384,622
Proceeds from Disposal of Assets	9	351,910	533,500	2,680,959
Proceeds from Sale of Land Held for Sale	10(b)	916,666	916,666	1,249,999
Purchase of Property, Plant and Equipment	18(b)	(4,981,769)	(5,871,518)	(2,407,142)
Purchase and Construction of Infrastructure	19(b)	(4,554,169)	(7,890,080)	(5,595,750)
Amount attributable to investing activities		<u>(5,672,711)</u>	<u>(9,760,077)</u>	<u>(2,687,312)</u>
FINANCING ACTIVITIES				
Repayment of Debentures	8(a)	(818,840)	(818,840)	(760,288)
Transfers to Reserves (restricted assets)	12	(3,614,461)	(5,337,045)	(4,719,310)
Transfers from Reserves (restricted assets)	12	927,757	1,310,020	6,169,700
Amount attributable to financing activities		<u>(3,505,544)</u>	<u>(4,845,865)</u>	<u>690,102</u>
Surplus(deficiency) before general rates		<u>(26,759,555)</u>	<u>(31,075,530)</u>	<u>(25,350,156)</u>
Total amount raised from general rates	3(a)	<u>31,234,580</u>	<u>31,075,530</u>	<u>29,601,379</u>
Net current assets at June 30 c/fwd - surplus/(deficit)	25	<u>4,475,025</u>	<u>-</u>	<u>4,251,223</u>

This statement is to be read in conjunction with the accompanying notes.

**CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

The financial report comprises general purpose financial statements which have been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this financial report are presented below and have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and report amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

THE LOCAL GOVERNMENT REPORTING ENTITY

All Funds through which the City controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

In the process of reporting on the local government as a single unit, all transactions and balances between those Funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund when the City holds in a custodial role, are excluded from the financial statements. A separate statement of those monies appears at Note 31 to these financial statements.

(a) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

(b) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(c) Trade and Other Receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(d) Inventories

General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land held for sale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Land held for sale is classified as current except where it is held as non-current based on the Council's intentions to release for sale.

(e) Fixed Assets

Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Mandatory requirement to revalue non-current assets

Effective from 1 July 2012, the Local Government (Financial Management) Regulations were amended and the measurement of non-current assets at Fair Value became mandatory.

During the year ended 30 June 2013, the City commenced the process of adopting Fair Value in accordance with the Regulations.

Whilst the amendments initially allowed for a phasing in of fair value in relation to fixed assets over three years, as at 30 June 2015 all non-current assets were carried at Fair Value in accordance with the requirements.

Thereafter, each asset class must be revalued in accordance with the regulatory framework established and the City revalues its asset classes in accordance with this mandatory timetable.

Relevant disclosures, in accordance with the requirements of Australian Accounting Standards, have been made in the financial report as necessary.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(e) Fixed Assets (Continued)

Land under control

In accordance with Local Government (Financial Management) Regulation 16(a)(ii), the City was required to include as an asset (by 30 June 2013), Crown Land operated by the local government as a golf course, showground, racecourse or other sporting or recreational facility of State or Regional significance.

Upon initial recognition, these assets were recorded at cost in accordance with AASB 116. They were initially recognised at cost, but revalued along with other item of land at 30 June 2014 and 30 June 2017.

Initial recognition and measurement between mandatory revaluation dates

All assets are initially recognised at cost and subsequently revalued in accordance with the mandatory measurement framework detailed above.

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the City includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework detailed above, are carried at cost less accumulated depreciation as management believes this approximates fair value. They will be subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework detailed above.

Revaluation

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

Land under roads

In Western Australia, all land under roads is Crown Land, the responsibility for managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB 1051 Land Under Roads and the fact Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4(2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the City.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(e) Fixed Assets (Continued)

Depreciation

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

When an item of property, plant and equipment is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

- (a) Restated proportionately with the change in the gross carrying amount of the asset so that the carrying amount of the asset after revaluation equals its revalued amount; or
- (b) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

Major depreciation periods used for each class of depreciable asset are:

Buildings	30 to 75 years
Furniture and equipment	3 to 40 years
Plant and equipment	2.5 to 35 years
Sealed roads and streets	
Subgrade Structure	1,000 to 10,000 years
Pavement Structure	20 to 120 years
Surface Structure	20 to 120 years
Footpaths	13 to 113 years
Surface Water Channels	50 years
Drainage Systems	120 years
Car Park Infrastructure	
Car Park Pavement	100 to 999 years
Car Park Seals	30 to 50 years
Car Park Other Infrastructure	20 to 60 years
Parks Infrastructure	
Reticulation	20 years
Parks Other Infrastructure	3 to 80 years

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

When revalued assets are disposed, amounts included in the Revaluation Surplus related to that asset are transferred to Retained Surplus.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Fair Value of Assets and Liabilities

When performing a revaluation, the City uses a mix of both independent and management valuations using the following as a guide:

Fair Value is the price that the City would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

Fair value hierarchy

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation techniques

The City selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the City are consistent with one or more of the following valuation approaches:

**CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Fair Value of Assets and Liabilities (Continued)

Market approach

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

Income approach

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach

Valuation techniques that reflect the current replacement cost of an asset at its current service capacity.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the City gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

As detailed above, the mandatory measurement framework imposed by the Local Government (Financial Management) Regulations requires, as a minimum, all assets carried at a revalued amount to be revalued in accordance with the regulatory framework.

(g) Financial Instruments

Initial recognition and measurement

Financial assets and financial liabilities are recognised when the City becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the City commits itself to either the purchase or sale of the asset (i.e. trade date accounting is adopted).

Financial instruments are initially measured at fair value plus transaction costs, except where the instrument is classified 'at fair value through profit or loss', in which case transaction costs are expensed to profit or loss immediately.

Classification and subsequent measurement

Financial instruments are subsequently measured at fair value, amortised cost using the effective interest rate method, or at cost.

Amortised cost is calculated as:

- (i) the amount in which the financial asset or financial liability is measured at initial recognition;
- (ii) less principal repayments and any reduction for impairment;
- (iii) plus or minus the cumulative amortisation of the difference, if any, between the amount initially recognised and the maturity amount calculated using the effective interest rate method;
- (iv) less any reduction for impairment.

The effective interest method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(g) Financial Instruments (Continued)

Classification and subsequent measurement (continued)

(i) Financial assets at fair value through profit and loss

Financial assets are classified at "fair value through profit or loss" when they are held for trading for the purpose of short-term profit taking. Such assets are subsequently measured at fair value with changes in carrying amount being included in profit or loss. Assets in this category are classified as current assets.

(ii) Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

(iii) Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets with fixed maturities and fixed or determinable payments that the City has the positive intention and ability to hold to maturity. They are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Held-to-maturity investments are included in current assets, where they are expected to mature within 12 months after the end of the reporting period. All other investments are classified as non-current.

(iv) Available-for-sale financial assets

Available-for-sale financial assets are non-derivative financial assets that are either not suitable to be classified into other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.

They are subsequently measured at fair value with changes in such fair value (i.e. gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the cumulative gain or loss pertaining to that asset previously recognised in other comprehensive income is reclassified into profit or loss.

Available-for-sale financial assets are included in current assets, where they are expected to be sold within 12 months after the end of the reporting period. All other available-for-sale financial assets are classified as non-current.

(v) Financial liabilities

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(g) Financial Instruments (Continued)

Impairment

A financial asset is deemed to be impaired if, and only if, there is objective evidence of impairment as a result of one or more events (a "loss event") having occurred, which will have an impact on the estimated future cash flows of the financial asset(s).

In the case of available-for-sale financial assets, a significant or prolonged decline in the market value of the instrument is considered a loss event. Impairment losses are recognised in profit or loss immediately. Also, any cumulative decline in fair value previously recognised in other comprehensive income is reclassified to profit or loss at this point.

In the case of financial assets carried at amortised cost, loss events may include: indications that the debtors or a group of debtors are experiencing significant financial difficulty, default or delinquency in interest or principal payments; indications that they will enter bankruptcy or other financial reorganisation; and changes in arrears or economic conditions that correlate with defaults.

For financial assets carried at amortised cost (including loans and receivables), a separate allowance account is used to reduce the carrying amount of financial assets impaired by credit losses. After having taken all possible measures of recovery, if management establishes that the carrying amount cannot be recovered by any means, at that point the written-off amounts are charged to the allowance account or the carrying amount of impaired financial assets is reduced directly if no impairment amount was previously recognised in the allowance account.

Derecognition

Financial assets are derecognised where the contractual rights to receipt of cash flows expire or the asset is transferred to another party whereby the City no longer has any significant continual involvement in the risks and benefits associated with the asset.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

(h) Impairment of Assets

In accordance with Australian Accounting Standards the City's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

**CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(i) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the City prior to the end of the financial year that are unpaid and arise when the City becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

(j) Employee Benefits

Short-term employee benefits

Provision is made for the City's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The City's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position. The City's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Other long-term employee benefits

Provision is made for employees' long service leave and annual leave entitlements not expected to be settled wholly within 12 months after the end of the annual reporting period in which the employees render the related service. Other long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The City's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the City does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

(k) Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

(l) Provisions

Provisions are recognised when the City has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

**CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(m) Leases

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the City, are classified as finance leases.

Finance leases are capitalised recording an asset and a liability at the lower amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight line basis over the shorter of their estimated useful lives or the lease term.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

Lease incentives under operating leases are recognised as a liability and amortised on a straight line basis over the life of the lease term.

(n) Investment in Associates

An associate is an entity over which the City has significant influence. Significant influence is the power to participate in the financial operating policy decisions of that entity but is not control or joint control of those policies. Investments in associates are accounted for in the financial statements by applying the equity method of accounting, whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the City's share of net assets of the associate. In addition, the City's share of the profit or loss of the associate is included in the City's profit or loss.

The carrying amount of the investment includes, where applicable, goodwill relating to the associate. Any discount on acquisition, whereby the City's share of the net fair value of the associate exceeds the cost of investment, is recognised in profit or loss in the period in which the investment is acquired.

Profits and losses resulting from transactions between the City and the associate are eliminated to the extent of the City's interest in the associate.

When the City's share of losses in an associate equals or exceeds its interest in the associate, the City discontinues recognising its share of further losses unless it has incurred legal or constructive obligations or made payments on behalf of the associate. When the associate subsequently makes profits, the City will resume recognising its share of those profits once its share of the profits equals the share of the losses not recognised.

**CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(o) Interests in Joint Arrangements

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint venture entities providing joint venturers with an interest to net assets are classified as a joint venture and accounted for using the equity method. Refer to note 1(n) for a description of the equity method of accounting.

The City is participant with six other Councils (namely the Cities of Joondalup, Wanneroo, Stirling, Perth and the Towns of Cambridge and Victoria Park) in Mindarie Regional Council and Tamala Park Regional Council.

The City's interest in Mindarie Regional Council and Tamala Park Regional Council is accounted for by applying the equity method of accounting in the financial report. Under this method of accounting interest in a joint controlled entity is initially recorded at cost and adjusted thereafter for the post acquisition change in the venturer's share of net assets of the jointly controlled entity.

For further details relating to the Interest in Joint Venture in the Mindarie Regional Council and the Tamala Park Regional Council refer to Note 10.

(p) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the City obtains control over the assets comprising the contributions.

Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions are disclosed in Note 25. That note also discloses the amount of contributions recognised as revenues in a previous reporting period which were obtained in respect of the local government's operations for the current reporting period.

(q) Superannuation

The City contributes to a number of Superannuation Funds on behalf of employees. All funds to which the City contributes, with the exception of the City of Perth Superannuation Plan, are accumulated benefit funds. The City of Perth Superannuation Plan is a defined benefit scheme. Further detail of these arrangements is provided in Note 27.

(r) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the City's operational cycle. In the case of liabilities where the City does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for sale where it is held as non-current based on the City's intentions to release for sale.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(s) Rounding Off Figures

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar.

(t) Comparative Figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the City applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statement, an additional (third) statement of financial position as at the beginning of the preceding period in addition to the minimum comparative financial statements is presented.

(u) Budget Comparative Figures

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the revised budget for the relevant item of the disclosure except the rate setting statement and statement of rating information Note 3(a) where the original budget is used.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(v) New Accounting Standards and Interpretations for Application in Future Periods

The AASB has issued a number of new and amended Accounting Standards and Interpretations that have mandatory application dates for future reporting periods, some of which are relevant to the City.

Management's assessment of the new and amended pronouncements that are relevant to the City, applicable to future reporting periods and which have not yet been adopted are set out as follows:

Title	Issued / Compiled	Applicable ⁽¹⁾	Impact
(i) AASB 9 Financial Instruments (incorporating AASB 2014-7 and AASB 2014-8)	December 2014	1 January 2018	Nil – The objective of this Standard is to improve and simplify the approach for classification and measurement of financial assets compared with the requirements of AASB 139. Given the nature of the financial assets of the City, it is not anticipated the Standard will have any material effect.
(ii) AASB 15 Revenue from Contracts with Customers	December 2014	1 January 2019	<p>This Standard establishes principles for entities to apply to report useful information to users of financial statements about the nature, amount, timing and uncertainty of revenue and cash flows arising from a contract with a customer.</p> <p>The effect of this Standard will depend upon the nature of future transactions the City has with those third parties it has dealings with. It may or may not be significant.</p>
(iii) AASB 16 Leases	February 2016	1 January 2019	<p>Under AASB 16 there is no longer a distinction between finance and operating leases. Lessees will now bring to account a right-to-use asset and lease liability onto their statement of financial position for all leases. Effectively this means the vast majority of operating leases as defined by the current AASB 117 Leases which currently do not impact the statement of financial position will be required to be capitalised on the statement of financial position once AASB 16 is adopted.</p> <p>Currently, operating lease payments are expensed as incurred. This will cease and will be replaced by both depreciation and interest charges. Based on the current number of operating leases held by the City, the impact is not expected to be significant.</p>

Notes:

⁽¹⁾ Applicable to reporting periods commencing on or after the given date.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(v) New Accounting Standards and Interpretations for Application in Future Periods (Continued)

	Title	Issued / Compiled	Applicable ⁽¹⁾	Impact
(iv)	AASB 1058 Income of Not-for-Profit Entities (incorporating AASB 2016-7 and AASB 2016-8)	December 2016	1 January 2019	<p>These standards are likely to have a significant impact on the income recognition for NFP's. Key areas for consideration are:</p> <ul style="list-style-type: none"> - Assets received below fair value; - Transfers received to acquire or construct non-financial assets; - Grants received; - Prepaid rates; - Leases entered into at below market rates; and - Volunteer services. <p>Whilst it is not possible to quantify the financial impact (or if it is material) of these key areas until the details of future transactions are known, they will all have application to the City's operations.</p>

Notes:

⁽¹⁾ Applicable to reporting periods commencing on or after the given date.

(w) Adoption of New and Revised Accounting Standards

During the current year, the City adopted all of the new and revised Australian Accounting Standards and Interpretations which were compiled, became mandatory and which were applicable to its operations.

Whilst many reflected consequential changes associate with the amendment of existing standards, the only new standard with material application is as follows:

(i)	AASB 2015-6 Amendments to Australian Accounting Standards - Extending Related Party Disclosures to Not-for-Profit Public Sector Entities [AASB 10, 124 & 1049]	<p>The objective of this Standard was to extend the scope of AASB 124 <i>Related Party Disclosures</i> to include not-for-profit sector entities.</p> <p>The Standard has had a significant disclosure impact on the financial report of the City as both Elected Members and Senior Management are deemed to be Key Management Personnel and resultant disclosures in accordance to AASB 124 have been necessary.</p>
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**CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017**

2. COMPONENT FUNCTIONS/ACTIVITIES

In order to discharge its responsibilities to the community, the City has developed a Purpose, Vision, Guiding Values and operational and financial Strategic Objectives. These provide a framework for the strategic direction of the City of Vincent.

Purpose

To provide and facilitate services for a safe, healthy and sustainable community.

Vision

To provide and facilitate services for a safe, healthy and sustainable community.

Guiding Values

The guiding values of City of Vincent are those that describe how we want to operate, and all employees are strongly encouraged to align and work to these values.

- **Excellence and Service**

We aim to pursue and deliver the highest possible standard of service and professionalism to the Vincent community.

- **Honesty and Integrity**

We are honest, fair, consistent, accountable, open and transparent in our dealings with each other and are committed to building trust and mutual respect.

- **Caring and Empathy**

We are committed to the wellbeing and needs of our employees and community and value each others' views and contributions.

- **Innovation and Diversity**

We encourage creativity, innovation and initiative to realise the vibrancy and diversity of our vision.

- **Teamwork and Commitment**

Effective teamwork is vital to our organisation and we encourage co-operation, teamwork and commitment within and between our employees and our business partners and community.

Strategic Objectives

- **Natural and Built Environment**

Improve and maintain the natural and built environment and infrastructure.

- **Economic Development**

Progress economic development with adequate financial resources.

- **Community Development and Wellbeing**

Enhance and promote community development and wellbeing.

- **Leadership, Governance and Management**

Provide good strategic decision-making, governance, leadership and professional management; provide a safe, positive and desirable workplace and promote and implement Knowledge Management and Technology.

**CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017**

2. COMPONENT FUNCTIONS/ACTIVITIES (Continued)

The Operating Statements are presented in a programme format using the following classifications:-

Governance

This schedule details costs and revenues associated with Governance of the City. These include Members of Council and other costs involved in supporting members and governing the City.

General Purpose Funding

This schedule records detail of rate revenue and general purpose grants allocated by the WA Local Government Grants Commission as well as expenditures associated with this (rates collection, investment of funds).

Law, Order and Public Safety

This programme covers costs associated with Animal Control, Fire Prevention and other Law, Order and Public Safety services generally associated with Local Law control.

Health

This programme covers Health Administration and Inspection, Child Health Clinics, Immunisation Clinics, Food Control and Pest Control Services.

Education and Welfare

The major costs here relate to staff involved in coordinating welfare, disability and youth services and donations to various community welfare groups serving the City. Costs of maintaining pre-school premises are also included.

Community Amenities

This programme covers activities of household refuse and recycling, other sanitation including public litter bins and bulk rubbish collections, as well as town planning and regional development administration, protection of the environment and bus shelters and street furniture.

Recreation and Culture

This programme covers activities associated with public halls, recreation administration, sportsgrounds, parks and reserves, Beatty Park Leisure Centre, Vincent Library and cultural activities.

Transport

The principal operating areas here relate to maintenance of footpaths, drains, street cleaning, verges and medians, roads and kerbs, rights of way, crossovers, street trees and road reserves. Parking control and operation of car parks is also covered.

Economic Services

This programme covers costs associated with building control and area promotion.

Other Property and Services

This programme is principally a clearing area where costs associated with public works overheads are accumulated and then subsequently dispersed to other expense areas. Other activities include general administration overheads, plant operation costs, insurance claims and properties held for civic purposes.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

3. RATING INFORMATION

(a) Rates

	Rateable Value	Rate in Dollar Cents	Actual 2016/17	Original Budget 2016/17	Actual 2015/16
	\$		\$	\$	\$
Rate Revenue Assessments					
General Rate					
12936 Residential	312,063,202	6.124	19,110,749	19,113,181	19,175,285
1607 Other	123,712,610	6.463	7,995,546	7,995,546	7,722,343
50 Vacant Other	3,056,850	11.914	364,193	364,193	347,253
Minimum Rate					
3129 Residential	43,166,329	@ \$1,007	3,150,903	3,157,952	1,861,164
94 Other	1,005,165	@ \$1,007	94,658	94,658	63,490
0 Vacant Other	-	@ \$1,414	-	-	4,242
Interim Rates	-		477,444	340,000	416,286
Back Rates	-		41,087	10,000	11,316
Total Amount Made Up From Rates			31,234,580	31,075,530	29,601,379

(b) Interest charges, instalments and write offs

	Actual 2016/17	Revised Budget 2016/17	Actual 2015/16
	\$	\$	\$
Instalment Interest @ 5.5%	159,224	176,260	178,283
Penalty Interest @ 11%	102,188	80,000	95,025
Administration Charge \$13 per instalment	234,956	200,000	204,876
Legal Costs Recovered	46,534	25,000	24,492
Other Reimbursements	446	500	678
Interest Write Off	-	(500)	-
	543,348	481,260	503,354

Ratepayers had the option of paying rates in four equal instalments. These were due on

- 1 14 September 2016
- 2 14 November 2016
- 3 16 January 2017
- 4 20 March 2017

Administration charges and interest applied for the final three instalments.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

4. GRANTS AND CONTRIBUTIONS

	Actual 2016/17 \$	Actual 2015/16 \$
By Nature and Type		
Grants and Contributions - Operating	1,990,993	966,658
Grants and Contributions - Non-Operating	2,594,651	1,384,622
	<u>4,585,644</u>	<u>2,351,280</u>

	Actual 2016/17 \$	Actual 2015/16 \$
By Programme		
General Purpose Funding	-	533,425
Governance	1,678,835	379
Law Order and Public Safety	116,147	10,017
Health	2,056	2,114
Education and Welfare	10,000	18,027
Community Amenities	83,916	242,356
Recreation and Culture	249,330	196,595
Transport	2,391,351	1,320,865
Economic	1,258	1,854
Other Property and Services	52,751	25,648
	<u>4,585,644</u>	<u>2,351,280</u>

5. FEES AND CHARGES BY PROGRAMME

	Actual 2016/17 \$	Actual 2015/16 \$
General Purpose Funding	4,369	362,713
Governance	368,382	3,063
Law Order and Public Safety	153,457	198,976
Health	341,554	465,906
Education and Welfare	110,256	102,575
Community Amenities	907,527	978,126
Recreation and Culture	8,695,729	9,505,004
Transport	7,476,580	7,298,326
Economic Services	234,508	306,033
Other Property and Services	90,239	64,857
	<u>18,382,601</u>	<u>19,285,579</u>

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

6. REVENUE

Interest Earnings

	Actual 2016/17	Revised Budget 2016/17	Actual 2015/16
	\$	\$	\$
Reserve Investments	205,608	206,000	294,082
Municipal Investments	486,092	436,000	518,179
Other interest revenue	267,503	294,200	294,461
	<u>959,203</u>	<u>936,200</u>	<u>1,106,722</u>

7. EXPENSES

(a) Remuneration of Auditors

	Actual 2016/17	Actual 2015/16
	\$	\$
Auditing the Financial Report	18,250	24,800
Audit of Project Acquittals	1,250	1,200
	<u>19,500</u>	<u>26,000</u>

(b) Depreciation

Depreciation expense for the financial year was charged in respect of:

	Actual 2016/17	Actual 2015/16
	\$	\$
Buildings	3,326,771	3,708,022
Roads	1,742,663	1,743,694
Footpaths	575,949	501,473
Rights of Way	130,130	119,676
Drainage	230,751	231,912
Parks Development	1,084,076	1,083,154
Car Park Development	168,059	165,420
Other Infrastructure Assets	468,514	456,721
Plant and Mobile Equipment	1,149,207	1,384,061
Office Furniture and Equipment	218,833	136,696
	<u>9,094,953</u>	<u>9,530,829</u>

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

8. INFORMATION ON BORROWINGS

(a) Repayments - Debentures

Particulars	Principal	New	Principal Repayments		Principal 30 June 2017		Interest Repayments	
	1 July 2016	Loans	Actual	Budget	Actual	Budget	Actual	Budget
	\$	\$	\$	\$	\$	\$	\$	\$
Recreation and culture								
Office Building	5,950,998	-	172,887	172,887	5,778,111	5,778,111	414,944	414,940
Loftus Centre Belgravia	2,106,396	-	135,329	135,330	1,971,067	1,971,066	143,198	143,495
Loftus Centre Underground Car Park	1,470,019	-	215,357	215,356	1,254,662	1,254,663	61,483	61,695
Beatty Park Redevelopment	7,069,409	-	295,267	295,267	6,774,142	6,774,142	425,915	428,110
	16,596,822	-	818,840	818,840	15,777,982	15,777,982	1,045,540	1,048,240

Self supporting loan financed by payments from third parties.

All other loan repayments were financed by general purpose revenue.

(b) New Debentures - 2016/17

Particulars/Purpose	Amount Borrowed		Institution	Loan Type	Term (Years)	Total	Interest Rate %	Amount Used		Balance Unspent
	Actual	Budget				Interest & Charges		Actual	Budget	
	\$	\$				\$		\$	\$	\$
	-	-				-		-	-	-
	-	-				-		-	-	-

The City did not take up any new debentures during the year ended 30 June 2017.

(c) Unspent Debentures

Particulars	Date Borrowed	Balance 1 July 16	Borrowed During Year	Expended During Year	Balance 30 June 17
		\$	\$	\$	\$
		-	-	-	-
		-	-	-	-

The City did not have any unspent debentures as at 30 June 2017.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

9. DISPOSAL OF ASSETS - 2016/17 FINANCIAL YEAR

	Net Book Value		Sale Price		Profit / (Loss)	
	Budget	Actual	Budget	Actual	Budget	Actual
	\$	\$	\$	\$	\$	\$
Plant and Equipment						
Governance	24,581	8,720	25,000	22,405	420	13,684
General purpose funding	-	-	-	-	-	-
Law, order, public safety	7,639	120	9,000	8,405	1,360	8,285
Health	26,909	24,325	34,000	29,074	7,100	4,749
Education and welfare	-	-	-	-	-	-
Community amenities	7,004	5,310	10,000	15,491	3,000	10,181
Recreation and culture	55,560	24,589	85,000	59,967	29,430	35,379
Transport	-	14,292	-	-	-	(14,292)
Economic services	16,848	9,230	18,000	19,128	1,160	9,898
Other property and services	290,967	136,580	352,500	197,440	61,550	60,860
	429,508	223,166	533,500	351,910	104,020	128,744
					Budget	Actual
					\$	\$
Profit					108,050	176,760
Loss					(4,030)	(48,016)
					104,020	128,744

10. INTERESTS IN JOINT VENTURES

(a) Non-Current Assets

	2016/17	2015/16
	\$	\$
Mindarie Regional Council	5,496,159	5,418,516
Tamala Park Regional Council	3,432,788	4,101,714
	8,928,947	9,520,230

**CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017**

10. INTERESTS IN JOINT VENTURES (Continued)

Mindarie Regional Council

The Mindarie Regional Council was formally constituted in December 1987. The City of Vincent (along with the Cities of Perth, Wanneroo, Joondalup, Stirling and Towns of Victoria Park and Cambridge) is a member of the Mindarie Regional Council. The primary function of the Regional Council under the constitution agreement is for the orderly and efficient treatment and/or disposal of waste. City of Vincent is a participant in the Mindarie Regional Council (MRC) and has one twelfth (1/12) equity in the land and assets of the refuse disposal facility as per the constitution amendment (dated 25 November 1996) that recognises the City as a member of the Mindarie Regional Council.

The valuation as shown below is, at the time of preparation of these statements, unaudited.

	2016/17	2015/16
	\$	\$
Current Assets	2,431,812	2,380,325
Non-Current Assets	5,016,406	5,282,218
Total Assets	7,448,218	7,662,543
Current Liabilities	579,955	888,293
Non-Current Liabilities	1,372,104	1,355,734
Total Liabilities	1,952,059	2,244,027
Net Assets	5,496,159	5,418,516

Tamala Park Regional Council

The City is a participant (along with the Cities of Joondalup, Perth, Stirling, Wanneroo and the Towns of Cambridge and Victoria Park) in the operations of the Tamala Park Regional Council (TPRC). The TPRC was created in 2006 to develop approximately 173 hectares of land for sale immediately north of the land leased by the Mindarie Regional Council. The City has a one twelfth (1/12) equity in the assets and liabilities of the development; as well as a one twelfth (1/12) equity in the assets and liabilities of TPRC as the operator of the development; and a one twelfth (1/12) share in the asset of the lands held for development.

The City's interest in the TPRC joint venture is represented by the following break-down of the joint venture's financial position (1/12th share):

	2016/17	2015/16
	\$	\$
Current Assets	3,293,688	3,961,705
Non-Current Assets	162,490	160,947
Total Assets	3,456,178	4,122,652
Current Liabilities	23,174	16,217
Non-Current Liabilities	216	4,721
Total Liabilities	23,390	20,938
Net Assets	3,432,788	4,101,714
Total Interest in Joint Ventures	8,928,947	9,520,230

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

10. INTERESTS IN JOINT VENTURES (Continued)

(b) Change in Equity

	2016/17 \$	2015/16 \$
Investment in Mindarie Regional Council		
Opening Balance (based on draft financials)	5,418,516	5,152,489
Changes on Revaluation of Non-Current Assets	54,060	(32,058)
Net Share of Interests in Mindarie Regional Council	23,583	298,085
Closing Balance (based on draft financials)	5,496,159	5,418,516
 Investment in Tamala Park Regional Council		
Opening Balance (based on draft financials)	4,101,714	4,007,855
Proceeds from Sale of Land	1,661,093	3,211,695
Land Development Expenses	(1,412,983)	(1,883,556)
Net Share of Interests in Tamala Park Regional Council - Rates	-	(25,838)
	248,110	1,302,301
Proceeds Distribution	(916,666)	(1,249,999)
Net Share of Interests in Tamala Park Regional Council - Rates	(23,714)	-
Net Share of Interests in Tamala Park Regional Council - Equity	23,344	41,557
	(370)	41,557
Closing Balance (based on draft financials)	3,432,788	4,101,714

During the 2016/17 financial year, the City's net share of interests in joint ventures were \$23,213. In the 2015/16 financial year, the Council Rates in Tamala Park Regional Council was included as cost of land sales. Further information is disclosed in Note 34.

	2016/17 \$	2015/16 \$
Net Share of Interests in Mindarie Regional Council	23,583	298,085
Net Share of Interests in Tamala Park Regional Council - Rates	(23,714)	-
Net Share of Interests in Tamala Park Regional Council - Equity	23,344	41,557
Changes on Revaluation of Non-Current Assets - Tamala Park Regional Council	-	97
	23,213	339,739

Of the above profit, \$916,666 was received in cash and the balance of \$671,248 is represented as a change in the City's following two assets:

	Note	2016/17 \$	2015/16 \$
Non-Current Assets			
Land Held for Development	16	105,823	108,145
Interest in TPRC Joint-Venture		3,432,788	4,101,714
		3,538,611	4,209,859

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

11. REVALUATION SURPLUS

Revaluation surplus have arisen on revaluation of the following classes of non-current assets:

	Actual 2016/17 \$	Actual 2015/16 \$
Land		
Opening Balance	52,158,356	52,158,356
Revaluation Increment	73,222,173	-
Revaluation Decrement	-	-
Closing Balance	<u>125,380,529</u>	<u>52,158,356</u>
Buildings		
Opening Balance	104,871,513	104,871,513
Revaluation Increment	11,080,355	-
Revaluation Decrement	-	-
Closing Balance	<u>115,951,868</u>	<u>104,871,513</u>
Plant and Equipment		
Opening Balance	2,113,335	1,300,727
Revaluation Increment	-	812,608
Revaluation Decrement	-	-
Closing Balance	<u>2,113,335</u>	<u>2,113,335</u>
Furniture and Equipment		
Opening Balance	206,609	160,080
Revaluation Increment	-	46,529
Revaluation Decrement	-	-
Closing Balance	<u>206,609</u>	<u>206,609</u>
Roads		
Opening Balance	28,483,439	28,483,439
Revaluation Increment	-	-
Revaluation Decrement	-	-
Closing Balance	<u>28,483,439</u>	<u>28,483,439</u>
Footpaths		
Opening Balance	15,706,778	15,706,778
Revaluation Increment	-	-
Revaluation Decrement	-	-
Closing Balance	<u>15,706,778</u>	<u>15,706,778</u>
® Rights of Way		
Opening Balance	-	-
Revaluation Increment	-	-
Revaluation Decrement	-	-
Closing Balance	<u>-</u>	<u>-</u>

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

11. REVALUATION SURPLUS (Continued)

	Actual 2016/17 \$	Actual 2015/16 \$
Drainage		
Opening Balance	3,091,488	3,091,488
Revaluation Increment	-	-
Revaluation Decrement	-	-
Closing Balance	<u>3,091,488</u>	<u>3,091,488</u>
Parks Development		
Opening Balance	291,121	291,121
Revaluation Increment	-	-
Revaluation Decrement	-	-
Closing Balance	<u>291,121</u>	<u>291,121</u>
Car Park Development		
Opening Balance	777,725	777,725
Revaluation Increment	-	-
Revaluation Decrement	-	-
Closing Balance	<u>777,725</u>	<u>777,725</u>
Other Infrastructure Assets		
Opening Balance	351,346	-
Revaluation Increment	-	351,346
Revaluation Decrement	-	-
Closing Balance	<u>351,346</u>	<u>351,346</u>
Joint Venture in Mindarie Regional Council		
Opening Balance	2,458,319	-
Revaluation Increment	54,060	2,458,319
Revaluation Decrement	-	-
Closing Balance	<u>2,512,379</u>	<u>2,458,319</u>
Joint Venture in Tamala Park Regional Council		
Opening Balance	529	-
Revaluation Increment	-	529
Revaluation Decrement	-	-
Closing Balance	<u>529</u>	<u>529</u>
Total Revaluation Surplus	<u><u>294,867,146</u></u>	<u><u>210,510,558</u></u>
Summary of Revaluation Surplus		
Opening Balance	210,510,558	206,841,227
Revaluation Increment	84,356,588	3,669,331
Closing Balance	<u><u>294,867,146</u></u>	<u><u>210,510,558</u></u>

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

12. CASH AND CASH EQUIVALENTS

	Actual 2016/17	Actual 2015/16
	\$	\$
Unrestricted	8,515,883	10,278,101
Restricted	8,908,119	6,221,415
	<u>17,424,002</u>	<u>16,499,516</u>

The following restrictions have been imposed by regulations or other externally imposed requirements:

	Note	Actual 2016/17	Actual 2015/16
		\$	\$
Reserves	23	8,908,119	6,221,415
Unspent Loans	8(c)	-	-
		<u>8,908,119</u>	<u>6,221,415</u>

13. OTHER ASSETS

	Actual 2016/17	Actual 2015/16
	\$	\$
Current		
Deposits and prepayments	365,578	134,554
	<u>365,578</u>	<u>134,554</u>

14. TRADE AND OTHER RECEIVABLES

	Actual 2016/17	Actual 2015/16
	\$	\$
Current		
Rates	218,492	271,891
Works and Services	55,117	219,188
Property Rental/Leases	317,028	142,387
Other Receivables	1,387,512	568,360
Accrued Income	310,671	475,703
Infringements	2,333,739	2,312,925
Less: Provision for Impairment of Receivables	(21,291)	(253,661)
	<u>4,601,268</u>	<u>3,736,793</u>

	Actual 2016/17	Actual 2015/16
	\$	\$
Non-Current		
Pensioners' Rates Deferred	119,936	165,336
	<u>119,936</u>	<u>165,336</u>

Pensioners' Rates Deferred

The amount of \$119,936 in 2016/17 relates to Council Rates deferred by pensioners in accordance with the *Rates and Charges (Rebates and Deferments) Act 1992*.

During the 2015/16 year the deferred rates amounted to \$165,336.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

15. INVENTORIES

	Actual 2016/17	Actual 2015/16
	\$	\$
Stock held at the Depot	117,950	120,372
Beatty Park Leisure Centre - Café/Retail	63,294	49,689
	<u>181,244</u>	<u>170,061</u>

16. LAND HELD FOR DEVELOPMENT

	Actual 2016/17	Actual 2015/16
	\$	\$
Non-Current		
Land Held for Development (TPRC)	105,823	108,145
	<u>105,823</u>	<u>108,145</u>

17. FINANCIAL ASSETS

	Actual 2016/17	Actual 2015/16
	\$	\$
Non-Current		
Financial Assets		
Shares in Unlisted Corporation - North Perth Community Financial Services Limited	11,000	11,000
Investment in WALGA Local Government House Trust*	30,952	31,635
	<u>41,952</u>	<u>42,635</u>

*** Investment in WALGA Local Government House Trust**

This note discloses the equity the City has in the Local Government House Trust as a consequence of a contribution towards the cost of purchasing Local Government House.

The total contribution by all Councils towards the cost of the WALGA building was \$582,000. There are 620 units in the Local Government House Unit Trust, 2 of which are held by the City of Vincent.

The City first capitalised its share in the Local Government House Trust in 2015, with the current valuation based on the trust's 30 June 2016 audited financial statements.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

18. (a) PROPERTY, PLANT AND EQUIPMENT

	Actual 2016/17 \$	Actual 2015/16 \$
Land and Buildings		
Freehold Land at:		
- Independent Valuation 2017 - Level 2	128,067,500	-
- Independent Valuation 2014 - Level 2	-	41,915,327
	<u>128,067,500</u>	<u>41,915,327</u>
Land Vested in and Under the Control of the Council at:		
- Independent Valuation 2014 - Level 2	-	12,930,000
	<u>-</u>	<u>12,930,000</u>
	<u>128,067,500</u>	<u>54,845,327</u>
Buildings at:		
- Independent Valuation 2017 - Level 2	2,888,800	-
- Independent Valuation 2014 - Level 2	-	4,613,873
- Independent Valuation 2017 - Level 3	150,420,000	-
- Independent Valuation 2014 - Level 3	-	131,299,607
- Management Valuation 2017 - Level 3	80,441,724	-
- Management Valuation 2014 - Level 3	-	82,272,211
- Additions after Valuation – Cost	-	1,801,556
Less: Accumulated Depreciation	(70,091,100)	(65,824,564)
	<u>163,659,424</u>	<u>154,162,683</u>
	<u>163,659,424</u>	<u>154,162,683</u>
Total Land and Buildings	<u><u>291,726,924</u></u>	<u><u>209,008,010</u></u>

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

18. (a) PROPERTY, PLANT AND EQUIPMENT (Continued)

	Actual 2016/17 \$	Actual 2015/16 \$
Plant and Equipment at:		
- Management Valuation 2016	9,009,619	10,431,491
- Additions after Valuation – Cost	2,768,148	-
Less: Accumulated Depreciation	(6,219,777)	(6,223,941)
	<u>5,557,990</u>	<u>4,207,550</u>
Office Furniture and Equipment at:		
- Management Valuation 2016	3,359,070	3,313,736
- Additions after Valuation – Cost	919,581	-
Less: Accumulated Depreciation	(2,720,235)	(2,501,402)
	<u>1,558,416</u>	<u>812,334</u>
Work In Progress	461,367	910,483
Total Property, Plant and Equipment Assets	<u>299,304,697</u>	<u>214,938,377</u>

The fair value of property, plant and equipment is determined at least every three years in accordance with legislative requirements. Additions since the date of valuation are shown at cost, given they were acquired at arm's length and any accumulated depreciation reflects the usage of service potential, it is considered the recorded written down value approximates fair value. At the end of each intervening period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with Local Government (Financial Management) Regulation 17A (2) which requires property, plant and equipment to be shown at fair value.

The City revalued during the reporting period, its Land and Building assets to fair value. It should be noted that all of the City's Land and Building assets were revalued by professional valuer. However, the City has recorded Management valuation for all the assets that relate to NIB Stadium which is leased to State Government for 25 year period from 13 March 2012 with and option of further renewal. For *nib Stadium* assets the City has taken the values provided by VenuesWest, which is managing the facility on behalf of State Government. This approach is adopted to be consistent in values with the VenuesWest values in regards to *nib Stadium*. VenuesWest has determined their valuation based on the construction cost and the Construction Cost Index. VenuesWest has provided written down values for 2015-16 and 2016-17, which are taken into consideration for prior year adjustment and current year valuation.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

18. PROPERTY, PLANT AND EQUIPMENT (Continued)

(b) Movements in Carrying Amounts

Movement in the carrying amounts of each class of property, plant and equipment between the beginning and the end of the current financial year.

	Balance at the Beginning of the Year \$	Additions \$	(Disposals) \$	Revaluation Increments/ (Decrements) Transferred to Revaluation \$	Revaluation (Losses)/ Reversals Through to Profit or Loss \$	Impairment (Losses)/ Reversals \$	Depreciation (Expense) \$	Transfers \$	Carrying Amount at the End of Year \$
Land - freehold land	41,915,327	-	-	86,152,173	-	-	-	-	128,067,500
Land - vested in and under the control of Council	12,930,000	-	-	(12,930,000)	-	-	-	-	-
Total Land	54,845,327	-	-	73,222,173	-	-	-	-	128,067,500
Buildings	154,162,683	1,152,873	-	11,080,355	-	-	(3,326,771)	590,284	163,659,424
Total Buildings	154,162,683	1,152,873	-	11,080,355	-	-	(3,326,771)	590,284	163,659,424
Total Land and Buildings	209,008,010	1,152,873	-	84,302,528	-	-	(3,326,771)	590,284	291,726,924
Furniture and Equipment	812,334	919,581	-	-	-	-	(218,833)	45,334	1,558,416
Plant and Equipment	4,207,550	2,768,148	(223,166)	-	-	-	(1,149,207)	(45,335)	5,557,990
Work in Progress	910,483	141,167	-	-	-	-	-	(590,283)	461,367
Total Property, Plant and Equipment	214,938,377	4,981,769	(223,166)	84,302,528	-	-	(4,694,811)	-	299,304,697

The revaluation of land and building resulted in a net increase on revaluation of \$84,302,528 in the value of land and building in 2016-17. The opening balance also recognises a prior-period adjustment of an increase of \$77,246,463 to buildings. This recognises new and upgraded assets at NIB Stadium constructed by VenuesWest on behalf of State Government in 2012-13.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

19. (a) INFRASTRUCTURE ASSETS

	Actual 2016/17 \$	Actual 2015/16 \$
Roads		
- Management Valuation 2015	105,955,896	105,955,896
- Cost	4,759,402	2,850,445
Less: Accumulated Depreciation	<u>(54,345,367)</u>	<u>(52,602,705)</u>
	56,369,931	56,203,636
Footpaths		
- Management Valuation 2015	33,473,683	33,473,683
- Cost	3,135,267	1,622,680
Less: Accumulated Depreciation	<u>(14,530,565)</u>	<u>(13,954,616)</u>
	22,078,385	21,141,747
Rights of Way		
- Management Valuation 2015	8,785,076	8,785,076
- Cost	462,029	237,001
Less: Accumulated Depreciation	<u>(5,908,876)</u>	<u>(5,778,746)</u>
	3,338,229	3,243,331
Drainage		
- Management Valuation 2015	27,737,396	27,737,396
- Cost	273,193	135,080
Less: Accumulated Depreciation	<u>(10,795,451)</u>	<u>(10,564,699)</u>
	17,215,138	17,307,777
Park Development		
- Management Valuation 2015	19,243,268	19,243,268
- Cost	1,624,261	1,036,433
Less: Accumulated Depreciation	<u>(6,443,716)</u>	<u>(5,359,639)</u>
	14,423,813	14,920,062
Car Park Development		
- Management Valuation 2015	11,621,556	11,621,557
- Cost	204,324	120,363
Less: Accumulated Depreciation	<u>(2,982,210)</u>	<u>(2,814,152)</u>
	8,843,670	8,927,768
Other Infrastructure Assets		
- Management Valuation 2015	9,060,255	9,060,254
- Management Valuation 2016	351,346	351,346
- Cost	1,261,402	622,510
Less: Accumulated Depreciation	<u>(5,119,708)</u>	<u>(4,651,192)</u>
	5,553,295	5,382,918
Work In Progress	1,408,251	1,949,447
Total Infrastructure Assets	<u>129,230,712</u>	<u>129,076,686</u>

The fair value of infrastructure is determined at least every three years in accordance with legislative requirements. Additions since the date of valuation are shown at cost. Given they were acquired at arm's length and any accumulated depreciation reflects the usage of service potential, it is considered the recorded written down value approximates fair value. At the end of each intervening period the valuation is reviewed and, where appropriate, the fair value is updated to reflect current market conditions.

This process is considered to be in accordance with *Local Government (Financial Management) Regulation 17A (2)* which requires infrastructure to be shown at fair value.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

19. INFRASTRUCTURE ASSETS (Continued)

(b) Movements in Carrying Amounts

Movement in the carrying amounts of each class of property, plant and equipment between the beginning and the end of the current financial year.

	Balance at the Beginning of the Year \$	Additions \$	(Disposals) \$	Revaluation Increments/ (Decrements) Transferred to Revaluation \$	Revaluation (Losses)/ Reversals Through to Profit or Loss \$	Impairment (Losses)/ Reversals \$	Depreciation (Expense) \$	Transfers \$	Carrying Amount at the End of Year \$
Roads	56,203,636	1,356,079	-	-	-	-	(1,742,663)	552,879	56,369,931
Footpaths	21,141,747	1,060,478	-	-	-	-	(575,950)	452,110	22,078,385
Rights of Way	3,243,331	225,028	-	-	-	-	(130,130)	-	3,338,229
Drainage	17,307,777	138,112	-	-	-	-	(230,751)	-	17,215,138
Park Development	14,920,062	587,827	-	-	-	-	(1,084,076)	-	14,423,813
Car Park Development	8,927,768	83,961	-	-	-	-	(168,059)	-	8,843,670
Other Infrastructure Assets	5,382,918	449,546	-	-	-	-	(468,514)	189,345	5,553,295
Work In Progress	1,949,447	653,138	-	-	-	-	-	(1,194,334)	1,408,251
Total Infrastructure Assets	129,076,686	4,554,169	-	-	-	-	(4,400,143)	-	129,230,712

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

20. TRADE AND OTHER PAYABLES

	Actual 2016/17 \$	Actual 2015/16 \$
Current		
Creditors	2,485,690	2,983,661
Deposits and Income in Advance	-	1,022,148
Contribution Liabilities	1,717,287	1,544,737
Accrued Expenses	899,211	1,262,396
	<u>5,102,188</u>	<u>6,812,942</u>

21. PROVISIONS

	Actual 2016/17 \$	Actual 2015/16 \$
Current		
Provision for Annual Leave	1,772,315	1,717,781
Provision for Long Service Leave	1,714,443	1,537,561
	<u>3,486,758</u>	<u>3,255,342</u>
Non-Current		
Provision for Long Service Leave	334,102	301,994
	<u>334,102</u>	<u>301,994</u>

22. BORROWINGS

	Actual 2016/17 \$	Actual 2015/16 \$
Current		
Debentures	881,398	818,840
	<u>881,398</u>	<u>818,840</u>
Non-Current		
Debentures	14,896,584	15,777,982
	<u>14,896,584</u>	<u>15,777,982</u>
	<u><u>15,777,982</u></u>	<u><u>16,596,822</u></u>

Additional note on borrowings is provided in Note 8(a).

**CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017**

23. RESERVES - CASH BACKED

On restructuring of the City of Perth, the City of Vincent was provided with several specific cash reserves which were transferred to the City by Order of the Governor under Section 13 of the Local Government Act 1960. The City has also established other specific reserves to provide for future capital works. The specific reserves have been established for the following purposes:

(a) Administration Centre Reserve

This reserve was established in 1996/97 for the purpose of providing for major renovation, maintenance, repairs and replacement of the fixtures and fittings associated with the City's Administration and Civic Centre.

(b) Aged Persons and Senior Citizens Reserve

This reserve was established in 1997/98 from a contribution from the Board of Leederville Gardens Retirement Village for the purpose of the acquisition, provision, maintenance, management or extension of the existing Leederville Gardens Village, or the purchase or construction of a similar type of village for senior citizens or provision of aged or senior citizens facilities, within the City's boundaries.

Council resolved in March 2016 to transfer the balance of this reserve to the new *Leederville Gardens Inc Surplus Trust*. The transfers were completed in June 2016. The City administers the new trust as part of the City's Trust Account, however the funds may not be used for the direct benefit of either the City or Leederville Gardens Retirement Village. In July 2016 Council approved the closure of the *Aged Persons and Senior Citizens' Reserve*.

(c) Asset Sustainability Reserve

This reserve was established in June 2015 for the purpose of assisting Council in funding its long-term asset management objectives and provide a means to spread the cost of inter-generational assets over multiple years.

(d) Beatty Park Leisure Centre Reserve

This reserve was established in 1994/95 for the major upgrade and redevelopment of the Beatty Park Leisure Centre including the replacement or purchase of major plant, equipment, fixtures and fittings.

(e) Capital Reserve

This reserve was established in 1995/96 with the allocation of \$1,000,000 from the Infrastructure Account established under the City of Perth Restructuring Act for the future major capital works and projects.

(f) Cash In Lieu Parking Reserve

This reserve was established in 1996/97 from payment of cash-in-lieu of car parking from development applicants. At the Special Meeting of Council held on 17 May 2011, the purpose of the Reserve Fund as amended to be as follows:

"This reserve is established from payment of cash-in-lieu of car parking from development applicants and is to be used for the upgrade of existing car parking facilities or the establishment of new car parking facilities and associated infrastructure."

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

23. RESERVES - CASH BACKED (Continued)

(g) Electronic Equipment Reserve

This reserve was established for the purpose of replacement and major upgrade of electronic equipment including, but not limited to computer hardware and software, information technology and communication equipment.

(h) Heritage Loan Reserve

This reserve was established in 1998/99 with the allocation of \$20,000 to the newly created Heritage Loan Reserve.

The purpose of the Heritage Loan Reserve changed to the Heritage Low Interest Loan Scheme and the funds held to be applied to that new Reserve, to enable the funds to be transferred to the proposed Western Australian Municipal Association scheme.

(i) Hyde Park Lake Reserve

At the Special Council Meeting held on 12 July 2005, it was resolved to establish a reserve for works associated with the investigation, maintenance, remedial works and the rehabilitation of the Hyde Park Lakes and surrounds.

(j) Land And Building Asset Acquisition Reserve

This reserve was established from proceeds of sale of land. The purpose of the reserve is to ensure that proceeds of real assets disposed of are restricted to purchase other land and buildings for civic purposes.

(k) Leederville Oval Reserve

This reserve was established in 1998/99 with the allocation of \$1,000,000 from the Infrastructure Account established under the City of Perth Restructuring Act. The purpose of this reserve is for the redevelopment of Leederville Oval.

At the Special Council meeting of the 30 October 2001 it was resolved to change the future use of this reserve to include the following:

"and for works associated with the maintenance, repairs, upgrade and replacement of Leederville Oval buildings, fixtures, fittings and associated land."

(l) Leederville Tennis Reserve

This reserve was established in 2015/16 for the upgrade, renewal and replacement of the water bore and/or pump at the Leederville tennis courts, with funds contributed by the Lessee in accordance with the Special Condition – Sinking Fund provision of the Lease.

(m) Light Fleet Replacement Reserve

This reserve was established in 2001/02 to fund the replacement of the City's light vehicle fleet.

**CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017**

23. RESERVES - CASH BACKED (Continued)

(n) Loftus Community Centre Reserve

This reserve was established in 1994/95. Contributions are made to the Council by the lessee of the Loftus Community Centre for the redevelopment of the Centre, including upgrade, renovation, maintenance, repairs and replacement of major items of plant, equipment, fixtures or fittings.

(o) Loftus Recreation Centre Reserve

This reserve was established in 1994/95. Contributions are made to the Council by the lessee of the Loftus Recreation Centre for the upgrade, renovation, maintenance, repairs and replacement of major items of plant, equipment, fixtures or fittings.

(p) North Perth Tennis Reserve

This reserve was established in 2015/16 for the upgrade, renewal and replacement of the North Perth tennis courts, with funds contributed by the Lessee in accordance with the Special Condition – Sinking Fund provision of the Lease.

(q) Office Building Reserve – 246 Vincent Street

This reserve was established in 2003 for major building upgrade, maintenance, repairs, renovation and replacement of floor covering, fixtures and fittings associated with the new Office Building and Land.

(r) Parking Facility Reserve

This reserve was established in 2008. At the Special Meeting of Council held on 17 May 2011, the purpose of the Reserve Fund as amended to be as follows:

"for the purchase, maintenance and operations of parking ticket machines; provision and improvement of parking information systems; security lighting, improved pathways and associated infrastructure to access parking areas; and associated works."

(s) Parking Funded City Upgrade Reserve

At the Special Council Meeting held on 17 May 2011, it was agreed to establish a Parking Funded City Centre Upgrade Reserve. This Reserve is for the provision and upgrade of infrastructure, facilities and services, both parking and non-parking, in the City of Vincent, City Centre's and the promotion of those City Centre's as well as works associated with any Parking Benefit Districts as determined by the Council.

(t) Parking Funded Transport Initiatives Reserve

At the Special Council Meeting held on 17 May 2011, a new Reserve was established for the provision of sustainable transport initiatives and modes and including, but not limited to, the provision and maintenance of footpaths, cycle ways and other cycling support facilities, bus shelter and other transit facilities.

(u) Percent For Public Art Reserve

This reserve was established in July 2016 from payment of public art contributions from development applicants and is to be used for the acquisition and provision of Public Art and associated infrastructure.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

23. RESERVES - CASH BACKED (Continued)

(v) Perth Oval Reserve

At the Special Council meeting of 30 October 2001 it was resolved to establish a new Reserve Fund for Perth Oval and associated land for the following purpose:

"works associated with the maintenance, repairs, upgrade and replacement of Perth Oval buildings, fixtures fittings and associated land."

(w) Plant And Equipment Reserve

This reserve was established in April 1995 for the purchase of replacement plant and equipment associated with City's works.

(x) Public Open Space Reserve

This reserve was established in the transfer from the City of Perth for the acquisition and development of land to provide additional public open space in the City.

(y) State Gymnastics Centre Reserve

At the Ordinary Meeting of Council, held on 23 July 2002, it was agreed to establish a new State Indoor Multi-Use Sports Centre Reserve for the following purpose:

"For works associated with the maintenance, repairs, alterations, upgrade and replacement of the proposed State Gymnastics Centre buildings, major plant and equipment, fixtures, fittings and associated land."

(z) Strategic Waste Management Reserve

At the Ordinary Meeting of Council, held on 23 October 2001, it was agreed to establish a new Strategic Waste Management Reserve for the following purpose:

"Investigation and implementation of integrated waste management strategies/programmes and initiatives, (including secondary waste treatment and costs associated with the redevelopment of Lot 118 Tamala Park)."

(aa) Tamala Park Land Sales Reserve

This reserve was established in 2013/14 for future significant/major capital works, infrastructure, project or debt reduction programme for the benefit of the City.

(ab) Underground Power Reserve

This reserve was established in 1998/99 with the allocation of \$20,000 for the purpose of funding the City's contribution to approved underground power projects.

(ac) Waste Management Plant And Equipment Reserve

This reserve was established for the purpose of replacing plant and equipment associated with City's waste management, minimisation and recycling operations.

At the Ordinary Council meeting of the 23 October 2001 it was resolved to alter the name of this reserve to the Waste Management Plant and Equipment Reserve fund to reflect its use.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

23. RESERVES - CASH BACKED (Continued)

The following reserve funds will be used, as and when the need arises:

- Administration Centre Reserve;
- Capital Reserve;
- Cash In Lieu Parking Reserve;
- Heritage Loan Reserve;
- Hyde Park Lake Reserve;
- Land and Building Asset Acquisition Reserve;
- Leederville Oval Reserve;
- Leederville Tennis Reserve;
- North Perth Tennis Reserve;
- Office Building Reserve – 246 Vincent Street;
- Parking Facility Reserve;
- Parking Funded City Upgrade Reserve;
- Parking Funded Transport Initiatives Reserve;
- Percent For Public Art Reserve;
- Perth Oval Reserve;
- State Gymnastics Centre Reserve;
- Strategic Waste Management Reserve;
- Tamala Park Land Sales Reserve; and
- Underground Power Reserve.

The following reserve funds are established to minimize the impact of major expenditure on any one budget and varying levels of expenditure will occur from year to year as required:

- Asset Sustainability Reserve;
- Beatty Park Leisure Centre Reserve;
- Electronic Equipment Reserve;
- Light Fleet Replacement Reserve;
- Loftus Community Centre Reserve;
- Loftus Recreation Centre Reserve;
- Plant and Equipment Reserve;
- Public Open Space Reserve; and
- Waste Management Plant and Equipment Reserve.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

23. RESERVES - CASH BACKED (Continued)

	Actual 2016/17	Revised Budget 2016/17	Actual 2015/16
	\$	\$	\$
Administration Centre Reserve			
Opening Balance 1 July 2016	61,555	61,566	60,382
Transfer to Reserve	1,032	877	1,173
Transfer from Reserve	(52,000)	(52,000)	-
Closing Balance 30 June 2017	<u>10,587</u>	<u>10,443</u>	<u>61,555</u>
Aged Persons and Senior Citizens Reserve			
Opening Balance 1 July 2016	-	-	3,238,209
Transfer to Reserve	-	-	1,173,488
Transfer from Reserve	-	-	(4,411,697)
Closing Balance 30 June 2017 (Closed)	<u>-</u>	<u>-</u>	<u>-</u>
Asset Sustainability Reserve			
Opening Balance 1 July 2016	1,720,356	1,720,673	-
Transfer to Reserve	1,531,448	1,525,378	1,720,356
Transfer from Reserve	-	-	-
Closing Balance 30 June 2017	<u>3,251,804</u>	<u>3,246,051</u>	<u>1,720,356</u>
Beatty Park Leisure Centre Reserve			
Opening Balance 1 July 2016	214,164	218,179	104,774
Transfer to Reserve	309,118	308,357	149,968
Transfer from Reserve	(269,463)	(324,463)	(40,578)
Closing Balance 30 June 2017	<u>253,819</u>	<u>202,073</u>	<u>214,164</u>
Capital Reserve			
Opening Balance 1 July 2016	99,262	99,280	255,510
Transfer to Reserve	2,207	1,206	5,837
Transfer from Reserve	(93,999)	(100,486)	(162,085)
Closing Balance 30 June 2017	<u>7,470</u>	<u>-</u>	<u>99,262</u>
Cash In Lieu Parking Reserve			
Opening Balance 1 July 2016	648,657	648,087	585,128
Transfer to Reserve	167,956	1,357,646	205,835
Transfer from Reserve	(35,164)	(60,000)	(142,306)
Closing Balance 30 June 2017	<u>781,449</u>	<u>1,945,733</u>	<u>648,657</u>
Electronic Equipment Reserve			
Opening Balance 1 July 2016	51,171	51,179	130,123
Transfer to Reserve	1,418	1,262	3,255
Transfer from Reserve	-	-	(82,207)
Closing Balance 30 June 2017	<u>52,589</u>	<u>52,441</u>	<u>51,171</u>
Heritage Loan Reserve			
Opening Balance 1 July 2016	-	-	-
Transfer to Reserve	-	-	-
Transfer from Reserve	-	-	-
Closing Balance 30 June 2017	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

23. RESERVES - CASH BACKED (Continued)

	Actual 2016/17 \$	Revised Budget 2016/17 \$	Actual 2015/16 \$
Hyde Park Lake Reserve			
Opening Balance 1 July 2016	144,127	144,154	139,913
Transfer to Reserve	4,050	3,553	4,214
Transfer from Reserve	-	-	-
Closing Balance 30 June 2017	<u>148,177</u>	<u>147,707</u>	<u>144,127</u>
Land and Building Asset Acquisition Reserve			
Opening Balance 1 July 2016	269,198	269,248	261,329
Transfer to Reserve	7,563	6,637	7,869
Transfer from Reserve	-	-	-
Closing Balance 30 June 2017	<u>276,761</u>	<u>275,885</u>	<u>269,198</u>
Leederville Oval Reserve			
Opening Balance 1 July 2016	210,774	210,813	219,099
Transfer to Reserve	5,920	4,087	6,427
Transfer from Reserve	-	(70,000)	(14,752)
Closing Balance 30 June 2017	<u>216,694</u>	<u>144,900</u>	<u>210,774</u>
Leederville Tennis Reserve			
Opening Balance 1 July 2016	975	975	-
Transfer to Reserve	1,006	1,006	975
Transfer from Reserve	-	-	-
Closing Balance 30 June 2017	<u>1,981</u>	<u>1,981</u>	<u>975</u>
Light Fleet Replacement Reserve			
Opening Balance 1 July 2016	-	-	-
Transfer to Reserve	-	-	-
Transfer from Reserve	-	-	-
Closing Balance 30 June 2017	<u>-</u>	<u>-</u>	<u>-</u>
Loftus Community Centre Reserve			
Opening Balance 1 July 2016	20,946	20,950	18,928
Transfer to Reserve	6,717	6,588	6,732
Transfer from Reserve	(9,852)	(11,000)	(4,714)
Closing Balance 30 June 2017	<u>17,811</u>	<u>16,538</u>	<u>20,946</u>
Loftus Recreation Centre Reserve			
Opening Balance 1 July 2016	26,544	26,167	5,725
Transfer to Reserve	57,579	58,212	56,819
Transfer from Reserve	(45,000)	(45,000)	(36,000)
Closing Balance 30 June 2017	<u>39,123</u>	<u>39,379</u>	<u>26,544</u>
North Perth Tennis Reserve			
Opening Balance 1 July 2016	36,316	36,323	-
Transfer to Reserve	5,733	5,643	36,316
Transfer from Reserve	-	-	-
Closing Balance 30 June 2017	<u>42,049</u>	<u>41,966</u>	<u>36,316</u>

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

23. RESERVES - CASH BACKED (Continued)

	Actual 2016/17 \$	Revised Budget 2016/17 \$	Actual 2015/16 \$
Office Building Reserve - 246 Vincent Street			
Opening Balance 1 July 2016	512,630	511,753	551,740
Transfer to Reserve	14,401	12,615	16,590
Transfer from Reserve	-	-	(55,700)
Closing Balance 30 June 2017	<u>527,031</u>	<u>524,368</u>	<u>512,630</u>
Parking Facility Reserve			
Opening Balance 1 July 2016	129,056	142,880	145,447
Transfer to Reserve	3,626	3,069	4,309
Transfer from Reserve	(34,500)	(36,750)	(20,700)
Closing Balance 30 June 2017	<u>98,182</u>	<u>109,199</u>	<u>129,056</u>
Parking Funded City Upgrade Reserve			
Opening Balance 1 July 2016	-	-	-
Transfer to Reserve	-	-	-
Transfer from Reserve	-	-	-
Closing Balance 30 June 2017	<u>-</u>	<u>-</u>	<u>-</u>
Parking Funded Transport Initiative Reserve			
Opening Balance 1 July 2016	-	-	-
Transfer to Reserve	-	-	-
Transfer from Reserve	-	-	-
Closing Balance 30 June 2017	<u>-</u>	<u>-</u>	<u>-</u>
Percent For Public Art Reserve			
Opening Balance 1 July 2016	-	-	-
Transfer to Reserve	-	325,371	-
Transfer from Reserve	-	-	-
Closing Balance 30 June 2017	<u>-</u>	<u>325,371</u>	<u>-</u>
Perth Oval Reserve			
Opening Balance 1 July 2016	-	-	-
Transfer to Reserve	-	-	-
Transfer from Reserve	-	-	-
Closing Balance 30 June 2017	<u>-</u>	<u>-</u>	<u>-</u>
Plant and Equipment Reserve			
Opening Balance 1 July 2016	398,316	398,389	392,416
Transfer to Reserve	9,447	4,837	11,701
Transfer from Reserve	(107,000)	(107,000)	(5,801)
Closing Balance 30 June 2017	<u>300,763</u>	<u>296,226</u>	<u>398,316</u>
Public Open Space Reserve			
Opening Balance 1 July 2016	-	-	-
Transfer to Reserve	-	-	-
Transfer from Reserve	-	-	-
Closing Balance 30 June 2017	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

23. RESERVES - CASH BACKED (Continued)

	Actual 2016/17 \$	Revised Budget 2016/17 \$	Actual 2015/16 \$
State Gymnastics Centre Reserve			
Opening Balance 1 July 2016	83,461	83,476	70,556
Transfer to Reserve	13,178	12,991	12,905
Transfer from Reserve	-	-	-
Closing Balance 30 June 2017	<u>96,639</u>	<u>96,467</u>	<u>83,461</u>
Strategic Waste Management Reserve			
Opening Balance 1 July 2016	20,272	20,276	19,679
Transfer to Reserve	570	500	593
Transfer from Reserve	-	-	-
Closing Balance 30 June 2017	<u>20,842</u>	<u>20,776</u>	<u>20,272</u>
Tamala Park Land Sales Reserve			
Opening Balance 1 July 2016	1,344,639	1,553,079	1,250,544
Transfer to Reserve	958,838	960,402	1,287,255
Transfer from Reserve	(280,779)	(362,245)	(1,193,160)
Closing Balance 30 June 2017	<u>2,022,698</u>	<u>2,151,236</u>	<u>1,344,639</u>
Underground Power Reserve			
Opening Balance 1 July 2016	190,086	190,121	184,531
Transfer to Reserve	5,340	4,686	5,555
Transfer from Reserve	-	-	-
Closing Balance 30 June 2017	<u>195,426</u>	<u>194,807</u>	<u>190,086</u>
Waste Management Plant and Equipment Reserve			
Opening Balance 1 July 2016	38,910	38,917	37,772
Transfer to Reserve	507,314	507,122	1,138
Transfer from Reserve	-	-	-
Closing Balance 30 June 2017	<u>546,224</u>	<u>546,039</u>	<u>38,910</u>
Total Reserves	<u><u>8,908,119</u></u>	<u><u>10,389,586</u></u>	<u><u>6,221,415</u></u>
Summary of Reserves:			
Total Opening Balance 1 July	6,221,415	6,446,485	7,671,805
Total Transfer to Reserves	3,614,461	5,112,045	4,719,310
Total Transfer from Reserves	(927,757)	(1,168,944)	(6,169,700)
Total Closing Balance 30 June	<u><u>8,908,119</u></u>	<u><u>10,389,586</u></u>	<u><u>6,221,415</u></u>

All of the cash backed reserve accounts are supported by money held in financial institutions and match the amount shown as restricted cash in Note 12 to this financial report.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

24. NOTES TO THE STATEMENT OF CASH FLOWS

(a) Reconciliation of Cash

For the purposes of the Statement of Cash Flows, the City of Vincent considers cash to include cash on hand and in banks and investments net of outstanding bank overdrafts and non-cash investments. Cash at the end of the reporting period as shown in the Statement of Cash Flows is reconciled to the related items in the Statement of Financial Position as follows:

	Actual 2016/17 \$	Actual 2015/16 \$
Cash and Cash Equivalents	17,424,002	16,499,516
	<u>17,424,002</u>	<u>16,499,516</u>

(b) Reconciliation of Net Cash provided by Operating Activities to Net Result

	Actual 2016/17 \$	Actual 2015/16 \$
Net Result	3,821,308	4,744,428
Non-cash flows in Net Result:		
Depreciation	9,094,953	9,530,829
Asset Revaluation Decrement	-	-
Net Share of Interests in Joint Ventures	(23,213)	(339,739)
Change in Equity – WALGA LG House Trust	683	4,142
Profit on Assets Held for Sale (TPRC Joint Venture)	(245,788)	(1,299,433)
Work in Progress Assets Expensed	-	-
(Gain)/Loss on Sale of Property, Plant and Equipment	(128,744)	(1,852,297)
	12,519,199	10,787,930
Revenue Provided by:		
Government Grants for the Development of Assets	(2,548,355)	(1,384,622)
	(2,548,355)	(1,384,622)
Changes in Assets and Liabilities:		
Increase/(Decrease) in Provisions	263,524	256,050
Increase/(Decrease) in Income Received in Advance	(732,601)	673,768
Increase/(Decrease) in Accrued Income	165,033	153,165
Increase/(Decrease) in Creditors	(1,150,703)	168,535
Decrease/(Increase) in Debtors	(967,737)	(178,002)
Decrease/(Increase) in Prepayments	(231,024)	(106,004)
(Increase)/Decrease in Stock on Hand	(11,183)	28,782
Increase/(Decrease) in GST Movement	(16,370)	24,550
	(2,681,061)	1,020,844
Net Cash Provided by Operating Activities	<u>7,289,783</u>	<u>10,424,152</u>

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

24. NOTES TO THE STATEMENT OF CASH FLOWS (Continued)

(c) Undrawn Borrowing Facilities

	Actual 2016/17 \$	Actual 2015/16 \$
Credit Standby Arrangements		
Bank overdraft limit*	-	-
Bank overdraft at balance date	-	-
Credit card limit	50,000	38,000
Credit card balance at balance date	(4,548)	(11,542)
Total amount of credit unused	45,452	26,458
 Loan Facilities		
Loan facilities - current	881,398	818,840
Loan facilities - non-current	14,896,584	15,777,982
Total facilities in use at balance date	15,777,982	16,596,822
 Unused loan facilities at balance date	15,823,434	16,623,280

* The City does not have a formal bank overdraft facility. However, the City has a Group Limit Facility with the Commonwealth Bank of Australia of \$2 million which covers payments if the City has sufficient funds in other accounts.

The facility was not used by the City during the year ended 30 June 2017.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

25. NET CURRENT ASSETS

Composition of net current assets

	2017 (30 June 2017 Carried Forward) \$	2017 (1 July 2016 Brought Forward) \$	2016 (30 June 2016 Carried Forward) \$
Surplus/(Deficit) 1 July 16 brought forward	<u>4,475,025</u>	<u>4,251,223</u>	<u>4,251,223</u>
Current Assets			
Cash and Cash Equivalents			
Unrestricted	8,515,883	10,278,101	10,278,101
Restricted	8,908,119	6,221,415	6,221,415
Receivables			
Rates Outstanding	218,492	(17,656)	(17,656)
Sundry Debtors	4,641,665	3,531,588	3,531,588
GST Receivable	106,687	67,868	67,868
Inventories			
Depot	117,950	120,372	120,372
Beatty Park Leisure Centre – Café/Retail	63,294	49,689	49,689
Less: Current Liabilities			
Trade and Other Payables			
Sundry Creditors	(4,719,626)	(6,131,282)	(6,131,282)
Accrued Interest on Debentures	(73,079)	(76,599)	(76,599)
Accrued Salaries and Wages	(309,483)	(315,516)	(315,516)
Current Portion of Long Term Borrowings			
Secured by Floating Charge	(881,398)	(818,840)	(818,840)
Provisions			
Provision for Annual Leave	(1,772,315)	(1,717,781)	(1,717,781)
Provision for Long Service Leave	(1,714,443)	(1,537,561)	(1,537,561)
Unadjusted Net Current Assets	<u>13,101,746</u>	<u>9,653,798</u>	<u>9,653,798</u>
Adjustments			
Less: Reserves – Restricted Cash	(8,908,119)	(6,221,415)	(6,221,415)
Less: Restricted – Sundry Debtors (Non-Operating Grant)	(600,000)	-	-
Add: Secured by Floating Charge	881,398	818,840	818,840
Adjusted Net Current Assets - Surplus/(Deficit)	<u>4,475,025</u>	<u>4,251,223</u>	<u>4,251,223</u>

Difference

There was no difference between the surplus/(deficit) 1 July 2016 brought forward position used in the 2017 audited financial report and the surplus/(deficit) carried forward position as disclosed in the 2016 audited financial report

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

26. CONDITIONS OVER GRANTS/CONTRIBUTIONS

Grant/Contribution	Opening Balance ⁽¹⁾ 1/07/15 \$	Received ⁽²⁾ 2015/16 \$	Expended ⁽³⁾ 2015/16 \$	Closing Balance ⁽¹⁾ 30/06/16 \$	Received ⁽²⁾ 2016/17 \$	Expended ⁽³⁾ 2016/17 \$	Closing Balance 30/06/17 \$
Transport							
Grant for road works	-	526,499	(526,499)	-	376,989	(328,888)	48,101
Total	<u>-</u>	<u>526,499</u>	<u>(526,499)</u>	<u>-</u>	<u>376,989</u>	<u>(328,888)</u>	<u>48,101</u>

Notes:

(1) Grants/contributions recognised as revenue in a previous reporting period which were not expended at the close of the previous reporting period.

(2) New grants/contributions which were recognised as revenues during the reporting period and which had not yet been fully expended in the manner specified by the contributor.

(3) Grants/contributions which had been recognised as revenues in a previous reporting period or received in the current reporting period and which were expended in the current reporting period in the manner specified by the contributor.

**CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017**

27. SUPERANNUATION

The total statutory superannuation contribution paid by the Council during the reporting period was \$1,752,861. During the 2015/16 year the contributions were \$1,676,187.

The City of Vincent complies with the minimum obligations under federal law and contributes in respect of its employees to one of the following types of superannuation plans:-

Accumulated Benefit Superannuation Funds

The Council contributes in respect of certain of its employees to accumulated benefit superannuation funds, nominated by the employees. In accordance with statutory requirements, the Council contributes to these funds amounts nominated by the Council. As such, assets are accumulated in the plan to meet members' benefits as they accrue. No liability of the Council has been recognised as at the reporting date in respect of superannuation benefits for its employees.

City of Perth Superannuation Plan – a sub plan in the AustralianSuper Corporate Division

The Council contributes in respect of certain former City of Perth employees to a defined benefit superannuation plan. In accordance with statutory requirements, the Council contributes to the City of Perth Superannuation Plan (the Plan) amounts determined by the Plan Actuary. As such, assets are accumulated in the Plan to meet members' benefits as they accrue. The latest available audited financial report of the plan as at 30 June 2016, which was not subject to any audit qualification, indicates that the assets of the plan are sufficient to meet accrued benefits.

An Actuarial Report was received from Nerida Seccombe (BEc) of the Heron Partnership dated 23 March 2017. This latest review found the Plan has remained stable over the year to 30 June 2016; and recommended continue to contribute at a rate lower than the long-term employer cost until the next review in 2019. During this time the reduced employer contributions will be supplemented with contributions from the surplus of the Plan. Any contributions allocated from the surplus of the Plan will not be represented in the City's financial statements.

The City also received from the Actuary a "Funding and Solvency Certificate" and a "Benefit Certificate" for the Plan. Both certificates are dated 1 April 2016 and are valid until 31 March 2021 (unless new certificates are issued earlier).

The plan has a number of different participating employers contributing to the Plan. There is no segregation of the assets applicable to each employer and the each individual employer is not able to accurately identify its share of the underlying financial position of the multi-employer plan with sufficient reliability for accounting purposes. The plan is therefore accounted for as a defined contribution plan. The defined benefit section of the plan was closed to the admission of new members from 1 July 2010.

28. CONTINGENT LIABILITIES

Mindarie Regional Council

In line with other equity holders in the Mindarie Regional Council (MRC) the City of Vincent has guaranteed, proportionate to its equity share (one twelfth), the obligations of MRC to the contractor which built and is now operating the Neerabup Resource Recovery Facility. The financial guarantee is to provide comfort to the operator (and its financiers) by providing a direct contractual relationship between each member council and the operator.

The guarantee can be called upon in the event of a default event during the contractor's operation of the facility. The share of the liability that could be generated by the exercise of the guarantee is estimated at an amount between \$7.21 million diminishing to \$1.5 million depending on the time of any such default event. This guarantee expires on 15 July 2019.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

29. CAPITAL AND LEASING COMMITMENTS

(a) Operating Lease Commitments

	Actual 2016/17 \$	Actual 2015/16 \$
Non-cancellable operating leases contracted for but payable:		
- not later than one year	282,638	538,612
- later than one year but not later than five years	194,011	476,649
- later than five years	-	-
	<u>476,649</u>	<u>1,015,261</u>

(b) Capital Expenditure Commitments

	Actual 2016/17 \$	Actual 2015/16 \$
Contracted for:		
- capital expenditure projects	472,567	264,897
- plant and equipment purchases	157,235	361,179
	<u>629,802</u>	<u>626,076</u>
Payable		
- not later than one year	629,802	626,076
	<u>629,802</u>	<u>626,076</u>

The capital expenditure projects outstanding at the end of the current reporting period represent the construction of buildings, road works, footpaths, parks development and miscellaneous works.

30. ELECTED MEMBERS FEES AND ALLOWANCES

	Actual 2016/17 \$	Revised Budget 2016/17 \$	Actual 2015/16 \$
Members Meeting Fee	195,387	214,840	205,109
Mayor Allowance	58,247	58,600	61,800
Deputy Mayor Allowance	15,682	15,680	15,450
Information Technology Allowance	23,029	31,500	31,500
Travelling Expenses	257	1,500	690
Child Care	1,826	2,850	2,287
Stationery/Printing	2,833	4,000	2,631
Other Expenses	687	1,150	4,151
Total	<u>297,948</u>	<u>330,120</u>	<u>323,618</u>

There has been no related party transactions between the City, elected members and key management personnel that have offered benefits exceeding ordinary citizen transactions.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

31. TRUST FUNDS

Funds held at balance date over which the Council has no control and which are not included in the Financial Statements are as follows:

	Actual 2016/17 \$	Actual 2015/16 \$
Beatty Park Bonds		
Balance as at 1st July 2016	250	250
Receipts	-	-
Payments	-	-
Balance as at 30th June 2017	<u>250</u>	<u>250</u>
Ground Bonds		
Balance as at 1st July 2016	11,980	12,430
Receipts	35,300	30,503
Payments	<u>(31,050)</u>	<u>(30,953)</u>
Balance as at 30th June 2017	<u>16,230</u>	<u>11,980</u>
Hall Deposits		
Balance as at 1st July 2016	60,166	58,366
Receipts	163,000	124,568
Payments	<u>(153,760)</u>	<u>(122,768)</u>
Balance as at 30th June 2017	<u>69,406</u>	<u>60,166</u>
Key Deposits		
Balance as at 1st July 2016	18,750	17,050
Receipts	1,450	2,850
Payments	<u>(2,860)</u>	<u>(1,150)</u>
Balance as at 30th June 2017	<u>17,340</u>	<u>18,750</u>
Leederville Gardens Inc Surplus Trust		
Balance as at 1st July 2016	4,411,697	-
Receipts	775,336	4,411,697
Payments	-	-
Balance as at 30th June 2017	<u>5,187,033</u>	<u>4,411,697</u>
Nomination Deposits		
Balance as at 1st July 2016	-	-
Receipts	640	1,200
Payments	<u>(640)</u>	<u>(1,200)</u>
Balance as at 30th June 2017	<u>-</u>	<u>-</u>
Work Bonds		
Balance as at 1st July 2016	2,054,776	1,978,200
Receipts	578,140	928,100
Payments	<u>(887,275)</u>	<u>(851,524)</u>
Balance as at 30th June 2017	<u>1,745,641</u>	<u>2,054,776</u>
Unclaimed Monies		
Balance as at 1st July 2016	181,981	184,248
Receipts	(3,040)	60
Payments	<u>(1,285)</u>	<u>(2,327)</u>
Balance as at 30th June 2017	<u>177,656</u>	<u>181,981</u>
Planning Application Bond		
Balance as at 1st July 2016	40,100	50,900
Receipts	2,000	-
Payments	<u>(2,900)</u>	<u>(10,800)</u>
Balance as at 30th June 2017	<u>39,200</u>	<u>40,100</u>
Total Trust Balance	<u><u>7,252,756</u></u>	<u><u>6,779,700</u></u>

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

32. FINANCIAL RISK MANAGEMENT

Council's activities expose it to a variety of financial risks including price risk, credit risk, liquidity risk and interest rate risk. The Council's overall risk management focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the financial performance of the Council.

Council does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk. Financial risk management is carried out by Financial Services under policies approved by the Council.

The Council held the following financial instruments at balance date:

	Carrying Value		Fair Value	
	Actual 2016/17 \$	Actual 2015/16 \$	Actual 2016/17 \$	Actual 2015/16 \$
Financial Assets				
Cash and Cash Equivalents	17,424,002	16,499,516	17,424,002	16,499,516
Receivables	4,721,204	3,902,129	4,721,204	3,902,129
	<u>22,145,206</u>	<u>20,401,645</u>	<u>22,145,206</u>	<u>20,401,645</u>
Financial Liabilities				
Payables	5,102,188	6,812,942	5,102,188	6,812,942
Borrowings	15,777,982	16,596,822	12,991,089	14,899,378
	<u>20,880,170</u>	<u>23,409,764</u>	<u>18,093,277</u>	<u>21,712,320</u>

Fair value is determined as follows:

- Cash and Cash Equivalents, Receivables, Payables – estimated to the carrying value which approximates net market value.
- Borrowings – estimated future cash flows discounted by the current market interest rates applicable to assets and liabilities with similar risk profiles.

(a) Cash and Cash Equivalents

Council's objective is to maximise its return on cash and investments whilst maintaining an adequate level of liquidity and preserving capital. The finance area manages the cash and investments portfolio. Council has an investment policy and the policy is subject to review by Council. An Investment Report is provided to Council on a monthly basis setting out the make-up and performance of the portfolio.

The major risk associated with investments is price risk – the risk that the capital value of investments may fluctuate due to changes in market prices, whether these changes are caused by factors specific to individual financial instruments of their issuers or factors affecting similar instruments traded in a market.

Cash and investments are also subject to interest rate risk – the risk that movements in interest rates could affect returns. The weighted effective average interest for all the cash and cash equivalent for the year was 2.79% (2015/2016 was 2.89%).

Another risk associated with cash and investments is credit risk – the risk that a contracting entity will not complete its obligations under a financial instrument resulting in a financial loss to Council.

Sensitivity Analysis

Impact of a 1.0% movement in interest rates on the average balance of cash and investments

	30 June 2017 \$	30 June 2016 \$
- Equity	247,763	281,065
- Income Statement	247,763	281,065

**CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017**

32. FINANCIAL RISK MANAGEMENT (Continued)

(b) Receivables

Council's major receivables comprise rates and annual charges and user charges and fees. The major risk associated with these receivables is credit risk – the risk that the debts may not be repaid. Council manages this risk by monitoring outstanding debt and employing debt recovery policies. Credit risk on rates and annual charges is minimised by the ability of Council to recover these debts as a secured charge over the land – that is, the land can be sold to recover the debt. Council is also able to charge interest on overdue rates and annual charges at higher than market rates, which further encourages payment.

The level of outstanding receivables is monitored against benchmarks for acceptable collection performance. Council makes suitable provision for doubtful receivables as required and carries out credit checks on most non-rate debtors. There are no material receivables that have been subject to a re-negotiation of repayment terms. The profile of the Council's credit risk at balance date was:

The profile of the Council's credit risk at balance date was:

	30 June 2017	30 June 2016
	\$	\$
Percentage of Rates and Annual Charges		
- Current	65%	62%
- Non-Current (Pensioners' Deferred Rates)	35%	38%
	30 June 2017	30 June 2016
	\$	\$
Percentage of Other Receivables (excluding Underground Power Charge)		
- Current	100%	100%
- Non-Current	0%	0%

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

32. FINANCIAL RISK MANAGEMENT (Continued)

(c) Borrowings

Payables and borrowings are both subject to liquidity risk – that is the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due. Council manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer. Payment terms can be extended and overdraft facilities drawn upon if required.

The contractual undiscounted cash flows of Council's Payables and Borrowings are set out in the Liquidity Sensitivity Table below:

	Due within 1 year \$	Due Between 1 & 5 years \$	Due after 5 years \$	Total Contractual Cash Flows \$	Carrying Values \$
2017					
Payables	5,102,188	-	-	5,102,188	5,102,188
Borrowings	1,879,848	11,209,734	8,105,947	21,195,529	15,777,982
	<u>6,982,036</u>	<u>11,209,734</u>	<u>8,105,947</u>	<u>26,297,717</u>	<u>20,880,170</u>
2016					
Payables	6,812,942	-	-	6,812,942	6,812,942
Borrowings	1,868,323	11,832,118	9,363,411	23,063,852	16,596,822
	<u>8,681,265</u>	<u>11,832,118</u>	<u>9,363,411</u>	<u>29,876,794</u>	<u>23,409,764</u>

Borrowings are also subject to interest rate risk – the risk that movements in interest rates could adversely affect funding costs. Council manages this risk by borrowing long term and fixing the interest rate to the situation considered the most advantageous at the time of negotiation.

The following tables set out the carrying amount, by maturity, of the financial instruments exposed to interest rate risks:

	< 1 year \$	> 1 < 5 years \$	> 5 years \$	Total \$	Weighted Average Effective Interest Rate %
Year Ended 30 June 2017					
Borrowings					
- Fixed Rate					
Debentures	881,398	8,673,637	6,222,946	15,777,982	
Weighted Average Interest Rate	6.51%	6.14%	6.41%		6.30%
Year Ended 30 June 2016					
Borrowings					
- Fixed Rate					
Debentures	818,840	8,720,009	7,057,973	16,596,822	
Weighted Average Interest Rate	6.48%	6.22%	6.40%		6.33%

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

33. TOTAL ASSETS CLASSIFIED BY FUNCTION AND ACTIVITY

	Actual 2016/17	Actual 2015/16
	\$	\$
Governance	23,873,834	21,706,831
General purpose funding	1,363,680	2,353,491
Law, order, public safety	2,565,028	2,059,262
Health	22,214,900	3,181,676
Education and welfare	19,062,798	8,707,089
Community amenities	3,087,346	2,041,321
Recreation and culture	222,781,658	205,483,778
Transport	144,456,909	112,083,810
Economic services	-	-
Other property and services	20,898,006	16,775,076
	<u>460,304,159</u>	<u>374,392,334</u>

34. TRADING UNDERTAKINGS, MAJOR TRADING UNDERTAKINGS AND MAJOR LAND TRANSACTIONS

Tamala Park Regional Council – Development of Catalina Estate

(a) Details

The City is a participant (along with the Cities of Joondalup, Perth, Stirling, Wanneroo and the Towns of Cambridge and Victoria Park) in the operations of the Tamala Park Regional Council (TPRC). The TPRC was created in 2006 to develop the Catalina Estate - approximately 173 hectares of land for sale immediately north of the land leased by the Mindarie Regional Council. The City has a one twelfth (1/12) equity in the assets and liabilities of the development and the net proceeds of the land development; as well as a one twelfth (1/12) share in the asset of the lands held for development.

During the financial year ended 30 June 2017, the sale of 69 lots was settled. The City's share of the sale proceeds received by TPRC was \$1,661,093; and the City's share of the development and selling costs was \$1,415,305; resulting in a net gain on the disposal of the developed land as \$245,788. This note should also be read in conjunction with Note 10 Interests in Joint Ventures.

(b) Current Year Transactions

	Actual 2016/17	Actual 2015/16
	\$	\$
Capital Income		
Proceeds from Sale of Land	1,661,093	3,211,695
Capital Expenditure		
Land Development Expenses	(1,412,983)	(1,883,556)
Rates	-	(25,838)
Acquisition Cost of Land Developed	(2,322)	(2,868)
	<u>(1,415,305)</u>	<u>(1,912,262)</u>
Profit/(Loss) on Sale of Land Assets (TPRC)	<u>245,788</u>	<u>1,299,433</u>

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

34. TRADING UNDERTAKINGS, MAJOR TRADING UNDERTAKINGS AND MAJOR LAND TRANSACTIONS (Continued)

(c) Expected Future Cash Flows

The City's share of future cash flows from the last Catalina Estate development project plan are:

	2018	2019	2020	2021	2022	2023
	\$	\$	\$	\$	\$	\$
Cash Inflows						
Proceeds from Sale of Land	-	3,816,949	4,390,393	5,641,758	5,648,761	5,177,981
Cash Outflows						
Land Development Expenses	-	(2,709,047)	(2,600,663)	(2,660,814)	(2,429,924)	(2,292,631)
Net Cash Flows	<u>-</u>	<u>1,107,902</u>	<u>1,789,730</u>	<u>2,980,944</u>	<u>3,218,837</u>	<u>2,885,350</u>
	2024	2025	2026	2027	2028	2029
	\$	\$	\$	\$	\$	\$
Cash Inflows						
Proceeds from Sale of Land	-	4,122,673	6,527,700	2,444,907	-	-
Cash Outflows						
Land Development Expenses	-	(2,032,944)	(2,266,999)	(392,253)	(78,775)	-
Net Cash Flows	<u>-</u>	<u>2,089,729</u>	<u>4,260,701</u>	<u>2,052,654</u>	<u>(78,775)</u>	<u>-</u>

35. EMPLOYEE NUMBERS

	Actual 2016/17	Actual 2015/16
	\$	\$
The number of Full-Time Equivalent Employees at balance date	260.3	245.5

36. ECONOMIC DEPENDENCY

A significant portion of revenue is received by way of grant from the State and Federal Government. The total of grant revenue from government sources is disclosed in Note 4.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

37. FAIR VALUE MEASUREMENT

The City measures the following assets and liabilities on a recurring basis:

- Financial Assets – Investments
- Land and Buildings
- Furniture and Equipment
- Plant and Equipment
- Roads
- Footpaths
- Rights of Way
- Drainage
- Park Development
- Car Park Development
- Other Infrastructure Assets

The City does not measure any other assets and liabilities at fair value on a non-recurring basis.

The following table provides the fair values of the City's assets measured and recognised on a recurring basis after initial recognition and their categorisation within the fair value hierarchy:

Recurring Fair Value Measurements**Financial Assets 30 June 2017**

	Note	Level 1	Level 2	Level 3	Total
		\$	\$	\$	\$
Investment	17	-	41,952	-	

Financial Assets 30 June 2016

	Note	Level 1	Level 2	Level 3	Total
		\$	\$	\$	\$
Investment	17	-	42,635	-	

Non-Financial Assets 30 June 2017

	Note	Level 1	Level 2	Level 3	Total
		\$	\$	\$	\$
Land	18	-	128,067,500	-	128,067,500
Buildings	18	-	1,392,100	162,267,324	163,659,424
Plant and Equipment	18	-	5,508,449	49,541	5,557,990
Furniture and Equipment	18	-	142,960	1,415,455	1,558,415
Roads	19	-	-	56,369,931	56,369,931
Footpaths	19	-	-	22,078,385	22,078,385
Rights of Way	19	-	-	3,338,229	3,338,229
Drainage	19	-	-	17,215,138	17,215,138
Park Development	19	-	-	14,423,813	14,423,813
Car Park Development	19	-	-	8,843,670	8,843,670
Other Infrastructure	19	-	-	5,553,295	5,553,295
Total non-financial assets recognised at fair value on a recurring basis		-	135,111,009	291,554,781	426,665,790

* Excludes Work in Progress.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

37. FAIR VALUE MEASUREMENT (Continued)

Non-Financial Assets 30 June 2016 (Restated)

	Note	Level 1 \$	Level 2 \$	Level 3 \$	Total \$
Land	18	-	12,930,000	41,915,327	54,845,327
Buildings	18	-	2,173,101	151,989,582	154,162,683
Plant and Equipment	18	-	3,568,147	639,403	4,207,550
Furniture and Equipment	18	-	142,960	669,374	812,334
Roads	19	-	-	56,203,636	56,203,636
Footpaths	19	-	-	21,141,747	21,141,747
Rights of Way	19	-	-	3,243,331	3,243,331
Drainage	19	-	-	17,307,777	17,307,777
Park Development	19	-	-	14,920,062	14,920,062
Car Park Development	19	-	-	8,927,768	8,927,768
Other Infrastructure	19	-	-	5,382,918	5,382,918
Total non-financial assets recognised at fair value on a recurring basis		-	18,814,208	322,340,925	341,155,133

* Excludes Work in Progress.

(a) Transfers Policy

The policy of the City is to recognise transfers into and transfers out of the fair value hierarchy levels as at the end of the reporting period. There were no transfers between Levels 1 and 2 for recurring fair value measurements during the year. There were also no transfers in and out of Level 3 measurements.

(b) Highest and Best Use

There were no assets valued where it was assumed that the highest and best use was other than their current use.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

37. FAIR VALUE MEASUREMENT (Continued)

(c) Valuation techniques and inputs used to derive fair values

The following table summarises valuation inputs and techniques used to determine the Fair value for each asset class.

Asset	Level of Valuation Input	Fair Value at 30 June 2017	Valuation Technique(s)	Inputs Used
Non-Financial Assets				
Land	2	128,067,500	Market approach	Price per square metre
Land	3	-	Cost approach	Price per square metre
Buildings	2	1,392,100	Market approach	Estimates of useful life, pattern of consumption, asset condition, residual value and relationship to the assessed level of remaining service potential of the depreciable amount
Buildings	3	162,267,324	Cost and Market approach	Estimates of useful life, pattern of consumption, asset condition, residual value and relationship to the assessed level of remaining service potential of the depreciable amount
Plant and Equipment	2	5,508,449	Cost and Market approach	Make, size/model, year of manufacture and condition
Plant and Equipment	3	49,541	Cost and Market approach	Make, size/model, year of manufacture and condition
Furniture and Equipment	2	142,960	Cost and Market approach	Make, size/model, year of manufacture and condition
Furniture and Equipment	3	1,415,455	Cost and Market approach	Make, size/model, year of manufacture and condition

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

37. FAIR VALUE MEASUREMENT (Continued)

(c) Valuation techniques and inputs used to derive fair values (Continued)

Asset	Level of Valuation Input	Fair Value at 30 June 2017	Valuation Technique(s)	Inputs Used
Roads	3	56,369,931	Cost approach	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Footpaths	3	22,078,385	Cost approach	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Rights of Way	3	3,338,229	Cost approach	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Drainage	3	17,215,138	Cost approach	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Park Development	3	14,423,813	Cost approach	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Car Park Development	3	8,843,670	Cost approach	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Other Infrastructure	3	5,553,295	Cost approach	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Total *		<u>426,665,790</u>		

* Excludes Work in Progress.

**CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017**

37. FAIR VALUE MEASUREMENT (Continued)

(c) Valuation techniques and inputs used to derive fair values (Continued)

Recurring fair value measurements

Land

The City's land was valued by independent valuers as at 30 June 2017. The valuation has been conducted in accordance with Australian Accounting Standards, including AASB 13 Fair Value Measurement and AASB 116 Property, Plant and Equipment, as well as the Local Government Act 1995 and accompanying regulations. The valuation excludes any Assets held for sale, under construction or work in progress, finance costs, stock or inventory, goodwill and intellectual property.

Both improved and unimproved land have been valued in accord the prevailing zoning/reservation or likely zoning. In determining value, sales evidence of comparable property has been collated and analysed across the various localities within the City of Vincent and used to determine the value of the subject land.

With regard to land that is currently zoned Parks, Recreation and/or for Public Purpose, having a highly restricted use, it is difficult with any degree of confidence in applying the typical valuation method of direct comparable sales evidence consistent with the Level 2 input. These were subsequently valued at the Level 3 valuation input hierarchy by using the professional judgement of a Registered Valuer who investigated land value within a wider general area of the region where traditionally land values are at their lowest. The appropriate sales of this marginal land was then applied to the subject property after making due allowances for location, size and utility. This provided only a low level of comparability.

Buildings

The Building asset class includes buildings owned by City of Vincent which have been measured at market value as at 30 June 2017. City's valuer has researched sales evidence across the relevant local markets. Value adjustments for considerations such as location, development potential, aspect, size and date of sale have been made to the most appropriate evidence to determine fair value.

The City's building & improvement assets such as the City's Depot, Community Halls and Club houses, Pavilion, etc. which are considered to be of a "specialised nature" (non – market type properties which are not readily traded in the market place) are valued in 2017 by professionally qualified Registered Valuers using the cost approach. This approach is commonly referred to as the depreciated replacement cost (DRC).

The "DRC" approach considers the cost (sourced from cost guides such as Rawlinsons, Cordell, professional quantity surveyors and recent construction costs for similar projects throughout Western Australia) to reproduce or replace similar assets with an asset in new condition, including allowance for installation, less an amount for depreciation in the form of accrued physical wear and tear, economic and functional obsolescence. The depreciation consists of a combination of unit rates based on square metres and quantification of the component parts of the asset (level 2 valuation inputs). Other inputs (i.e. remaining useful life, asset condition and utility) required extensive professional judgement and impacted significantly on the final determination of fair value. Therefore, specialised building assets were classified as having been valued using Level 3 valuation inputs.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

37. FAIR VALUE MEASUREMENT (Continued)

(c) Valuation techniques and inputs used to derive fair values (Continued)

Plant and Equipment

Plant and equipment were revalued in 2016 as part of the mandatory requirements embodied in Local Government (Financial Management) Regulation 17A. Whilst the additions since 1 July 2016 have been brought in the books at cost, given they were acquired at arm's length and any accumulated depreciation reflects the usage of service potential, it is considered that the recorded written down values approximate fair values. Thus, the value of the class of assets in the City's books is considered to be in accordance with Local Government (Financial Management (Regulation) 17A (2), which requires these assets to be shown at fair value.

Most plant and equipment assets are generally valued using the market and cost approach using comparable sales and relevant industry market price reference guides, and have been classified as being valued at Level 2 of the fair value hierarchy. The most significant inputs into this valuation approach are the make, size, model, year of manufacture and condition.

Infrastructure Assets

The infrastructure assets valuation was carried out by an independent valuer in 2015. The assets which were the focus of this project included the following:

- Roads
- Footpaths
- Rights of Way
- Drainage
- Park Development
- Car Park Development
- Other Infrastructure Assets

The valuation was undertaken using the City's inventory data. The data for car parks and parks had recently been updated and are of a moderate to high confidence level. The inventory of drainage is of a low confidence level.

The valuation process has been performed in accordance with accepted accounting standards (e.g. AASB 116 and AASB 13) and other best practice asset and financial management guides (e.g. International Infrastructure Management Manual 2011© and Australian Infrastructure Financial Management Guidelines 2011©). All assets have been valued using unit rate costs, sourced from the City, local suppliers or the Rawlinsons Australian Construction Handbook 2005 (Edition 33).

(d) Disclosed Fair Value Measurements

The following assets and liabilities are not measured at fair value in the statement of financial position, but their fair values are disclosed in the notes:

Borrowings

The following table provides the level of fair value hierarchy within which the disclosed fair value measurements are categorised in their entirety and a description of the valuation technique(s) and inputs used:

Description	Note	Fair Value Hierarchy Level	Valuation Technique(s)	Inputs Used
Liabilities				
Borrowings	8(a)	2	Income approach using discounted cash flow methodology	Current treasury borrowing rates for similar instruments

There has been no change in the valuation technique(s) used to calculate the fair values disclosed in the notes to the financial statements.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

38. RELATED PARTY TRANSACTIONS

Key Management Personnel (KMP) Compensation Disclosure

	2017
	\$
The total of remuneration paid to KMP of the City during the year are as follows:	
Short-term employee benefits	1,130,057
Post-employment benefits	138,825
Other long-term benefits	135,659
Termination benefits	-
	<u>1,404,541</u>

Short-term employee benefits

These amounts include all salary, paid leave, fringe benefits and cash bonuses awarded to KMP except for details in respect to fees and benefits paid to elected members which may be found at Note 30.

Post-employment benefits

These amounts are the current-year's estimated cost of providing for the City's superannuation contributions made during the year.

Other long-term benefits

These amounts represent long service benefits accruing during the year.

Termination benefits

These amounts represent termination benefits paid to KMP (Note: may or may not be applicable in any given year).

Related Parties

The City's main related parties are as follows:

i. Key management personnel

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any elected member, are considered key management personnel. The City includes elected members and members of the executive management team in the definition of Key Management Personnel. Compensation paid to elected members identified in Note 30.

ii. Entities subject to significant influence by the City

An entity that has the power to participate in the financial and operating policy decisions of an entity, but does not have control over those policies, is an entity which holds significant influence. Significant influence may be gained by share ownership, statute or agreement.

iii. Joint venture entities accounted for under the equity method

The City has a one-twelfth interest in Mindarie Regional Council and Tamala Park Regional Council. The interest in the joint venture entity is accounted for in these financial statements using the equity method of accounting. For details of interests held in joint venture entities, refer to Note 10.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

38. RELATED PARTY TRANSACTIONS (Continued)

Transactions with Related Parties

Transactions between related parties are on normal commercial terms and conditions no more favourable than those available to other parties unless otherwise stated. All of the following amounts relate to joint venture entities.

	2017
	\$
Associated Companies / Individuals:	
Sale of goods and services	58,748 *
Purchase of goods and services	2,367,378 *
Joint venture entities:	
Distributions received from joint venture entities	916,666
Amounts outstanding from related parties:	
Trade and other receivables	5,394
Loans to associated entities	-
Loans to key management personnel	-
Amounts payable to related parties:	
Trade and other payables	58,371
Loans from associated entities	9,816

Note: Transitional provisions contained within AASB 2015-16 do not require comparative related party disclosures to be presented in the period of initial application. As a consequence, only disclosures in relation to the current year have been presented.

* The amounts disclosed under Associated Companies/Individuals are exclusive of GST.

CITY OF VINCENT
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FOR THE YEAR ENDED 30TH JUNE 2017

39. FINANCIAL RATIOS OF THE ACCOUNTS

	2017	2016	2015
Current Ratio	1.38	1.32	1.04
Asset Sustainability Ratio	0.50	0.55*	0.47*
Debt Service Cover Ratio	6.10	7.54	5.75
Operating Surplus Ratio	0.02	0.06*	0.09*
Own Source Revenue Coverage Ratio	0.99	1.04*	1.03*

The above ratios are calculated as follows:

Current Ratio	$\frac{\text{Current Assets} - \text{Restricted Assets}}{\text{Current Liabilities} - \text{Liabilities associated with Restricted Assets}}$
Asset Sustainability Ratio	$\frac{\text{Capital Renewal and Replacement Expenditure}}{\text{Depreciation Expense}}$
Debt Service Cover Ratio	$\frac{\text{Annual Operating Surplus Before Interest and Depreciation}}{\text{Principal and Interest}}$
Operating Surplus Ratio	$\frac{\text{Operating Revenue} - \text{Operating Expenses}}{\text{Own Source Operating Revenue}}$
Own Source Revenue Coverage Ratio	$\frac{\text{Own Source Operating Revenue}}{\text{Operating Expenses}}$

Notes:

Information relating to the asset consumption ratio and the asset renewal funding ratio can be found at Supplementary Ratio Information on Page 79 of this document.

Three of the 2017 ratios disclosed above were distorted by the early receipt of half of the allocation of the 2017-2018 Financial Assistance Grant in June 2017.

The early payment of the grant increased operating revenue in 2017 by \$583,015.

Three of the 2016 and 2015 ratios disclosed above were distorted by the early receipt of half of the allocation of 2015-16 Financial Assistance Grant on 30 June 2015.

The early payment of the grant increased operating revenue in 2015 and decreased operating revenue in 2016 by \$576,865.

If recognised in the year to which the allocation related, the calculations in the 2017, 2016 and 2015 columns above would be as follows:

	2017	2016	2015
Current Ratio	1.32	1.37	0.98
Debt Service Cover Ratio	5.78	7.86	5.56
Operating Surplus Ratio	0.01	0.07	0.08

* The 2015-16 and 2014-15 results for these ratios differ from those previously reported due to prior-year adjustments addressed in Note 40. The Asset Sustainability ratio has also been amended for prior years to include the impact of consideration received for disposals of assets.

**CITY OF VINCENT
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FOR THE YEAR ENDED 30TH JUNE 2017**

40. PRIOR PERIOD CORRECTIONS

Balances relating to the 2016 comparative year have been amended due to the correction of prior period balances. These amendments have been adjusted as shown below and, in accordance with the requirements of AASB101, a statement of financial position as at the beginning of the earliest comparative period has been included (refer statement of financial position column labelled as at 1 July 2015).

A number of prior period corrections have been made for this annual report.

In March 2012 the City leased *nib Stadium* (Perth Oval) to the State Government for a term of 25 years. Under the terms of the lease, whilst the City retains ownership of the assets at the facility, the Lessee assumes the rights and responsibilities over the assets including the responsibility to maintain and renew those assets. In 2012-13 and 2013-14 the Lessee undertook a redevelopment program to upgrade and replace facilities at this site. The total project cost in excess of \$80 million.

During the first revaluation of Land and Buildings in 2013-14 the City did not revalue the existing assets or recognise the new assets at *nib Stadium*. As at 30 June 2017 the City has recognised and revalued all assets at this facility; and made prior-period adjustments to recognise the value of these assets as they existed at 30 June 2014.

As the City bears no responsibility for maintenance or renewal for the assets at *nib Stadium*, the City will not depreciate these assets. Changes to valuations will be recognised during triennial revaluations. Any depreciation charged in the years 2013-14 to 2016-17 has now been reversed.

Effect of the above:	Original Balance \$	Amount of Adjustment \$	Adjusted Balance \$
<u>Changes to Financial Statements</u>			
Statement of Comprehensive Income			
- by Nature or Type			
Expenses			
Depreciation on Non-Current Assets	(10,089,839)	559,010	(9,530,829)
- by Program			
Expenses			
Recreation and Culture	(21,715,541)	559,010	(21,156,531)
Statement of Financial Position			
Non-Current Assets			
Property, Plant and Equipment	137,691,915	77,246,463	214,938,377
Equity			
Retained Surplus	129,016,231	1,677,029	130,693,260
Revaluation Surplus	134,941,124	75,569,434	210,510,558
Rate Setting Statement			
Operating Expenses			
Recreation and Culture	(22,808,861)	559,010	(22,249,851)
Operating Non-Cash Adjustments			
Depreciation and amortisation on assets	10,089,839	(559,010)	9,530,829

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2017

40. PRIOR PERIOD CORRECTIONS (Continued)

	Original Balance	Amount of Adjustment	Adjusted Balance
	\$	\$	\$
<u>Changes to Notes of the Financial Report</u>			
Note 7(b) - Depreciation			
Buildings	4,267,032	(559,010)	3,708,022
Total	<u>10,089,839</u>	<u>(559,010)</u>	<u>9,530,829</u>
Note 11 - Revaluation Surplus			
Buildings	29,302,079	75,569,434	104,871,513
Note 18 - Property, Plant and Equipment			
Buildings at:			
- Independent Valuation 2014 - Level 2	4,613,873	-	4,613,873
- Independent Valuation 2014 - Level 3	145,559,812	(14,260,204)	131,299,607
- Management Valuation 2014 - Level 3	-	82,272,211	82,272,211
- Additions after Valuation - Cost	1,801,556	-	1,801,556
Less: Accumulated Depreciation	(75,059,020)	9,234,456	(65,824,564)
Total	<u>76,916,221</u>	<u>77,246,463</u>	<u>154,162,683</u>
Note 24 - Notes to the Statement of Cash Flows			
Reconciliation of Net Cash provided by Operating Activities to Net Result			
Net Result from Operating Activities	4,185,420	559,010	4,744,429
Depreciation	10,089,839	(559,010)	9,530,829
Note 33 - Total Assets Classified By Function and Activity			
Recreation and Culture	128,237,315	77,246,463	205,483,778
Total	<u>297,145,871</u>	<u>77,246,463</u>	<u>374,392,334</u>
Note 37 - Fair Value Measurement			
Non-Financial Assets 30 June 2016			
Buildings - Level 3	76,916,221	77,246,463	154,162,683

MOORE STEPHENS

INDEPENDENT AUDITOR'S REPORT TO THE ELECTORS OF THE CITY OF VINCENT

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2 The Esplanade, Perth, WA 6000

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Opinion on the Audit of the Financial Report

We have audited the accompanying financial report of the City of Vincent (the City), which comprises the statement of financial position as at 30 June 2017, statement of comprehensive income by nature or type, statement of comprehensive income by program, statement of changes in equity, statement of cash flows and the rate setting statement for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information and the statement by Chief Executive Officer.

In our opinion, the financial report of the City of Vincent is in accordance with the *Local Government Act 1995* (as amended) and the *Local Government (Financial Management) Regulations 1996* (as amended), including:

- a) giving a true and fair view of the City's financial position as at 30 June 2017 and of its financial performance and its cash flows for the year ended on that date; and
- b) complying with Australian Accounting Standards (including Australian Accounting Interpretations).

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the City in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the "Code") that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Report on Other Legal and Regulatory Requirements

During the course of the audit we became aware of the following instance where the City did not comply with the Local Government (Financial Management) Regulations 1996 (as amended):

Annual Budget

The annual budget for the year ended 30 June 2017 was not submitted to the Department of Local Government within 30 days of its adoption as required by Local Government (Financial Management) Regulation 33.

Monthly Statement of Financial Activity

The monthly statement of financial activity for November 2016 was not presented to council within 2 months after the end of the month to which the statement relates, as required by Local Government (Financial Management) Regulation 34(4)(a).

In accordance with the Local Government (Audit) Regulations 1996, we also report that:

- a) There are no matters that in our opinion indicate significant adverse trends in the financial position or the financial management practices of the City.
- b) Except as noted above, no matters indicating non-compliance with Part 6 of the Local Government Act 1995 (as amended), the Local Government (Financial Management) Regulations 1996 (as amended) or applicable financial controls of any other written law were noted during the course of our audit.
- c) In relation to the Supplementary Ratio Information presented at page 79 of this report, we have reviewed the calculation for the Asset Consumption Ratio as presented and nothing has come to our attention to suggest it is not supported by:
 - i) verifiable information; and
 - ii) reasonable assumptions.

The Asset Renewal Funding Ratio was not calculated and hence no review was carried out.
- d) All necessary information and explanations were obtained by us.
- e) All audit procedures were satisfactorily completed in conducting our audit.

MOORE STEPHENS**INDEPENDENT AUDITOR'S REPORT
TO THE ELECTORS OF THE CITY OF VINCENT (CONTINUED)***Other Information*

Management is responsible for the other information. The other information comprises the information included in the City's annual report for the year ended 30 June 2017 but does not include the financial report and our auditor's report thereon.

Our opinion on the financial report does not cover the other information and accordingly we do not express any form of assurance conclusion thereon.

Responsibilities of Management and Council for the Financial Report

Management is responsible for the preparation of this financial report that gives a true and fair view in accordance with Australian Accounting Standards, the *Local Government Act 1995* (as amended) and the *Local Government (Financial Management) Regulations 1996* (as amended) and for such internal control as management determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, management is responsible for assessing the City's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting.

The Council is responsible for overseeing the City's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

A further description of our responsibilities for the audit of the financial report is located at the Auditing and Assurance Standards Board website at: http://www.auasb.gov.au/auditors_files/ar3.pdf. This description forms part of our auditor's report.

MOORE STEPHENS
CHARTERED ACCOUNTANTS



DAVID TOMASI
PARTNER

Date: 15 November 2017
Perth, WA

**CITY OF VINCENT
SUPPLEMENTARY RATIO INFORMATION
FOR THE YEAR ENDED 30TH JUNE 2017**

SUPPLEMENTARY FINANCIAL RATIOS

The following information relates to those ratios which only require an attestation they have been checked and supported by verifiable information. It does not form part of the financial report.

	2017	2016	2015
Asset Consumption Ratio [*]	0.76	0.77*	0.78*
Asset Renewal Funding Ratio [#]	-	-	-

The above ratios are calculated as follows:

Asset Consumption Ratio	$\frac{\text{Depreciated Replacement Cost of Assets}}{\text{Current Replacement Cost of Depreciable Assets}}$
Asset Renewal Funding Ratio	$\frac{\text{NPV of Planned Capital Renewals Over 10 Years}}{\text{NPV of Required Capital Expenditure Over 10 Years}}$

* The 2015-16 and 2014-15 results for these ratios differ from those previously reported due to prior-year adjustments addressed in Note 40.

* The calculation of the Asset Consumption Ratio excludes the value of the assets at *nib Stadium* (Perth Oval). This facility is leased by the State Government and managed by VenuesWest. Whilst the City retains ownership of facility and the assets, the Lessee has responsibility to maintain and renew the assets over the term of the lease.

This ratio is dependent on an understanding of the level of renewal required across all asset categories. The City is in the process of undertaking detailed condition reporting which will enable the development of renewal programmes to meet agreed service levels. This ratio will be reviewed in the next LTFP.

**CITY OF VINCENT****ENVIRONMENTAL ADVISORY GROUP MEETING****2 October 2017 AT 6:00PM****Venue: City of Vincent – Function Room****UNCONFIRMED MINUTES****Attendees:**City of Vincent Councillors:Cr Loden (*Chair*)Community Representatives:

Kimberley Dupuy and Sally Madden

City of Vincent Officers:Acting Director Technical Services (a/DTS), acting Director Development Services (a/DDS),
Project Officer Parks and Environment (POPAE) and Sustainability Officer (SO)

1. Welcome/Declaration of Opening

The Chair opened the meeting at 6.08pm.

2. Apologies

Cr Gontaszewski, Community Representatives Chiara Pacifici, Chris Cutress, David White, Halinka Lamparski, Isaac Lorca, Lisa Edwards and Stephen Danti.

3. Confirmation of Minutes

Minutes from meeting on 7 August 2017 were confirmed by all members in attendance.

4. Greening Plan Review (continued from previous meeting)

At the EAG meeting held on 7 August 2017, group members provided initial input into the City's Greening Plan review. Further comments and references were provided to Administration via email following that meeting. This material was presented back to the EAG in a summarised form, accompanied by Administration comments and recommendations.

Recommendations:

The EAG Members present agreed with Administration's recommendations for the inclusion of items in the Greening Plan as presented to the Group.

As the Group did not achieve a quorum, those present agreed to circulate the material to the wider group via email to seek any additional comments.

5. Review of EAG projects – Quick Wins and Strategic Work

Following its inception in May 2017 the EAG identified a number of projects that could provide quick sustainability wins for the City's community at minimal cost. Four of these "quick-wins" were shortlisted for implementation. The EAG also embarked on longer-term strategic work, assisting to review and update the City's Sustainable Environment Strategy.

To mark the end of its current term, the EAG received an overview of its achievements to date, the current status and next steps for each project.

6. Other business

6.1 Invitation to re-nominate for the EAG

The Chair advised the group that at the time of local government elections, all advisory groups are disbanded in accordance with the City's Advisory Groups Policy (No. 4.2.12). With the next local government election due on 21 October 2017, this was the last meeting of the EAG for its current term. The Chair thanked the group for its engagement and participation over the last two years and invited the Community Representatives to re-nominate for the next term.

6.2 Tree pruning in the private domain

The Chair asked the EAG to consider if the City should subsidise (or directly provide) tree pruning services to property owners for the purpose of powerline clearance where trees on private property extend over the verge and impinge on overhead powerlines.

As the meeting did not achieve a quorum, this matter will be presented again for consideration at the next meeting of the EAG.

6.3 Waste Strategy

The Chair informed the EAG that a City of Vincent Waste Strategy is currently being developed by Administration. A draft of the Strategy will be presented to the EAG for feedback at a future meeting.

7. Previous Agenda Items – status update

Item	Current Status	Next Step
Lawler Street Sump makeover to public open space	Engineering works included in Budget 2017/18	Engineering works to commence late 2017/early 2018
Sustainable Environment Strategy development	In progress – community feedback from Strategic Community Plan consultation now being processed	EAG to review draft Strategy in first half of 2018
Waste trial	Under way	To be completed by the end of 2017/18 financial year
Composting Hub (near mulch pile at Britannia Reserve)	Included in Budget 2017/18	Agreement with Transition Town Vincent to be finalised and signed
Tree Selection Tool	Phase 1 completed. Community workshop to receive input on Tree Master List planned for November 2017.	Community Workshop November 2017
Floating Reed Bed Filtration System - Trial	Agreement on the terms of a trial to be negotiated between the City and the proponent	Timing to be confirmed once an agreement is reached
Encouraging Community Solar	Desktop review completed. Online resource page being created.	Online resource page to go live by end of 2017
Hyde Park Lakes Turtle Study	Included in Budget 2017/18	Study to commence in 2017/18
Verge Policy Review	The status of the Verge Policy in relation to the Local Government Property Local Law has now been clarified. The Policy review can now proceed.	Verge Policy review to commence late 2017/early 2018

8. Next meeting

Next meeting 27 November 2017.

10. Close

The Chair closed the meeting at 7.53pm

These Minutes were confirmed as a true and correct record of the meeting of the Environmental Advisory Group held on 2 October 2017.

Signed: Chairperson

Dated: This day of 2017



CITY OF VINCENT

DESIGN ADVISORY COMMITTEE**Wednesday 4 October 2017 at 3.30pm****Venue: Committee Room
City of Vincent Administration and Civic Centre****MINUTES****Attendees:**Design Advisory CommitteeMembers:

Sasha Ivanovich (Chairperson)
 Simon Venturi (Member)
 Munira Mackay (Member)
 Adrian Iredale (Member)

City of Vincent Officers

Nadine Wellington (A/Manager Approval Services)
 Rob Sklarski (Special Projects Officer)
 Remajee Narroo (Senior Planning Officer)
 Roslyn Hill (Minute Secretary)

Applicant-Item 3.1

Joe Chindarsi	Chindarsi Architects
Stephanie Rush	Chindarsi Architects

Applicant-Item 3.2

Orlando Catenacci	Baltinas Architecture
Barry Baltinas	Baltinas Architecture

3.30pm**Member Discussion****4.00pm****1. Welcome / Declaration of Opening**

The Chairperson, Sasha Ivanovich declared the meeting open at 4.05pm.

2. Apologies**3. Business****4.05pm–4.37pm – Applicant Presentation (Current DA)**

3.1 **Address:** No. 258 Charles Street, North Perth

Proposal: Four Storey Multiple Dwelling Development (Extension of the Term of Approval)

Applicant: Joe Chindarsi on behalf of TF Company Pty Ltd

Reason for Referral: The proposal will likely benefit from the referral to the DAC in terms of City's Local Planning Policy No. 7.1.1 – Built Form (LPP7.1.1).

Discussion:

The Design Advisory Committee provides architectural advice to the City of Vincent to inform the City's assessment and determination of future planning applications. The DAC's advice is not planning advice and will not fetter the final determination made in respect of an application for planning approval for the proposed development.

Applicant's Presentation:

The Applicant gave a PowerPoint presentation.

Recommendations & Comments by DAC (using the Built Form Policy Design Principles):

Principle 1 – Context and Character	<ul style="list-style-type: none"> • Further to distinguish how this development is an improvement to other recent developments that could be considered of similar character and elaborate what strategies have been applied to break up of mass/bulk of the project • Demonstrate steps applied that address a response to context and character of the street and neighbouring buildings • General articulation and layering of facades including balconies' grids and frames is commended.
Principle 2 – Landscape quality	<ul style="list-style-type: none"> •
Principle 3 – Built form and scale	<ul style="list-style-type: none"> • Consider lowering the height of the lift/staircase tower to minimise the bulk •
Principle 4 – Functionality and build quality	<ul style="list-style-type: none"> •
Principle 5 – Sustainability	<ul style="list-style-type: none"> •
Principle 6 – Amenity	<ul style="list-style-type: none"> •
Principle 7 – Legibility	
Principle 8 – Safety	
Principle 9 – Community	
Principle 10 – Aesthetics	<ul style="list-style-type: none"> • Provide further detailed information on materials/finishes to be applied. Submit a schedule of finishes
Comments	<ul style="list-style-type: none"> • Provide overshadowing diagrams • General Architectural standpoint is commended • The following further information is recommended in the submission – <ul style="list-style-type: none"> ○ Demonstrate an understanding of the current policy and in particular in regard to the development's fits in the streetscape and neighbouring buildings, context generally ○ Provide justifications for variations to current policy

	<p>and to distinguish how this development is an improvement/differs from other 'box' developments</p> <ul style="list-style-type: none"> ○ break up of mass/bulk ○ Provide overshadowing diagrams. Provide context plan to also illustrate future developments that can and maybe be built in the area, to their full potential ○ Provide an illustrated detailed schedule of finishes/material to be used. ○ Refer to adjoining development at rear, recently constructed in reference to proposed setbacks of this development to the rear boundary and how they have been considered ○ Landscaping details are to be provided demonstrating how they are proposed in the development ○ Provide data of varying heights of the development taken from natural ground level
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Conclusion:

To be returned to DAC.

4.37pm–5.20pm – Applicant's Presentation – Current DA

3.2 Address: No. 539-545 Beaufort Street, Mount Lawley

Proposal: Four Story Mixed Use Development

Applicant: Baltinas Architecture on behalf of A Challis td

Reason for Referral: For the DAC to consider the changes made by the applicant in response to the previous DAC comments and recommendations of 9 August 2017

Discussion:

The Design Advisory Committee provides architectural advice to the City of Vincent to inform the City's assessment and determination of future planning applications. The DAC's advice is not planning advice and will not fetter the final determination made in respect of an application for planning approval for the proposed development.

Applicants Presentation:

The Applicant gave went through the points raised in previous meeting and responded to those points.

Recommendations & Comments by DAC in previous meeting on 9 August 2017:

Principle 1 – Context and Character	<ul style="list-style-type: none"> • More detail is required on the architectural language and influence for the elevations to demonstrate how the building fits within the streetscape. • Consider introducing facade circle elements echoing Beaufort Street circle elements into the Harold Street elevation to help marry the two sides. • Consider different setbacks for the facades of each individual building to highlight the differences between the buildings. • Break up the façade fronting Harold Street.
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	<ul style="list-style-type: none"> • Provide additional information relating to surrounding context on elevations and rendered images
Principle 2 – Landscape quality	<ul style="list-style-type: none"> • Consider landscaping opportunities on the rooftop. • Opportunity for landscaping along the Harold Street frontage and along the Beaufort Street frontage. • Provide more detail on the canopies and illustrate as to how the four different buildings work together with the different canopies. • Provide more detail on the landscaping to demonstrate compliance with City's landscaping requirements. Calculate hard and soft landscaping areas. • Engage a landscape architect / designer to develop landscaping component of project. • The use of landscaping can also improve privacy to the full glass facade
Principle 3 – Built form and scale	<ul style="list-style-type: none"> • Large apartments help to increase housing diversity in the area.
Principle 4 – Functionality and build quality	<ul style="list-style-type: none"> • The light wells are too small. Consider positioning them back-to-back. Consider the possibility of changing the property titles / lot into two sites rather than four (top and bottom). More details need to be shown into how much light will be provided. • Consider solutions that will increase cross-ventilation. • Consider vertical circulation (4 lifts) to be combined to reduce cost. This would apply if subdivision approach is changed. The current subdivision approach limits opportunities for north light, cross ventilation, sharing of vertical circulation, open communal circulation and communal use of rooftop decks. • Provide further detail to demonstrate fire separation. The windows should be openable. • More detail is required to demonstrate that shop front windows are openable, clear glazing treatment, sufficient height and access through doors, on ground level commercial areas. • Windows fronting Harold Street should be clear glazing. • Access to northern sunlight and cross ventilation is limited by the lot configuration. Consider increasing the light wells. • Void between units should be generous; at least six metres wide. • Rear setbacks do not comply. Demonstrate how the impact on rear properties is addressed (4.5m for first level 6.5m for above levels which is not set unless screening and softening of impact can be achieved). Consider landscaping as screening. • More detail is required to demonstrate functionality of the car parking (car stackers)
Principle 5 – Sustainability	<ul style="list-style-type: none"> •
Principle 6 – Amenity	<ul style="list-style-type: none"> • Reconsider the size of the balconies to 2.5m minimum. Balconies are 2m wide. • Review requirement for DDA compliant toilets in commercial tenancies.

Principle 7 – Legibility	•
Principle 8 – Safety	
Principle 9 – Community	• Large three bedroom units are encouraged and supported as they provide a diversity of housing options in this area
Principle 10 – Aesthetics	•
Comments	<ul style="list-style-type: none"> • The City will support cash-in-lieu for car-parking if required. • In the presentation it was mentioned that potential investors may design their own apartments. The DAC comments relate to the plans submitted only and any potential investor that changes the design will require resubmission for DAC review.

Recommendations & Comments by DAC (using the Built Form Policy Design Principles):

Principle 1 – Context Character and	<ul style="list-style-type: none"> • Setbacks to the ROW requirement is assessed to be at least 1.82m. Applicant to demonstrate the justification for the variation and impact on adjoining property • More detail is required on the architectural language and influence for the elevations to demonstrate how the building fits within the streetscape. Possible show elevations with the neighbouring developments and how the building relates to them. • Provide additional information relating to surrounding context on elevations and rendered images and demonstrate the reasoning for the character of each building and narrative. • Show possibilities of future developments within the area/streetscape •
Principle 2 – Landscape quality	<ul style="list-style-type: none"> • Provide more detail on the landscaping to demonstrate compliance with City's landscaping requirements. Calculate hard and soft landscaping areas. • Engage a landscape architect / designer to develop landscaping component of project to comply with the City's landscaping requirements. • Penthouses are generous in size. Consider using space to increase landscaping. • Consider extending planter boxes on balconies in ROW to increase landscaping/canopy and possibly planter boxes overhang in the front façade. • Consider vines to be incorporated into the front façade to increase landscaping. • Possible deep soil zone in the roof landscaping • Give regard to landscaping maintenance when considering landscaping. A policy may be required for management of landscaping (management plan). • Concession may be given by City to consider landscaping requirements to be calculated as 1 development not as 4 separate developments. • Landscaping requirements 15% Deep Soil Zone and

Page 5 of 7

	30% Canopy cover
Principle 3 – Built form and scale	•
Principle 4 – Functionality and build quality	•
Principle 5 – Sustainability	•
Principle 6 – Amenity	<ul style="list-style-type: none"> • The light wells and distance between different occupancies across the light wells, are still considered too small, particularly the short stay apartments. Take into account that the use of the rooms (office for example) can be changed by the owner (to bedroom) and consideration needs to be given to light wells regardless of use • Consideration to be given in relation to 'use' of area (dual key doors) and site configuration to achieve cross ventilation. • Consider sound transmission and privacy control between buildings • Consideration to be given to the chosen 'use' of area and site configuration of ensure all aspects are achieved (e.g. access to light, ventilation etc). • Visual privacy for residential area on opposite side of right of way to be considered from proposed apartments within the building • In the presentation it was mentioned that "potential investors may design their own apartments". The DAC comments relate to the plans as submitted, only. Any potential investor or further decisions that changes the design as currently presented, will require resubmission for DAC review
Principle 7 – Legibility	•
Principle 8 – Safety	•
Principle 9 – Community	•
Principle 10 – Aesthetics	<ul style="list-style-type: none"> • Reconsider the articulation of the canopies. The canopy on the units is not yet considered to be suitably embedded into the design. Consider creating a subtle arc in the canopy of the third unit to respond to the language of the façade. Consider further extending the fold for the second unit. Consider how the corner canopy is supported by the vertical fins, do fins taper out to support it. Refer to the project by Clorinda Testa- The Bank of London and South America.
Comments	<ul style="list-style-type: none"> • In the presentation it was mentioned that potential investors may design their own apartments. The DAC comments relate only to the plans and design as submitted. only and Any potential investor or further decisions that changes the design will require resubmission for DAC review

Conclusion:

To be returned to DAC.

5. General Business

Nil

6. Close / Next Meeting

There being no further business, the Chairperson, Sasha Ivanovich declared the meeting closed 5.20pm.

The next meeting will be held on 18 October 2017.



CITY OF VINCENT

DESIGN ADVISORY COMMITTEE**Wednesday 18 October 2017 at 3.30pm****Venue: Committee Room
City of Vincent Administration and Civic Centre****MINUTES****Attendees:**

<u>Design Advisory Committee Members:</u>	<u>City of Vincent Officers</u>
Sasha Ivanovich (Chairperson)	Paola Di Perna (Manager Approval Services)
Carmel Van Ruth (Member)	Rob Sklarski (Special Project Officer)
James Christou (Member)	Joslin Colli (Coordinator Statutory Planning)
Jeff Thiefelder (Member)	Steven Laming (Planning Officer)
	Roslyn Hill (Minute Secretary)

Applicant-Item 4.1

Max Weston	Max Weston Architects
Peter Simpson	PTS Town Planning

Applicant-Item 4.2

Daniel Cassettai	Daniel Cassettai Design
Guy Giulla	Giulla Developments

Applicant-Item 4.3

Jason Salecic

3.30pm

Member Discussion

4.00pm

1. Welcome / Declaration of Opening

The Chairperson, Sasha Ivanovich declared the meeting open at 4.15pm.

2. Apologies**3. Business****4.15pm–5.00pm – Applicant Presentation – No DA Lodged**

4.1	Address:	No. 289-295 Vincent Street, Leederville
	Proposal:	9 Storey Multiple Dwelling Development
	Applicant:	PTS Town Planning and Max Weston Architects

Reason for Referral: The proposal will likely benefit from the referral to the DAC in terms of the City's Built Form Local Planning Policy 7.1.1(LPP7.1.1).

Discussion:

The Design Advisory Committee provides architectural advice to the City of Vincent to inform the City's assessment and determination of future planning applications. The DAC's advice is not planning advice and will not fetter the final determination made in respect of an application for planning approval for the proposed development.

Applicant's Presentation:

The Applicant gave a PowerPoint presentation.

Recommendations & Comments by DAC (using the Built Form Policy Design Principles):

Principle 1 – Context and Character	<ul style="list-style-type: none"> • Provide further detail to the area currently indicated as grassed in the frontage to Vincent Street. Introduce more articulation and create a user friendly workable communal and urban space • Consider introducing different planes to the front façade and ROW/laneway to break up the mass/bulk of the building • Provide detail of proposed materials and finishes. • More detail required into the elevations to demonstrate how the building fits within the streetscape • Consider a stronger response to the existing context, study the character of the locality for strong features that can be referenced [this development will replace the last three single storey houses, and then there are three other multi-storey developments, so no transition] • Provide more articulation and detailed resolution to the Vincent Street façade, with particular attention to street level activation. • Articulate the façade to reduce the bulk and scale of the proposal. Consider how the laneway entry might assist to break up massing • Provide separation between lower 5 storeys and upper floors. Consider setting back the upper floors to create a podium that relates to the heights of the existing streetscape.
Principle 2 – Landscape quality	<ul style="list-style-type: none"> • Landscaping is to be increased to comply with the City's requirements. A detailed landscaping plan to be submitted including calculations of soft and hard landscaping areas provided
Principle 3 – Built form and scale	<ul style="list-style-type: none"> • Consideration to be given to the existing and potential future development across the rear laneway. Consider stepping back or setting down the lower levels facing the laneway to achieve sufficient rear setback and appropriate scale along the laneway. Avoid the need for privacy screens to optimise outlook from within the apartments. • Basement car park floor to ceiling provision is very high. To reduce the height of the development overall, consider creating two levels of car parking within that

	height and increasing the height of the street-front tenancy, whilst eliminating the gymnasium at that level. Level 1 and 2 could potentially be consolidated to reduce overall height.
Principle 4 – Functionality and build quality	<ul style="list-style-type: none"> Consider glazing on upper levels (and setting back on all the sides) to improve the cross ventilation and natural light Internal void/light-well, to northern central apartment bedrooms facing inward – consider continuing void at lower levels (L3,4&5) to optimise light down to lower apartments.
Principle 5 – Sustainability	<ul style="list-style-type: none">
Principle 6 – Amenity	<ul style="list-style-type: none"> Take into account the outlook from balconies and the future prospect of neighbouring development. Address likely problems of privacy and proximity of adjoining. There may be potential to increase the size of the light-well. Provide calculations that demonstrate that sufficient natural light will be created. Amount of natural light provided will have an impact on the viability of landscaping at podium level. Consider increased northern solar access. Provide further detail on the design of balconies. High level screening to balconies is not supported as it impacts on outlook for residents. Currently balconies do not appear to benefit from sunlight or breeze. Demonstrate an air conditioning strategy that minimises visual impact of condenser units.
Principle 7 – Legibility	
Principle 8 – Safety	
Principle 9 – Community	
Principle 10 – Aesthetics	<ul style="list-style-type: none">
Comments	<ul style="list-style-type: none"> Multi use ground level tenancy is supported. It can be an office and needs to contribute in activating street frontage. Show all level datum and levels along Vincent Street. Discuss with DFES the position of fire equipment to minimise its adverse impact on Vincent Street frontage and to achieve required access for fire trucks. Provide further information to justify development over the height limit. Demonstrate what consideration has been given to address impact of additional height in relation to existing context. Provide an outline to demonstrate how the proposal would positively contribute to the locality and the local community Consider submitting a street section drawing that demonstrates that the upper floor is sufficiently setback so as to not be visible from Vincent Street footpaths. 3 bedroom apartments are supported and considered a positive contribution to the existing dwelling mix. When giving consideration to setback and height variations, even when they may meet set design principles, their final determination will be subject to an

	assessment of impact created by the extra height and their bulk.
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Conclusion:

To be returned to DAC.

5.00pm–5.30pm – Applicant’s Presentation – DA Lodged

4.2 **Address:** No. 12 Anderson Street, Mount Hawthorn

Proposal: 2 Storey Multiple Dwelling Development

Applicant: Daniel Cassettai Design

Reason for Referral: For the DAC to consider the changes made by the applicant in response to the previous DAC comments and recommendations of 5 July 2017.

Discussion:

The Design Advisory Committee provides architectural advice to the City of Vincent to inform the City’s assessment and determination of future planning applications. The DAC’s advice is not planning advice and will not fetter the final determination made in respect of an application for planning approval for the proposed development.

Applicants Presentation:

The Applicant gave a PowerPoint presentation

Previous Recommendations & Comments by DAC on 5 July 2017:

	DAC Recommendation	Applicant Response
Principle 1 – Context and Character	<ul style="list-style-type: none"> • More detail required for the colour palette for outside façade. • More details required for finishes and materials (colours etc). 	Coloured perspectives have been prepared illustrating the colour pallet for the development and the materials to be adopted.
Principle 2 – Landscape quality	<ul style="list-style-type: none"> • Will need a landscape architect to confirm the landscaping including percentage of softscape and deep soil zones as per Built Form Policy requirements. Note minimum 1m dimension for area to comply as deep soil. Deep soil zones are intended to support large scale tree canopy. • Opportunity to plant a tree in the streetscape to add to the landscaping requirements to be met. • More detailed plans are needed for calculating and assessing required landscaping (canopy cover, deep soil zone etc) • Consider the depth and width of the landscaping to make sure it can work along the driveway. Wider landscape strip along driver is preferred. Consider the rootable 	A landscaping plan prepared by a landscape consultant illustrates the provision of additional landscaping, deep soil zones and canopy cover. In addition, the driveway area has been narrowed to accommodate additional landscaping.”

	soil zone to maximise adjacent tree planting without lifting pavement.	
Principle 3 – Built form and scale		
Principle 4 – Functionality and build quality	<ul style="list-style-type: none"> • Separate access for Unit 1 needs to be more legible from the street frontage. • In consultation with technical staff, explore reducing width of driveway to single lane for a portion in order to create more space for landscaping and separate pedestrian entry gate. (take into consideration manoeuvrability of cars in and out of car bays) 	An access gate within the front setback area has been provided to indicate a clear entry point for Unit 1, as discussed with the City's officers.
Principle 5 – Sustainability	<ul style="list-style-type: none"> • Demonstrate summer sun control provided to east and west facing windows 	•
Principle 6 – Amenity	<ul style="list-style-type: none"> • Consider flipping units 6 & 7 to face north (privacy screening may be needed) for the opportunity of more sunlight and better amenity of noise from the car bays. The Living areas will benefit from more direct northern orientation/natural sunlight. • Consider having the bedrooms back to back between units so as to avoid potential noise issues from balconies across from bedrooms. • The DAC do not support bathrooms with no access to natural ventilation and light. Consider swapping a stores with an ensuite. Operable skylight could also be considered for internal bathrooms where not possible to relocate to perimeter wall. Consider the possibility of locating stores internally with the door located outside to better comply with the relevant R-Code provision. • It may be beneficial for cross ventilation in the bedroom to increase the ventilation two sided for the bathroom. • Consider introduction of split roof/clearstory windows to allow access to northern light into upper level living spaces. • No sun control on the windows evident (particularly western side). Consider screening. • Insert furniture into the floor plans 	<p>Bedrooms have been located to be back to back. Windows to bedrooms have been relocated to avoid car bays.</p> <p>The west & east facing windows for Units 1, 4, 5, 6 & 7 will be screened by either fencing, landscaping and awnings over. It is considered that these measures will provide adequate solar protection.</p> <p>It was elected to not flip the designs for Unit 6 & 7 as recommended for the following reasons:</p> <ul style="list-style-type: none"> • The north facing outdoor living areas would be screened with poor outlook and ventilation; • The living areas along the southern face of the building provide improved passive surveillance of the common driveway area; and • It is considered that locating the bedrooms of Unit 6 & 7 closer to the driveway area would have an adverse impact on the future occupants of the dwelling in terms of noise and head light glare <p>Bathrooms have been provided with windows along the wall or in the case of Units 6 & 7 along the roofline. Units 4 & 5 have not be provided with natural light given the orientation of the dwellings. In these cases, mechanical ventilation and lighting will</p>

	<p>to demonstrate functionality is achieved.</p> <ul style="list-style-type: none"> • Car bays adjacent Unit 1 bedrooms may create too much noise for residents. • Bedroom windows adjacent to car parking is not supported. Consider moving more cars to the front setback area which could create an opportunity to maximise the garden. • Consider turning Unit 1 into a single bed unit, so the 2 bays in front could be put to the rear, and the bedroom at the front would have garden outlook thereby vastly improving amenity. • Lower floor units needs—more natural lighting – consider additional windows where appropriate. • Ensure AC units locations do not adversely affect neighbours 	<p>be provided.</p> <p>The floor plans have been amended to include furniture (indicative layout only) as requested.</p> <p>The fixtures have been relocation from the eastern and western façade, with the fixtures being integrated into the building.</p>
Principle 7 – Legibility	<ul style="list-style-type: none"> • Consider revising entry sequence to be more legible and direct, possibly separating car entry (west) to pedestrian entry (along east boundary and feeding off to rear entrances without back-tracking) 	<p>A separate pedestrian access path has been provided</p>
Principle 8 – Safety	<ul style="list-style-type: none"> • A clear separation of entry sequence needs to created for the pedestrians and cars. Safety for residents needs to be considered. Possibility of installing two different gates, one for cars and another gate for pedestrians and use contrasting paving treatments to delineate between car and pedestrian zones. 	<ul style="list-style-type: none"> •
Principle 9 – Community	<ul style="list-style-type: none"> • Screening would be required for the front visitor car parking bays. 	<p>The R-Codes require that the visitor bays are to be visible from the street. As such, landscaping has been provided along the front boundary of the subject land to provide partial screening of the bays</p>
Principle 10 – Aesthetics	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
Comments	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

Recommendations & Comments by DAC (using the Built Form Policy Design Principles):

Principle 1 – Context and Character	<ul style="list-style-type: none"> • Provide a detailed explanation of the adopted architectural language proposed in the elevations, to
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	<p>demonstrate the building's relationship, complementary or otherwise, to the existing streetscape and building character. Consider showing elevations inclusive of the neighboring developments.</p> <ul style="list-style-type: none"> Consider neighbouring developments and identify their strong features that can be reinterpreted into the façade as a means to positively contribute to the identity of the area and streetscape Provide further detail of finishes/materials and their articulation and further clarity to differentiate cladding from render.
Principle 2 – Landscape quality	•
Principle 3 – Built form and scale	•
Principle 4 – Functionality and build quality	<ul style="list-style-type: none"> Consider increasing the size of the windows facing west. Provide more detailing of sun-shading to be applied to east and west facing windows.
Principle 5 – Sustainability	•
Principle 6 – Amenity	<ul style="list-style-type: none"> Consider widening the pedestrian walkway that wraps around the building. Consider improving pedestrian access to the upper level units and interface between car bays and living areas.
Principle 7 – Legibility	•
Principle 8 – Safety	•
Principle 9 – Community	•
Principle 10 – Aesthetics	<ul style="list-style-type: none"> Illustrate proposed screening of AC units where exposed
Comments	<ul style="list-style-type: none"> City to further advise on the acoustic requirements and if an acoustic report is required

Conclusion: Amendments can be sent through to DAC members by email.

5.30pm–6.05pm – Applicant's Presentation – No DA Lodged

4.3 Address: No. 61 Parry Street, Perth

Proposal: Six Multiple Dwellings Over Five Storeys

Applicant: Salecic Designs & Drafting

Reason for Referral: For the DAC to consider the changes made by the applicant in response to the previous DAC comments and recommendations of 23 August 2017.

Discussion:

The Design Advisory Committee provides architectural advice to the City of Vincent to inform the City's assessment and determination of future planning applications. The DAC's advice is not planning advice and will not fetter the final determination made in respect of an application for planning approval for the proposed development.

Applicant's Presentation:

The Applicant gave a PowerPoint presentation.

Previous Recommendations & Comments by DAC on 23 August 2017:

Principle 1 – Context and Character	<ul style="list-style-type: none"> • More articulation needed for the street frontage activation. • Activation of ground floor streetscape whilst minimising carpark exposure to street, and maximising exposure of building foyer to street, is encouraged. • Consider vertical façade treatment to relate to the heritage building. • For the front commercial space consider moving the gate further back and moving the visitor car parking bay sleeved behind strip of landscaping to front boundary. • Provide more articulation into the entrance arrival experience so it is not tunnel like. Consider skylights. • Reconsider the finishes on the windows to achieve a unifying uncomplicated architectural character. • Consider finishes particularly to the lower and ground floor street façade and northwest side façade that acknowledge and reflect the architectural character of the adjoining heritage building – suitable face brickwork for example. • Demonstrate provisions to screen any exposed air conditioning systems to apartments.
Principle 2 – Landscape quality	<ul style="list-style-type: none"> • Landscaping to be increased to comply with the City's requirements and a detailed landscaping plan to be submitted. Calculate soft and hard landscaping areas.
Principle 3 – Built form and scale	<ul style="list-style-type: none"> • Consider reducing the number of apartments to meet the car parking requirements. • Consider creating two-storey apartments on the top floor as it will remove the need for the lift to extend to the top floor and reduce the overall bulk/mass of the building. Roof terraces on top can be incorporated into these top level units. • Increase balconies to 2.4 metres minimum depth dimensions. • Apartments are currently quite large presenting the opportunity to vary the unit size or number of units to negate overdevelopment.
Principle 4 – Functionality and build quality	<ul style="list-style-type: none"> • The site appears overdeveloped in the proposal as currently presented which is negatively impacting on amenity generally for occupants as well as adjoining neighbours. Consider the possibility of removing an apartment to meet car-parking requirements to make more space needed to rectify other inefficiencies. • Note: Pedestrian and car access does not need to be physically separated more than being legible with use of different ground surface treatment for example • Cross ventilation - Provide at least two windows to bedrooms and other rooms in apartments, providing cross-ventilation. • Consider introducing perforated screen/slatting to soften/reduce bulk and providing sun protection to west facing windows. • Consider breaks in wall to avoid overlooking to adjoining

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	<p>property windows and reflect character of adjoining residential neighbourhood. Change/stagger the position of the kitchen windows so they are not looking directly into each other.</p> <ul style="list-style-type: none"> • Storerooms in units 5 & 6 are encouraged to be openable from the outside. Alternatively, storerooms are to be moved. • Increase the width between the stairs and lift (1.4 metres about) • Consider joining a front commercial tenancy to the unit above (i.e. study) to Consider the use of a spiral staircase to connect between front ground floor space and unit above in order to maximise usable area on the ground floor. Current size and provision of 'community use' room in street frontage is inadequate and unlikely to be used. • Activation of ground floor streetscape whilst minimising carpark exposure to street and maximising exposure of building entrance foyer to street is encouraged.
Principle 5 – Sustainability	<ul style="list-style-type: none"> • Demonstrate provision of sun screening/protection to west facing windows and summer sun.
Principle 6 – Amenity	<ul style="list-style-type: none"> • The plan of the car parking is inefficient, creating pockets of unusable space. Consider reverting to the previous orthogonal car parking plan and removing a unit to reduce the car parking requirements to bring into compliance. Provide visitor parking that does not require the use of a turning plate and stacker. • Start with working out the car parking and work your way up the levels. If car parking requirements cannot be met consider reducing the number of apartments or creating a two story apartment on the top floor.
Principle 7 – Legibility	<ul style="list-style-type: none"> •
Principle 8 – Safety	<ul style="list-style-type: none"> •
Principle 9 – Community	<ul style="list-style-type: none"> •
Principle 10 – Aesthetics	<ul style="list-style-type: none"> •
Comments	<ul style="list-style-type: none"> • Consider a Fire Consultant/Engineer to assess the development in relation but not limited to fire escapes, exit through carpark area, new skylights if adopted, windows between apartments and adjoining boundaries. • Many of the previous comments and issues still apply.

Recommendations & Comments by DAC (using the Built Form Policy Design Principles):

Principle 1 – Context and Character	<ul style="list-style-type: none"> • Consider simplifying the layout/plan and building composition/ built form of the upper 2 storeys to achieve a simpler, lighter looking box shape above a heavier base. • Simplify the façade. Consider the transition from the new building to the adjoining heritage building. Consider varying planes and depths in the facade to improve articulation.
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	<ul style="list-style-type: none"> • Reconsider the relationship between balconies and adjoining window/face brick areas. Consider consolidating these elements to create a simple base and a unified outcome. • Consider further articulation whilst providing detailed treatment of the podium facade (first three levels). Consider wrapping brick around entire ground floor to relate to the adjacent cottage, and removing brick from the upper levels. • Provide more details of finishes/materials
Principle 2 – Landscape quality	<ul style="list-style-type: none"> • Landscaping to be increased to comply with the City's requirements. A detailed landscaping plan is to be submitted including calculations of soft and hard landscaping areas
Principle 3 – Built form and scale	<ul style="list-style-type: none"> •
Principle 4 – Functionality and build quality	<ul style="list-style-type: none"> •
Principle 5 – Sustainability	<ul style="list-style-type: none"> •
Principle 6 – Amenity	<ul style="list-style-type: none"> • Consider altering the size, shape and configuration of the high level strip windows to break up the outlook of the elevation. Design windows so as not adversely affect privacy of the neighbouring development while allowing more daylighting/ventilation into the upper floor level.
Principle 7 – Legibility	
Principle 8 – Safety	
Principle 9 – Community	
Principle 10 – Aesthetics	<ul style="list-style-type: none"> • Illustrate location and proposed screening of exposed AC units
Comments	<ul style="list-style-type: none"> •

Conclusion: To be returned to DAC.

5. General Business
Nil

6. Close / Next Meeting

There being no further business, the Chairperson, Sasha Ivanovich declared the meeting closed 6.10pm.

The next meeting will be held on 8 November 2017.



CITY OF VINCENT

BUSINESS ADVISORY GROUP MEETING

7 September at 4.30PM

Venue: City of Vincent – Function Room

MINUTES

Attendees:City of Vincent Councillors:Cr Topelberg (*Chair*), Cr MurphyCommunity Representatives:

Trent Durward, Mario Zulberti, Pippa McIntosh

Town Team Representatives

Dr Simon White (*Leederville Connect*), Joanna Fotakis (*Leederville Connect*), Sean Lee (*Leederville Connect*), Nicholas Bond (*Leederville Connect*), Graham Congdon (*Mount Hawthorn Hub*), Adrian Tatasciore (*Beaufort Street Network*), Pam Herron (*Beaufort Street Network*), Ida Smithwick (*North Perth Local*), Ellen Oosterbaan (*On William*), Kate McKie (*On William*).

City of Vincent Officers:

Len Kosova - Chief Executive Officer (*CEO*), John Corbellini - Director Development Services (*DDS*), Stephanie Smith – Manager Policy and Place (*MPP*), David Doy - Place Manager (*PM*), Rossling Ellis – Manager Communications/Marketing (*MCM*)

Confirmed attendees

Pam Herron (PH)	√	Len Kosova (LK)	√
Trent Durward (TD)	√	Stephanie Smith (SS)	√
Pippa McIntosh (PM)	√	David Doy (DD)	√
Nicholas Bond (SW)	√	Josh Topelberg (Chair)	√
Joanne Fotakis (JF)	√	Sean Lee (SL)	√
Graham Congdon (GC)	√	Jimmy Murphy (JM)	√
Ellen Oosterbaan (IS)	√	Rosslind Ellis (RE)	√

1. Welcome/Declaration of Opening (2 mins) – Chair

The Chair presented his vision for the BAG

2. Apologies (2 mins) – Chair

Adrian Tatasciore (*Beaufort Street Network*), Kate McKie (*OnWilliam*), Mario Zulberti (MZ), Dr Simon White (*Leederville Connect*), Ida Smithwick (*North Perth Local*), John Corbellini (*Director Development Services*)

3. Approve previous minutes (2 mins) – Chair

The previous minutes were approved and signed by the Chair

4. Imagine Vincent (20mins) – RE

The Manager Communications/Marketing provided a summary of the Imagine Vincent campaign and the CEO explained the role of the City's Strategic Community Plan.

The BAG discussed the relationship between the results of the Perth City Summit and Imagine Vincent.

5. BAG Priority Area Updates – DD

The Place Manager provided an update on each of the below Priority Areas.

• **Priority 1: Marketing Strategy**

The Place Manager explained that the following projects are included on the City's Corporate Business Plan.

- Item 3.3 – Establish a City of Vincent Marketing Plan
- Item 6.9 – Prepare Town Centre Branding and Marketing Plans

The Manager Communications/Marketing explained that the City are now resourced to undertake short term marketing campaigns in the lead up to the commencement of the above projects. The first of these campaigns will be a Christmas campaign for local retailers.

The BAG also discussed the potential for a wayfinding map at the Leederville Train Station.

• **Priority 2: Economic Analysis and Vincent Business Engagement Program**

The Place Manager explained that the Leederville Activity Centre Plan and planning frameworks for Vincent's Town Centre's are listed in the City's Corporate Business Plan.

- Item 6.1 – Prepare Draft Leederville Activity Centre Plan;
- Item 6.3 – Prepare, Implement and Review Town Centre Place Plans;
- Item 6.7 – Investigate a planning framework for each of the City's Town Centre's.

The BAG discussed the ways that the tenancy mix might be controlled through the above planning and project delivery framework.

• **Priority 3: Co-Working Spaces and Increasing the Productivity of Commercial Floor Space**

There was no update on this Priority Area

• **Priority 4: Late Night Shopping**

There was no update on this Priority Area

6. Corporate Business Plan Item 5.2 – City of Vincent Website Upgrade: How can the website support business? (30mins) – RE

This item was removed and will be presented at a future BAG meeting.

7. Fact Sheet 'How to use the public realm to grow your business'– Request for BAG feedback (10 mins) – DD

The Place Manager presented this Fact Sheet to the group. The BAG were broadly supportive of the Fact Sheet subject to minor graphic design and text refinements. The BAG also recommended that the fact Sheet be digitalised and also distributed to local businesses, and provided as part of an approvals package (where relevant).

8. Leedy Streets Open – Presentation of results and request for BAG advice for recommendations for the future (30 mins) – DD

The Place Manager provided a brief summary of the results of Leedy Streets Open and then sought feedback from the BAG regarding a second round of closures in the 2017/18 financial year. There was an overall agreement that the second round of Leedy Streets Open should occur at the same time as the Fringe Festival in February 2018.

9. General Business (5 min) – Chair

There was no general business.

10. Next steps and actions (5 mins) – Chair

Administration will present to the BAG on the upcoming local retail/Christmas social media campaign.

11. Next meeting (2 mins) – Chair

Late October/Early November – date to be confirmed.

12. Close – Chair



MINUTES

ORDINARY COUNCIL MEETING

TIME: 5.30PM

9 NOVEMBER 2017

CITY OF PERTH

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



MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
9 NOVEMBER 2017

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Prior to taking their seats for the meeting the new members present (Cr Cvitan, Cr Irwin and Cr Vernon) made the required Declaration of Elected Member for the position of Councillor of the Mindarie Regional Council (MRC) in accordance with the Transitional Provisions of the Local Government Act 1995 (Schedule 9.3) using s.702 of the Local Government Act 1960 (repealed)

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chair declared the meeting open at 5.30 pm.
The Chair welcomed the new councillors to Mindarie Regional Council and offered congratulations on re-election of returning councillors.

2 ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Councillor Attendance

Cr R Fishwick JP (Chairman)	City of Joondalup
Cr D Boothman JP (Deputy Chairman)	City of Stirling
Cr J Adamos	City of Perth
Cr E Cole <i>arrived at 5.34 pm</i>	City of Vincent
Cr R Driver	City of Wanneroo
Cr A Guilfoyle	City of Stirling
Cr M Irwin	City of Stirling
Cr K Shannon <i>arrived at 5.43 pm</i>	Town of Cambridge
Cr K Vernon	Town of Victoria Park
Cr F Cvitan JP	City of Wanneroo
Cr M Norman	City of Joondalup
Cr S Proud JP	City of Stirling

Apologies

Nil

Leave of Absence

Nil

Absent

Nil

MRC Officers

Mr B Callander (Chief Executive Officer)
Mr G Hoppe (Director Corporate Services)
Ms A Slater (Finance Manager)
Ms D Toward (Executive Support)

MRC Observers

Nil

Member Council Observers

Ms K Howarth (City of Perth)
Mr N Claassen (City of Joondalup)
Mr C Colyer (Town of Cambridge)
Mr M Littleton (City of Stirling)

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Mr H Singh (City of Wanneroo)
Mr S Cairns (City of Wanneroo)
Mr J Wong (Town of Victoria Park)
Mr A Murphy (City of Stirling)

Visitors

Nil

Members of the Public

Nil

Press

Nil

Cr Emma Cole arrived at 5.34pm

3 DECLARATION OF INTERESTS

Interest Type	Financial
Name and Position of Person	Gunther Hoppe, Director of Corporate Services, Mindarie Regional Council
Report Item No. and Topic	9.4 CEO Recruitment Process
Nature of Interest	Recommended to Act as the CEO during the recruitment process for a new CEO

4 PUBLIC QUESTION TIME

None

5 ANNOUNCEMENTS BY THE PRESIDING PERSON

Cr Fishwick advised that he will not be present at the December Council Meeting and therefore wanted to thank the CEO for his service at Mindarie Regional Council. Cr Fishwick commented that due to the CEO's leadership he was leaving the MRC in a better position than when he commenced.

Cr Fishwick noted that meeting dates would be decided at the December meeting and asked Councillors to consider whether a 6 pm start time for the meeting would be more convenient for future meetings.

6 APPLICATIONS FOR LEAVE OF ABSENCE

Cr Russ Fishwick requested leave from 15 November 2017 to 20 December 2017 and 27 January 2017 to 17 February 2017.

RESOLVED

That the application for leave be granted

Moved Cr Driver, Seconded Cr Norman

(CARRIED UNANIMOUSLY 11/0)

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
9 NOVEMBER 2017

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7	PETITIONS / DEPUTATIONS / PRESENTATIONS
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None

8	CONFIRMATION OF MINUTES OF PREVIOUS MEETING
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8.1 ORDINARY COUNCIL MEETING – 14 SEPTEMBER 2017

The Minutes of the Ordinary Council Meeting held on 14 September 2017 have been printed and circulated to members of the Council.

RESPONSIBLE OFFICER RECOMMENDATION

That the Minutes of the Ordinary Council Meeting of Council held on 14 September 2017 be confirmed as a true record of the proceedings.

Cr Cole moved an alternative motion.

1. That the Minutes of the Ordinary Council Meeting of Council held on 14 September 2017 be amended at Item 14.2 on page 19 by deleting the words “implementation of the” so it reads “That a new KPI 8 be included requiring the CEO to carry out a well-executed Tender process for the RRF 2017”.

2. That the Minutes of the Ordinary Council Meeting of Council held on 14 September 2017 as amended in clause 1 above be confirmed as a true record of the proceedings.

RESOLVED

**Moved Cr Cole, seconded Cr Guilfoyle
That the recommendation be adopted.**

(CARRIED UNANIMOUSLY 11/0)

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ORDINARY COUNCIL MEETING MINUTES
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9 CHIEF EXECUTIVE OFFICER REPORTS

9.1	FINANCIAL STATEMENTS FOR THE MONTHS ENDED 31 JULY 2017 and 31 AUGUST 2017
File No:	FIN/5-07
Appendix(s):	Appendix No. 1 Appendix No. 2 Appendix No. 3
Date:	24 October 2017
Responsible Officer:	Director Corporate Services

SUMMARY

The purpose of this report is to provide financial reporting in line with statutory requirements which provides useful information to stakeholders of the Council.

BACKGROUND

Reporting requirements are defined by Financial Management Regulations 34 of the Local Government (Financial Management) Regulations 1996.

The financial statements presented for each month consist of:

- Operating Statement by Nature – Combined
- Operating Statement by Nature – RRF Only
- Operating Statement by Function
- Statement of Financial Activity
- Statement of Reserves
- Statement of Financial Position
- Statement of Investing Activities
- Information on Borrowings
- Tonnage Report

DETAIL

The Financial Statements attached are for the months ended 31 July 2017 and 31 August 2017 and are attached at **Appendix No. 1 and 2** to this Item. The Tonnage Report for the 2 months to 31 August 2017 is attached at **Appendix No. 3**.

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

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

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Summary of results for the two month period ended 31 August 2017

	Actual	Budget	Variance
	t	t	t
Tonnes – Members	45,338	49,499	(4,161)
Tonnes – Others	1,925	2,772	(847)
TOTAL TONNES	47,263	52,271	(5,008)
	\$	\$	\$
Revenue – Members	7,838,657	8,615,294	(776,637)
Revenue – Other	695,579	767,701	(72,122)
TOTAL REVENUE	8,534,236	9,382,995	(848,759)
Expenses	8,885,124	9,158,711	273,587
Profit on sale of assets	8,585	-	8,585
Loss on sale of assets	-	-	-
NET SURPLUS	(342,303)	224,284	(566,587)

Commentary

Member tonnes for the year to August 2017 are tracking 8% behind budget, which is directly attributable to the change in systems for bulk/verge collection implemented by various councils. Trade and casuals are 847 tonnes behind budget.

The net variance to budget of \$566,587 reflects this reduction in tonnage and RRF operating expenditures, offset by tonnage related expenditure (DER Levy).

This reduction in waste to landfill is consistent with the MRC's vision of 'Winning Back Waste' but will over time see the cost per tonne to landfill for the remaining waste increasing proportionally.

VOTING REQUIREMENT

Simple Majority

RESPONSIBLE OFFICER RECOMMENDATION

That the Financial Statements set out in Appendix No. 1 and 2 for the months ended 31 July 2017 and 31 August 2017, respectively, be received.

RESOLVED

Cr Vernon moved, Cr Cole seconded
That the recommendation be adopted.

(CARRIED UNANIMOUSLY 11/0)

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9.2	LIST OF PAYMENTS MADE FOR THE MONTHS ENDED 31 JULY 2017 AND 31 AUGUST 2017
File No:	FIN/5-06
Appendix(s):	Appendix No. 4 Appendix No. 5
Date:	24 October 2017
Responsible Officer:	Director Corporate Services

SUMMARY

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

COMMENT

The lists of payments for the months ended 31 July 2017 and 31 August 2017 are at **Appendix 4 and 5** to this Item and are presented to Council for noting. Payments have been made in accordance with the delegated authority to the CEO which allows payments to be made between meetings. At the Ordinary Council Meeting held on 14 September 2017, 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 2017	General Municipal	Cheques EFT DP Inter account transfers Total	\$19,345.27 \$5,783,257.21 \$240,984.57 \$2,200,000.00 \$8,243,587.05
31 August 2017	General Municipal	Cheques EFT DP Inter account transfers Total	\$8,248.69 \$3,629,310.12 \$245,137.45 \$4,000,000.00 \$7,882,696.26

VOTING REQUIREMENT

Simple Majority

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RESPONSIBLE OFFICER RECOMMENDATION

That the list of payments made under delegated authority to the Chief Executive Officer for the months ended 31 July 2017 and 31 August 2017 be noted.

RESOLVED

Cr Boothman moved, Cr Cvitan seconded

That the recommendation be adopted.

(CARRIED UNANIMOUSLY 11/0)

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9.3	APPOINTMENT OF COUNCILLORS ON TO COMMITTEES AND OTHER GROUPS
File No:	GOV/1-04
Attachment(s):	1. Audit Committee Details; 2. CEO's Performance Review Committee Details; 3. RRF Project Advisory Group Details; and 4. Municipal Waste Advisory Council Details
Date:	20 October 2017
Responsible Officer:	Chief Executive Officer

SUMMARY

The purpose of this report is to seek the appointment of Councillors of the Mindarie Regional Council (MRC) to its Committees and Groups.

BACKGROUND

The MRC currently has two Committees, established in accordance with Part 5.8 of the *Local Government Act 1995* (LGAct), and two advisory groups that require Councillor membership as follows:

- Audit Committee (established in accordance with the Local Government Act 1995)
- Chief Executive Officer's Performance Review Committee (established in accordance with the LGAct)
- Project Advisory Group (established in accordance with the Resource Recovery Facility Agreement).
- Municipal Waste Advisory Council (established as part of the MRC's commitment to the Western Australia Local Government Association membership)

Attachments 1 to 4 to this agenda item provide details of the tenure, membership, duties and responsibilities associated with each of the Committees and Groups named above.

DETAILS

The recently held Local Government Elections have resulted in the need for the MRC to swear in new Councillors and re-appoint Councillors to its Committees and other Groups. The following provides a brief explanation of the purpose of the Committees and Groups:

Audit Committee

The Audit Committee is established under the LGAct and has prescribed duties and responsibilities (refer attachment). This committee consists of at least three elected members and an appointed independent member and meets at least three times per year. The Administration provides secretarial support and both the Chief Executive Officer and the Director of Corporate Services attend the meetings to provide advice and guidance to the committee on the issues presented in the agendas. The council at its meeting on 3 December 2015 reappointed Ms Gayle Rogers as the independent person on the committee until the end of April 2018.

Chief Executive Officer's Performance Review Committee

This committee was established to ensure that the Chief Executive Officer's (CEO) performance is reviewed annually. The committee is supported by an independent consultant who undertakes a survey of all the Councillors and assists in the review of the CEO's performance in the previous year against pre-set performance measures and the

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setting of performance measures for the next year. The consultant provides a performance report to assist the Councillors in assessing the performance of the CEO.

Project Advisory Group

The MRC has entered into a build-own-operate contract with BioVision 2020 for a Resource Recovery Facility (RRF) that processes 100,000 tonnes of municipal solid waste into a mulch (soil enhancer) annually. The RRF's diversion rate from landfill is just over 50%. The RRF is managed through a contract entitled the Resource Recovery Facility Agreement (RRFA). The RRFA includes a requirement to have a Project Advisory Group consisting of an independent Chair, three representatives from the MRC and three representatives from BioVision, plus deputies for each party.

The MRC has historically appointed the CEO, the Director of Corporate Services and a Councillor as its representatives, as well as a deputy stand-in Councillor.

Municipal Waste Advisory Council

The Municipal Waste Advisory Council (MWAC) was established in December 1994 as a Standing Committee of the Western Australian Local Government Association (WALGA) with delegated authority to represent the Association in respect of matters relating to municipal waste issues. MWAC is established under a partnership agreement with WALGA, Eastern Metropolitan Regional Council, City of Geraldton/Greenough, Mindarie Regional Council, Rivers Regional Council, Southern Metropolitan Regional Council and Western Metropolitan Regional Council.

The objective of MWAC is to encourage and promote economically sound, environmentally safe waste management practices and to ensure that the shared interests of all Western Australian Local Governments, as they relate to waste management, are effectively managed. As MWAC is a standing committee of WALGA it requires councillor representation. An Officer Advisory Group (OAG) has been established as an advisory committee to the MWAC.

The MRC last appointed the Chairperson as its representatives on MWAC as well as a deputy stand-in Councillor.

LEGAL COMPLIANCE

Refer attachments 1 through to 4 to determine the varying compliance requirements of the Committees and the Groups.

FINANCIAL IMPLICATIONS

There is no remuneration attached to the positions on any of the MRC's Committees and/or Groups.

COMMENT

The number of Committees and Groups that Councillors are to be appointed are minimal and do not require large commitments of time due to the infrequency of the meetings.

VOTING REQUIREMENT

Absolute/Simple Majority

RESPONSIBLE OFFICER RECOMMENDATION

That the Council:

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-
1. Appoint Cr _____, Cr _____ and Cr _____ on to the Audit Committee.
(Absolute Majority Required)
 2. Appoint Cr _____, Cr _____, Cr _____ and Cr _____ on to the Chief Executive Officer's Performance Review Committee.
(Absolute Majority Required)
 3. Appoint Cr _____ as a member and Cr _____ as a Deputy Member on to the Resource Recovery Facility - Project Advisory Group.
 4. Appoint Cr _____ as a member and Cr _____ as a Deputy Member on to the Municipal Waste Advisory Council.

RESOLVED

1. **Appoint Cr Fishwick, Cr Boothman and Cr Proud on to the Audit Committee.**
Moved by Cr Boothman, seconded by Cr Adamos
(CARRIED UNANIMOUSLY 11/0)
2. **Appoint Cr Fishwick, Cr Cole, Cr Norman, Cr Cvitan and Cr Guilfoyle on to the Chief Executive Officer's Performance Review Committee.**
Moved by Adamos, seconded by Cr Vernon
(CARRIED UNANIMOUSLY 11/0)
3. **Appoint Cr Cvitan as a member and Cr Driver as a Deputy Member on to the Resource Recovery Facility - Project Advisory Group.**
Moved by Cr Guilfoyle, seconded by Cr Boothman
(CARRIED UNANIMOUSLY 11/0)
4. **Appoint Cr Fishwick as a member and Cr Guilfoyle as a Deputy Member on to the Municipal Waste Advisory Council.**
Moved by Cr Guilfoyle, seconded by Cr Boothman
(CARRIED UNANIMOUSLY 11/0)

5.43 pm Cr Keri Shannon arrived. The Chair requested a short adjournment whilst Cr Shannon made the required Declaration of Elected Member for the position of Councillor of the Mindarie Regional Council in accordance with the Transitional Provisions of the Local Government Act 1995 (Schedule 9.3) using s.702 of the Local Government Act 1960 (repealed). The Chairman reconvened the meeting at 5.45 pm.

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ATTACHMENT 1

AUDIT COMMITTEE

MEMBERSHIP/SUPPORT STAFF

Three Councillors (Minimum)
One Independent Member (Sourced from the Community)
MRC Chief Executive Officer (Support Staff)
MRC Director Corporate Services (Support Staff)

MEETING FREQUENCY

The Committee shall meet as and when required. Normally three times a year being:

- November to review and make recommendations to Council on the previous year's audited financials;
- February/March to review the MRC's risk register and MRC's response to the Statutory Compliance Audit Return required by the State Government and make recommendations to Council; and
- July to review the MRC's risk register.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Committee will be –

- Provide guidance and assistance to Council as to the carrying out the function of the Council in relation to audits.
- Develop and recommend to Council an appropriate process for the selection and appointment of a person as the Council's auditor.
- Develop and recommend to Council –
 - a list of those matters to be audited; and
 - the scope of the audit to be undertaken.
- Recommend to Council the person or persons to be appointed as auditor.
- Develop and recommend to Council a written agreement for the appointment of the auditor. The agreement is to include –
 - the objectives of the audit
 - the scope of the audit
 - a plan of the audit
 - details of the remuneration and expenses to be paid to the auditor; and
 - the method to be used by the Council to communicate with, and supply information to, the auditor.
- Meet with the auditor once in each year and provide a report to Council on the matters discussed and outcome of those discussions.
- Liaise with the CEO to ensure that the local government does everything in its power to –
 - assist the auditor to conduct the audit and carry out his or her other duties

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-
- under the *Local Government Act 1995*; and
 - ensure that audits are conducted successfully and expeditiously.
 - (h) Examine the reports of the auditor after receiving a report from the CEO on the matters and –
 - determine if any matters raised require action to be taken by the Council; and
 - ensure that appropriate action is taken in respect of those matters.
 - (i) Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or six months after the last report prepared by the auditor is received, whichever is the latest in time.
 - (j) Review the scope of the audit plan and program and its effectiveness.
 - (k) Review the appropriateness of special internal audit assignments undertaken at the request of Council or CEO.
 - (l) Review the level of resources allocated to internal audit and the scope of its authority.
 - (m) Review reports of internal audits and by monitoring the implementation of recommendations made by the audit and reviewing the extent to which Council and management reacts to matters raised.
 - (n) Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs.
 - (o) Review Council's draft annual financial report, focusing on:
 - accounting policies and practices;
 - changes to accounting policies and practices;
 - the process used in making significant accounting estimates;
 - significant adjustments to the financial report (if any) arising from the audit process;
 - compliance with accounting standards and other reporting requirements; and
 - significant variances from prior years.
 - (p) Consider recommending adoption of the financial report to Council
 - (q) Address issues brought to the attention of the Committee, including responding to requests from Council for advice that are within the parameters of the Committee's terms of reference.
 - (r) Seek information or obtain expert advice through the CEO on matters of concern within the scope of the Committee's terms of reference following authorisation from the Council.
 - (s) Review the annual Compliance Audit Return and report to the Council the results of that review.
 - (t) Consider the CEO's biennial reviews of the appropriateness and effectiveness of
-

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the Council's systems and procedures in regard to risk management, internal control and legislative compliance, required to be provided to the Committee, and report to the Council the results of those reviews.

- (v) Monitor the progress of any major lawsuits facing the Council.
- (w) Perform a biannual review of the material risks identified in the Council's Risk Register.

APPOINTMENT/TENURE

Extract from Local Government Act

1995 "5.10. *Committee members, appointment of*

- (1) *A committee is to have as its members —*
 - (a) *persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b)); and*
 - (b) *persons who are appointed to be members of the committee under subsection (4) or (5).*

** Absolute majority required.*
- (2) *At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.*
- (3) *Section 52 of the Interpretation Act 1984 applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the local government. If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.*
- (4) *If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.*
- (5) *If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —*
 - (a) *to be a member of the committee; or*
 - (b) *that a representative of the CEO be a member of the committee,*

the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

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5.11. Committee membership, tenure of

- (1) *Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —*
- (a) *the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or*
 - (b) *the person resigns from membership of the committee; or*
 - (c) *the committee is disbanded; or*
 - (d) *the next ordinary elections day,*
- whichever happens first.*
- (2) *Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —*
- (a) *the term of the person's appointment as a committee member expires; or*
 - (b) *the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or*
 - (c) *the committee is disbanded; or*
 - (d) *the next ordinary elections day,*
- whichever happens first."*
-

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ATTACHMENT 2

CHIEF EXECUTIVE OFFICER'S PERFORMANCE REVIEW COMMITTEE

MEMBERSHIP/SUPPORT CONSULTANT

Four Councillors
One support HR Consultant

MEETING FREQUENCY

The Committee shall meet as and when required. Normally three or four meetings between February and June.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of this committee is to review annually:

- the CEO's performance in accordance with the Key Performance Indicators set by the Committee in the previous year; and
- the outcome of a survey of the Councillors undertaken by the support HR Consultant

APPOINTMENT/TENURE

Extract from Local Government Act 1995

"5.10. *Committee members, appointment of*

- (1) *A committee is to have as its members —*
 - (a) *persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b)); and*
 - (b) *persons who are appointed to be members of the committee under subsection (4) or (5).*

** Absolute majority required.*
- (2) *At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.*
- (3) *Section 52 of the Interpretation Act 1984 applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the local government.*
- (4) *If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.*
- (5) *If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs*

the local government of his or her wish —

(a) to be a member of the committee; or

(b) that a representative of the CEO be a member of the committee,

the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

5.11. Committee membership, tenure of

(1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —

(a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or

(b) the person resigns from membership of the committee; or

(c) the committee is disbanded; or

(d) the next ordinary elections day,

whichever happens first.

(2) Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —

(a) the term of the person's appointment as a committee member expires; or

*(b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant;
or*

(c) the committee is disbanded; or

(d) the next ordinary elections day,

whichever happens first."

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ATTACHMENT 3

PROJECT ADVISORY GROUP

MEMBERSHIP

Three members from the Mindarie Regional Council consisting of;

- one Councillor;
- two staff members being the CEO and Director Corporate Services; and
- two deputy Members being one Councillor and one staff member.
- three members from BioVision 2020.
- one Independent Chairperson.

MEETING FREQUENCY

Bi-Monthly

DUTIES AND RESPONSIBILITIES

The Project Advisory Group will have the primary responsibility of overseeing the execution of this agreement and ensuring that this agreement runs as smoothly and as efficiently as is possible having regard to the undertakings, commitments and obligations of the parties set out in this agreement and will, subject to this agreement:

- (a) establish and maintain the Project culture;
- (b) assist the parties in fulfilling their obligations under this agreement;
- (c) provide visible leadership for the Project;
- (d) provide a forum through which the parties may discuss matters pertaining to, or to provide advice, guidance and support for, the implementation of the Project;
- (e) assist in resolving conflicts related to the MRC Project Agreements in a prompt, open and transparent manner including referring matters to MRC and the Contractor if required, and otherwise participate in the dispute resolution process as set out in clause 31.3;
- (f) inquire into and report to the parties upon any matter related to the operation, disclosure or performance of this agreement, including providing corporate governance to the parties for compliance with the MRC Project Agreements;
- (g) review all procedures and policies (but not Plans) which are not imposed under this agreement provided that those procedures and policies are not in any way inconsistent with the terms of this agreement, including procedures and policies for:
 - (1) financial matters such as accounts, reviews of finances and costs;
 - (2) the systems, including operating, accounting and IT systems;
 - (3) environmental matters;
 - (4) occupational health and safety issues;
 - (5) human resources and industrial relations matters;

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- (6) resourcing of the Project, including the need for sub-contractors and the necessary arrangements for staffing and labour;
- (7) community and stakeholder liaison;
- (8) programming the Project under this agreement;
- (9) auditing the Project, including legal and financial audits;
- (10) ensuring compliance with statutory obligations; and
- (11) obtaining and maintaining the Authorisations as set out in the MRC Project Agreements;

- (h) make recommendations to the parties with respect to:
 - (1) the parties' performance under this agreement;
 - (2) any existing provision of this agreement or any Law relating to the responsibilities of the parties and any changes to this agreement;
 - (3) any matter which affects or may affect the proper performance of the provisions of this agreement;
 - (4) the most appropriate methods for investigating and reporting issues, implementing the Innovation and Continuous Improvement Plan and apportioning the costs and benefits which would result from any proposed process or productivity improvement; and
 - (5) variations to this agreement from time to time in accordance with the variation clauses of this agreement (including Agreed Variations) to ensure that this agreement properly reflects the intentions of the parties;
- (i) disseminate Project information to relevant stakeholders in accordance with the MRC Project Agreements; and
- (j) consider any other matter that the parties may from time to time agree and or which may be referred to the Project Advisory Group by any of the parties.

For the avoidance of doubt, nothing in this clause 2 affects the rights and responsibilities of MRC's Representative and MRC.

APPOINTMENT/TENURE

Membership continues until notification is given to the other party advising of a change in the membership.

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ATTACHMENT 4

MUNICIPAL WASTE ADVISORY COUNCIL

MEMBERSHIP

One Councillor and a Deputy
Supported by one staff member who is on a sub-group of MWAC entitled the Officers' Advisory Group.

MEETING FREQUENCY

Bi-Monthly

DUTIES AND RESPONSIBILITIES

General Functions of the MWAC

- (a) The principal role of the MWAC in exercising its delegated authority is to govern the Municipal Waste Program and to represent the interests of the Parties and Local Government generally, in all matters relating to local government waste management.
- (b) Without limiting the MWAC's principal role, the broad functions and responsibilities of the MWAC include:
 - (i) defining policy and providing the overall strategic direction of the Municipal Waste Program to achieve the interests of the Parties to this Partnership Agreement;
 - (ii) maintaining the MWAC as a credible, active and effective peak body in the area of waste management;
 - (iii) facilitating and encouraging cooperative linkages between Local, State and Federal Government, Regional Councils, FORC, WMAA, Waste Authority, industry and the community;
 - (iv) representing the interests of the Association in all matters relating to local government waste management in accordance with the Association's policy statements and formal positions on an issue, and without prior reference to the Association where a formal Association position on an issue is not current or has not yet been developed PROVIDED THAT any such position is subsequently put to the Association as soon as practicable for confirmation;
 - (v) acting as an interface between the Parties to this Partnership Agreement and other local governments;
 - (vi) promoting economically sound, environmentally safe and socially acceptable waste management and minimisation strategies;
 - (vii) coordinating and initiating research on waste management issues;
 - (viii) through the WALGA Chief Executive Officer and the MWAC Chair, monitoring and evaluating the performance of the Executive Officer against established key performance indicators;
 - (ix) approving major operating plans, including the strategic plan;
 - (x) approving the Annual Budget in accordance with the terms of this Partnership Agreement; and
 - (xi) ensuring the Municipal Waste Program complies with the law and the

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Association's operational policies and procedures.

- (c) Under the terms of the delegated authority, the MWAC may not make decisions:
- (i) concerning the acquisition, holding and disposition of real property or the borrowing of money or setting Association subscription levels;
 - (ii) that are inconsistent with an existing formal policy statement of the Association without prior reference to and the prior approval of the State Council; and
 - (iii) relating to operational matters as such matters remain the responsibility of the Executive Officer, reporting to the WALGA Chief Executive Officer or to their delegate.

APPOINTMENT/TENURE

Membership continues until notification is given to the other party advising of a change in the membership.

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Mr Gunther Hoppe left the meeting at 5.44 pm

9.4 CHIEF EXECUTIVE OFFICER RECRUITMENT PROCESS	
File No:	PER/95
Appendix(s):	Nil
Attachment(s):	1. List of Recruitment Agencies
Date:	12 October 2017
Responsible Officer:	Chief Executive Officer

SUMMARY

The report seeks consideration of the recruitment process for a new Chief Executive Officer (CEO) of the Mindarie Regional Council (MRC) as a result of the resignation of its current CEO, Mr Brian Callander. It also seeks the appointment of the Director Corporate Services as an Acting CEO for a period of up to six (6) months to the end of the 2017/18 financial year or until the date a newly appointed CEO commences to ensure the transition process does not impact operations of the MRC.

BACKGROUND

On 3 October 2017 the Chairperson received a letter from Mr Callander advising of his resignation and providing three (3) months' notice as required by clause 7.3 of his contract, with his last day being Friday 5 January 2018. The Chairperson, in correspondence dated 6 October 2017, acknowledged Mr Callander's resignation and thanked him for his good work over his term as the CEO of the MRC.

DETAIL

Section 5.36 (1)(a) of the *Local Government Act 1995* requires a local government to employ a CEO. The MRC does not have a formal recruitment process for a CEO therefore the following proposed recruitment process is presented for the council's consideration:

It is suggested that the council establish a Recruitment Panel (RP) consisting of the Chairperson, Deputy Chairperson and other councillor/s with the following purpose:

1. Review service offering submissions from recruitment agencies (obtained by the MRC Administration to assist the RP in the recruitment process);
2. Make a recommendation to council on the preferred recruitment agency to its meeting on 14 December 2017;
3. Assess applications received for the CEO position (shortlisted by the successful recruitment agency);
4. Interview the shortlisted applicants together with the recruitment agent; and
5. Make a recommendation to council on the preferred candidate.

Note: The timing of advertising for the CEO position would need to consider the Christmas and new year holidays.

The MRC Administration will provide support to the RP by:

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1. Obtaining submissions from appropriate qualified recruitment agencies that demonstrate experience in the recruitment of CEOs. The agencies will be sourced from the WALGA Preferred Supplier list and the WA Government procurement publication (refer Attachment 1) and others.
2. Arranging meetings and providing support as necessary to the RP; and
3. Liaising, as necessary, with the recruitment agency approved by the council.

Note: The WALGA Preferred Supplier list and the WA Government procurement publication provide a broad range of recruitment agencies experienced in the recruitment of CEOs ensuring value for money and a robust test of the recruitment market. A list of the recommended agencies drawn from the WALGA, State Government and others are included as Attachment 1.

A longer term alternative to deal with the CEO recruitment process could be to add the recruitment responsibility and process to the obligations placed on the CEO Performance Review Committee. This committee has a membership of four (4) councillors with a purpose of assessing the performance of the CEO annually against the KPIs set for that year and considering the outcome of a performance survey developed by a consultant and completed by the councillors.

Adding the CEO recruitment process to the purpose of this Committee would enable the recruitment process to commence almost immediately after the CEO resigns as it would only require the administration to call a meeting of this committee instead of having to wait until the next council meeting to consider the process.

The committee would not be given any delegated powers, however it would be able to review the submissions from recruitment agencies obtained by the Administration soon after the resignation of the CEO. Were this option to be pursued, the purpose and name of the CEO Performance Review Committee would need to be changed to reflect the additional obligations to accommodate the recruitment process of a CEO.

It is unlikely that the council will have recruited a CEO within the three (3) month notice period provided by the current CEO. As such it is considered appropriate to recommend that council consider the appointment of the current Director Corporate Services, Mr Gunther Hoppe, as the Acting CEO for a period of six (6) months or up to the date of commencement of a new CEO.

Mr Hoppe has recently held the position of Acting CEO of the MRC for a three (3) month period whilst the CEO was on long service leave. In addition Mr Hoppe held the position of Acting CEO of the Western Municipal Regional Council for a period of just under two (2) years on a part time basis in 2015 and 2016.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Extract from the *Local Government Act 1995*

"5.36. *Local government employees*

(1) A local government is to employ —

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-
- (a) ***a person to be the CEO of the local government; and***
 - (b) ***such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed.***

5.39. Contracts for CEO and senior employees

(1) Subject to subsection (1a), the employment of a person who is a CEO or a senior employee is to be governed by a written contract in accordance with this section.

(1a) Despite subsection (1) —

- (a) **an employee may act in the position of a CEO or a senior employee for a term not exceeding one year without a written contract for the position in which he or she is acting;**

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The average cost for the recruitment process of a Chief Executive Officer is estimated to be between \$40,000 and \$45,000. Previously the MRC has utilised the services of Anne Lake Consultancy for the CEO recruitment process at a value of \$8,000.

There are funds set aside for recruitment in the 2017/18 Budget of \$11,000. Any additional costs to those budgeted will be funded in the half yearly budget review.

COMMENT

The recommendation aims to set in place a process that will ensure the market is tested and an appropriately qualified CEO is appointed. In addition it considers the possibility that the recruitment process will take longer than the notice period provided by the current CEO by recommending the appointment of the current Director Corporate Services, Mr Gunther Hoppe, to ensure the ongoing operations of the MRC are managed between the time the current CEO leaves on 8 January 2018 and the new CEO commences.

The recommendation also seeks that council considers amending the current purpose of its CEO Performance Review Committee to include the recruitment process of a new CEO. This will improve the timeliness of the recruitment process removing the need to find an Acting CEO.

VOTING REQUIREMENT

Simple/Absolute Majority

RESPONSIBLE OFFICER RECOMMENDATION

A. That the Council:

1. appoint a Recruitment Panel (RP) consisting of the Chairperson, Deputy Chairperson and Councillor/s _____ and _____.
 2. endorse the following purpose of the RP:
 - a) Review service offering submissions from recruitment agencies;
-

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-
- b) Make a recommendation to council on the preferred recruitment agency at its meeting on 14 December 2017;
 - c) Assess applications received for the CEO position (shortlisted by the successful recruitment agency);
 - d) Interview the shortlisted applicants together with the recruitment agent; and
 - e) Make a recommendation to council on the preferred candidate.
- B. That the Council appoint the Director Corporate Services, Mr Gunther Hoppe, as the Acting Chief Executive Officer from Monday 8 January 2018 for a period of six (6) months or until the date a newly appointed CEO commences.
- C. Any financial shortfall resulting from the recruitment process be funded in the 2017/18 half yearly budget review.
(Absolute Majority Required)
- D. That the Council request the Administration to present a report to council amending the title and purpose of the CEO Performance Review Committee enabling the Committee to assist the council in the recruitment of a new CEO.

RESOLVED

Moved Cr Boothman, seconded Cr Vernon
That the recommendations be adopted.

- A. That the Council:
- 1. appoint a Recruitment Panel (RP) consisting of the Chairperson, Deputy Chairperson and Councillor/s Cole, Guilfoyle, Norman and Cvitan.
 - 2. endorse the following purpose of the RP:
 - a) Review service offering submissions from recruitment agencies;
 - b) Make a recommendation to council on the preferred recruitment agency at its meeting on 14 December 2017;
 - c) Assess applications received for the CEO position (shortlisted by the successful recruitment agency);
 - d) Interview the shortlisted applicants together with the recruitment agent; and
 - e) Make a recommendation to council on the preferred candidate.
- B. That the Council appoint the Director Corporate Services, Mr Gunther Hoppe, as the Acting Chief Executive Officer from Monday 8 January 2018 for a period of six (6) months or until the date a newly appointed CEO commences.
- C. Any financial shortfall resulting from the recruitment process be funded in the 2017/18 half yearly budget review.
- D. That the Council request the Administration to present a report to council amending the title and purpose of the CEO Performance Review
-

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Committee enabling the Committee to assist the council in the recruitment of a new CEO.

(CARRIED UNANIMOUSLY 12/0)

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Attachment 1 – List of Recruitment Agencies

Recommended CEO Recruitment Providers sourced from the WALGA suppliers list and the WA Government procurement publication and other recruitment agencies.

1. Austral Human Resources

Austral Human Resources are recognised specialists in recruitment and job design. Austral provides a full range of recruitment and selections services from Level 1 to CEO positions. They have serviced clients in the Government sector including Local Government and Communities with a strong focus on WA Government Health sector.

2. Beilby Consulting.

Beilby's consultants offer a range of services from recruitment support to full advertised recruitment and selection campaigns from graduates to CEO positions. They have serviced an extensive list of state government clients.

3. Chandler McLeod

Chandler Macleod Group is Australasia's leading provider of integrated human resources services, products and technologies. Supplying to the Government sector including local, state and federal operate in every state and territory.

4. Hays Specialist Recruitment

They have serviced the government sector including the Western Australian Local Government Authority.

5. Lo-Go Appointments

Local Government Appointments specialises in the provision of recruitment and human resource services to Local Government throughout New South Wales, Queensland and Western Australia including temporary, contract and permanent placements, executive staff selection, consulting and managed services.

6. Management Projects

Management Projects specialises in executive search and recruitment services for State and Commonwealth government clients. They provide recruitment management services to metropolitan and regional positions at all levels from entry level to CEO positions. They have serviced the Department of Local Government and Communities and the Public Sector Commission.

7. Price Consulting

Price Consulting Group has a strong reputation for successful recruitment and is a recognised leader in conducting innovative and effective recruitment. Their experience spans to all levels including CEO, Senior Executive and specialist positions. They have serviced the WA Public Sector for 17 years, including the City of Subiaco and the Department Regional Development.

8. The Futures Group

The Futures Group provides specialist recruitment, executive search and selection services in the public and private sector. They have experience running large scale recruitment processes including managing Board and CEO appointments in a number of state government departments.

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9. The Nexus Network

The Nexus Network has been providing recruitment services to the WA Public Sector for nearly 20 years. They have a comprehensive understanding of Public Sector recruitment practices providing for 15+ CEO roles across government.

Anne Lake Consultancy

Anne Lake is an experienced Human Resources specialist professional providing service to both the private and public sectors. Anne has been responsible for the recruitment of Chief Executive Officers, senior staff and law firm partners and senior associates. She is also proficient in CEO review procedures and has worked extensively with both small and medium country and large City Councils. Amongst her ongoing clients are the City of Swan, the City of Stirling, the City of Gosnells and the Shire of Gnowangerup, Wiluna and Kojonup.

WALGA

WALGA recruitment operates to assist Local Governments across the state of Western Australia with their recruitment needs. They provide Local Governments with a consultancy service offering full end-to-end recruitment and executive search functionality. WALGA Recruitment has the knowledge and experience to assist having undertaken recruitment processes across a broad range of positions.

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9.5	ENGAGEMENT OF CONSULTANT TO ASSIST IN THE ANNUAL REVIEW OF THE CEO'S PERFORMANCE – DEFERRED ITEM
File No:	PER/79
Attachments(s):	
Date:	27 October 2017
Responsible Officer:	Sonia Cherico

SUMMARY

Report seeks approval to appoint a Consultant to assist the CEO Performance Review Committee (the Committee) in reviewing the CEO performance and remuneration as per current contract.

BACKGROUND

This report was presented to the Council at its meeting on 14 September 2017 where the Council resolved to defer it to the next Ordinary Council meeting to provide the Councillors an opportunity to review the submissions from the consultants prior to considering the recommendation from the CEO's Performance Review Committee. The submissions have been distributed to the councillors under confidential memo to allow the councillors the opportunity to review them before making a decision on the appointed consultant.

At the Ordinary Council Meeting 19 May 2014 JCP Consulting was appointed to assist the CEO Performance Review Committee in conducting the CEO's annual reviews for a three (3) year term. As JCP's term ended after the 2017 review the MRC sought quotations from suitably qualified consultants to assist the Committee in its review of the CEO

DETAILS

On 2 August 2017 request for quotation letters were sent out to seven Specialist Human Resource Consultants seeking quotation for services to assist Council's CEO Performance Review Committee conduct the annual review of the CEO's performance and remuneration. At the time of closing the request for quotation on 18 August 2017 six (6) quotes were received. The following table details the consultants that responded to the request and the price that was quoted:

No.	Consultant Name	Price (\$)
1	JCP Consulting	4,000
2	Richard Curry Consulting	6,950
3	Gerard Daniels	15,000
4	Price	3,982
5	AIM	7,500
6	The Futures Group	7,950

The Committee was presented with a detailed summary of the quotations at the CEO appraisal meeting 21 August 2017. The committee agreed to recommend to Council the appointment of John Phillips from JCP Consulting to perform the CEO Performance Review for a further one (1) year with a two year option. The Committee considered that due to Mr Phillip's prior experience, performance and competitive price that he should be offered to continue for a further one year with a two year option to enable a further review

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of his performance and if acceptable have Mr Phillip's assist the Committee for the rest of the term of the CEO.

On review of the quotations the administration agrees with the recommendation of the Committee and support the continuing services of JCP Consulting for the next three years.

CONSULTATION

NIL

STATUTORY ENVIRONMENT

NIL

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

The costs of engaging the consultant recommended by the Committee of \$4,000 is included in the 2017/18 Budget.

STRATEGIC IMPLICATIONS

N/A

VOTING REQUIREMENT

Simple Majority / Absolute Majority

That the Council appoint JCP Consulting to assist the CEO Performance Review Committee in reviewing the performance and remuneration of the Chief Executive Officer for a further (1) year with a two year option.

RESOLVED

Moved Cr Cole, seconded Cr Norman

That the Council appoint JCP Consulting to assist the CEO Performance Review Committee in reviewing the performance and remuneration of the Chief Executive Officer for a further (1) year with a two year option.

LOST 12/0

ALTERNATE MOTION

Moved Cr Cole, seconded Cr Vernon

That the Council appoint Price Consulting to assist the CEO Performance Review Committee in reviewing the performance and remuneration of the Chief Executive Officer for a further (1) year with a two year option.

(CARRIED UNANIMOUSLY 12/0)

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Gunther Hoppe re-entered the meeting at 5.58 pm

9.6	RESOURCE RECOVERY FACILITY (ENERGY FROM WASTE) – AWARD OF TENDER - DEFERRED ITEM
File No:	WST/209-02
Appendix(s):	Nil
Date:	27 October 2017
Responsible Officer:	Chief Executive Officer

SUMMARY

This report seeks the Council's approval to have the deferred item presented to the Ordinary Council meeting on 14 December 2017 instead of the 9 November 2017 Ordinary Council meeting as previously resolved.

BACKGROUND

The Council at its meeting on 14 September 2017 resolved to defer Item 14.1 Resource Recovery Facility (Energy from Waste) Award of Tender as follows:

"That the report dealing with the Resource Recovery Facility Tender be deferred until the next Ordinary Council meeting to be held on 9 November 2017, or a Special Council meeting, if the issues can be addressed in a more timely manner"

The reason for the deferral was to allow time to address uncertainties in a number of clauses of the contract documents associated with the Tender.

DETAIL

The changes to the contract documents is taking longer than anticipated preventing the report being presented to the Ordinary Council meeting on 9 November 2017 as resolved by the Council. Therefore it is recommended that the Council endorse an extension of time for the report to be presented to its Ordinary Council meeting on 14 December 2017.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENT

Simple Majority

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RESPONSIBLE OFFICER RECOMMENDATION

That the Council acknowledges that the deferred confidential report entitled "*Resource Recovery Facility (Energy from Waste) Award of Tender*" was to be presented to the Ordinary Council meeting on 9 November 2017 and that it accepts that the changes to the Tender contract documents have not been finalised and provides an extension of time to have the report presented to its next Ordinary Council meeting to be held on 14 December 2017.

RESOLVED

Moved Cr Boothman, seconded Cr Cvitan
That the recommendation be adopted

(CARRIED UNANIMOUSLY 12/0)

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10 MEMBERS INFORMATION BULLETIN – ISSUE NO. 37**RESPONSIBLE OFFICER RECOMMENDATION**

That the Members Information Bulletin Issue No. 37 be received.

RESOLVED:

Moved Cr Guilfoyle, seconded Cr Proud
That the recommendation be adopted

(CARRIED UNANIMOUSLY 12/0)

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

None

12 URGENT BUSINESS

None

13 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

None

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

None

15 NEXT MEETING

Next meeting to be held on Thursday 14 December 2017 in the Council Chambers at Town of Victoria Park commencing at 5.30pm.

16 CLOSURE

The Chairman closed the meeting closed at 6.01pm and thanked the City of Perth for their hospitality and use of their meeting facilities.

These Minutes were confirmed by the Council as a true and accurate record of the Ordinary Meeting of the Council held on 9 November 2017.

Signed.....Chairman

Dated thisday of2017



Special Meeting of Council

MINUTES

**Thursday 9 November 2017, 6:00pm
City of Stirling
25 Cedric Street, Stirling**

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

Minutes TPRC Special Meeting of Council –9 November 2017

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MEMBERSHIP

OWNER COUNCIL	MEMBER	ALTERNATE MEMBER
Town of Cambridge	Cr Andres Timmermanis	Cr Jo McAllister
City of Joondalup	Cr John Chester Cr Nige Jones	Cr Sophie Dwyer Cr Christine Hamilton-Prime
City of Perth	Cr Lexi Barton	Cr Janet Davidson
City of Stirling	Cr Karen Caddy Cr Joe Ferrante Cr Giovanni Italiano (Chairman) Cr Bianca Sandri	Cr Suzanne Migdale
Town of Victoria Park	Cr Claire Anderson	Cr Ronhhda Potter
City of Vincent	Mayor Emma Cole	Cr Jimmy Murphy
City of Wanneroo	Cr Samantha Fenn Cr Brett Treby (Deputy Chairman)	Cr Russell Driver Cr Domenic Zappa

Minutes TPRC Special Meeting of Council –9 November 2017

PRESENT

Chairman	Mr Tony Arias (until 6:05pm) Cr Giovanni Italiano (from 6:05pm)
Councillors	Cr Claire Anderson Cr Lexi Barton Cr Karen Caddy Cr John Chester Cr Samantha Fenn Cr Joe Ferrante Cr Giovanni Italiano Cr Nige Jones Cr Bianca Sandri Cr Andres Timmermanis Cr Brett Treby
Alternate Members	Nil
Staff	Mr Tony Arias (Chief Executive Officer) Mr Luke Aitken (Project Coordinator) Ms Vickie Wesolowski (Executive Assistant)
Apologies Councillors	Cr Emma Cole
Leave of Absence	Nil
Absent	Nil
Consultants	Nil
Apologies Participant Councils' Advisers	Mr Len Kosova (City of Vincent) Mr Stuart Jardine (City of Stirling)
In Attendance Participant Councils' Advisers	Mr Ross Povey (City of Stirling) Mr Jason Lyon (Town of Cambridge)
Members of the Public	Nil
Press	Nil

Agenda TPRC Special Meeting of Council –5 November 2015

1. OFFICIAL OPENING

The Chief Executive Officer, *Mr Tony Arias*, assumed the chair at 6:00pm in order to conduct the meeting until election of a Chairman, and formally declared open the Special Meeting of the Tamala Park Regional Council of 9 November 2017.

The Chief Executive Officer congratulated Councillors on their election to the Tamala Park Regional Council and wished them well in their deliberations over the next two years.

2. ELECTION OF CHAIRMAN

Written nomination forms for Chairman, in accordance with the Local Government Act 1995 (schedule 2.31), were given to the Chief Executive Officer. Written approval was also obtained from the elected member nominated for the position of Chairman.

The Chief Executive Officer advised that one nomination for the position of Chairman had been received as follows:

Cr Giovanni Italiano (as nominated by Cr Bianca Sandri)

The Chief Executive Officer called for any further nominations and due to no further nominations being received, declared nominations for Chairman closed.

The TPRC CEO formally announced Cr Giovanni Italiano Chairman of the Tamala Park Regional Council.

Cr Italiano was invited to complete the required Declaration (Form 7 - Local Government Constitution Regulations), duly completed the Declaration and was formally congratulated on his appointment.

Cr Italiano thanked councillors for electing him Chairman and assumed the Chair at 6:05pm to conduct the remainder of the meeting.

3. ELECTION OF DEPUTY CHAIRMAN

Written nomination forms for Deputy Chairman, in accordance with the Local Government Act 1995 (schedule 2.31) were given to the Chairman. Written approval was also obtained from the elected member nominated for the position of Deputy Chairman.

The Chairman advised that one nomination for the position of Deputy Chairman had been received as follows:

Cr Brett Treby (as nominated by Cr Brett Treby)

The Chairman called for any further nominations and, due to no further nominations being received, declared nominations for Deputy Chairman closed.

The Chairman formally announced Cr Brett Treby as Deputy Chairman of the Tamala Park Regional Council.

Agenda TPRC Special Meeting of Council –5 November 2015

4. DISCLOSURE OF INTERESTS

Nil

5. PUBLIC STATEMENT/QUESTION TIME

Nil

6. APOLOGIES AND LEAVE OF ABSENCE

Apologies were received from Cr Emma Cole.

7. PETITIONS

Nil

8. CONFIRMATION OF MINUTES

Not applicable

9. BUSINESS ARISING FROM THE MINUTES

Not applicable

10. ANNOUNCEMENTS BY CHAIRMAN (WITHOUT DISCUSSION)

Nil

11. MATTERS FOR WHICH MEETING MAY BE CLOSED

Nil

12. ELECTION OF COMMITTEES

12.1 Audit Committee

The Chairman called for nominations from elected members for Audit Committee membership.

The Chairman advised that the following nominations had been received:

- Cr Nige Jones
- Cr Joe Ferrante
- Cr Bianca Sandri
- Cr Samantha Fenn
- Cr Giovanni Italiano

No further nominations were received.

Agenda TPRC Special Meeting of Council –5 November 2015

Moved Cr K Caddy, Seconded Cr N Jones.

[The recommendation in the agenda]

In accordance with the provisions of the Local Government Act 1995, **APPOINTS BY ABSOLUTE MAJORITY** the following five Council members to the Audit Committee:

Members

1. Cr Nige Jones
2. Cr Joe Ferrante
3. Cr Bianca Sandri
4. Cr Samantha Fenn
5. Cr Giovanni Italiano

(The Chair will be elected at the next Audit Committee Meeting)

The Motion was put and declared CARRIED BY ABSOLUTE MAJORITY (11/0).

12.2 Management Committee

The Chairman called for nominations from elected members for Management Committee membership.

The Chairman advised that the following nominations had been received:

- Cr Karen Caddy
- Cr Andres Timmermanis
- Cr John Chester
- Cr Brett Treby
- Cr Bianca Sandri
- Cr Nige Jones

Moved Cr K Caddy, Seconded Cr J Ferrante.

[The recommendation in the agenda]

In accordance with the provisions of the Local Government Act 1995, **APPOINTS BY ABSOLUTE MAJORITY** the following six Council members to the Management Committee:

Members

1. Cr Karen Caddy
2. Cr Andres Timmermanis
3. Cr John Chester
4. Cr Brett Treby
5. Cr Bianca Sandri
6. Cr Nige Jones

(The Chair will be elected at the next Management Committee Meeting)

The Motion was put and declared CARRIED BY ABSOLUTE MAJORITY (11/0).

Agenda TPRC Special Meeting of Council –5 November 2015

12.3 CEO Performance Review Committee

The Chairman called for nominations from elected members for CEO Performance Review Committee membership.

The Chairman advised that the following nominations had been received:

- Cr Brett Treby
- Cr Giovanni Italiano
- Cr Nige Jones
- Cr Joe Ferrante
- Cr Andres Timmermanis

No further nominations were received.

Moved Cr J Chester, Seconded Cr J Ferrante.

[The recommendation in the agenda]

In accordance with the provisions of the Local Government Act 1995, APPOINTS BY ABSOLUTE MAJORITY the following five Council members to the CEO Performance Review Committee:

Members

1. Cr Brett Treby
2. Cr Giovanni Italiano
3. Cr Nige Jones
4. Cr Joe Ferrante
5. Cr Andres Timmermanis

(The Chair will be elected at the next CEO Performance Review Committee Meeting)

The Motion was put and declared CARRIED BY ABSOLUTE MAJORITY (11/0).

13. REPORTS OF COMMITTEES

Not applicable

14. ADMINISTRATION REPORTS AS PRESENTED

Not applicable

15. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

Nil

Agenda TPRC Special Meeting of Council –5 November 2015

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

Nil

17. URGENT BUSINESS APPROVED BY THE CHAIRMAN

Nil

18. MATTERS BEHIND CLOSED DOORS

Nil

19. GENERAL BUSINESS

The CEO advised that a site inspection and briefing on the Catalina Project will be arranged in early 2018. In the meantime, the Information Pack (contained in the USB) provided to new Council members included the most relevant information on the Tamala Project.

He also reminded Council members of the requirement to lodge primary returns and annual returns disclosing certain assets, income, interest, gifts, contribution or debt disposition set out in relevant legislation (part 5 division 6 Local Government Act).

He also confirmed for members of the Management Committee that a meeting of the Management Committee is scheduled for Thursday 23 November 2017 at the TPRC offices, commencing at 5:00pm.

20. FORMAL CLOSURE OF MEETING

The Chairman declared the meeting closed at 6:17pm.

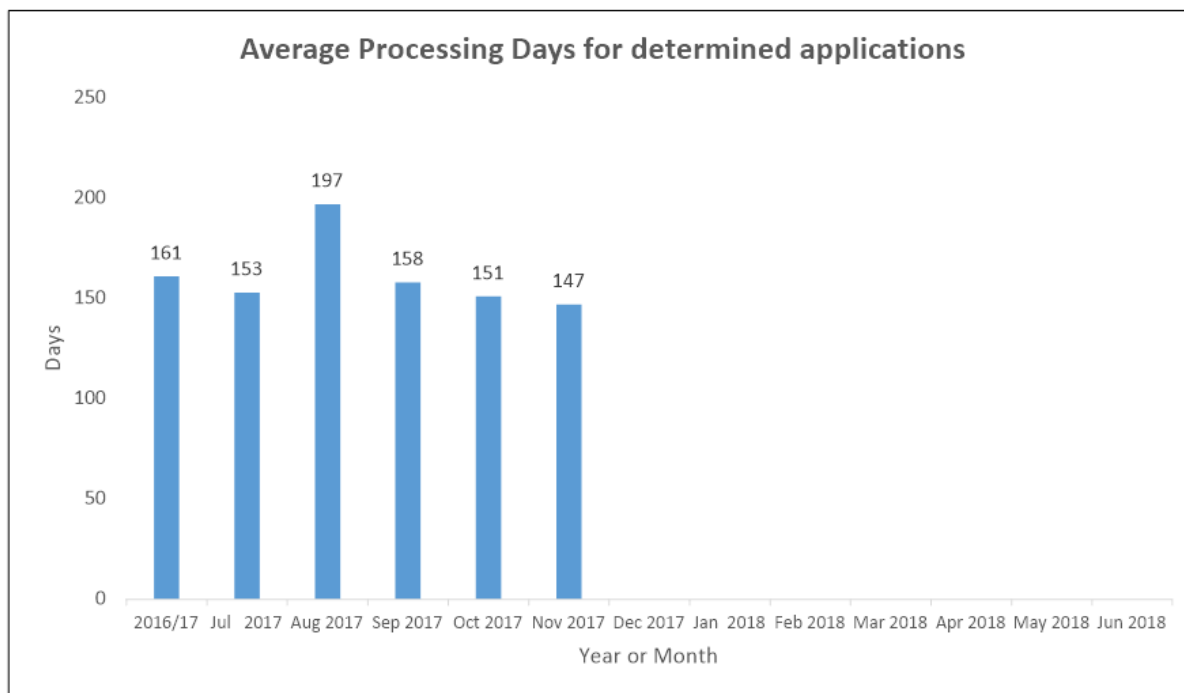
These minutes were confirmed at a meeting on

SIGNED this day of 2017

as a true record of proceedings.

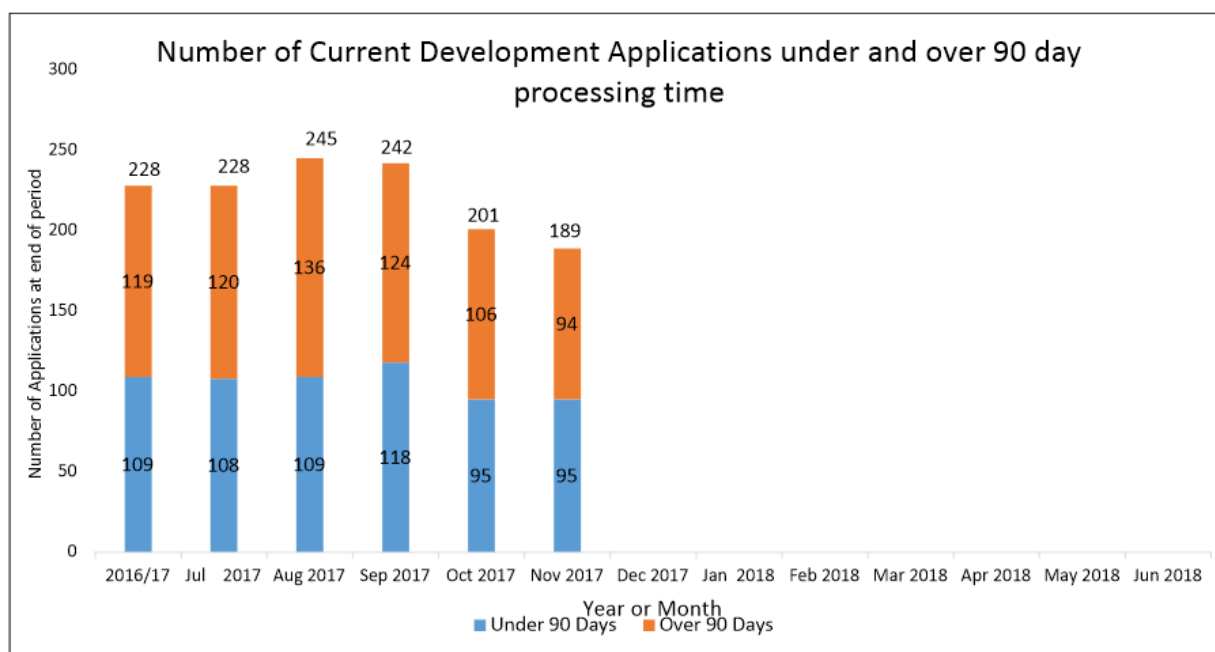
CHAIRMAN

Statistics for Development Applications As at the end of November 2017



Processing Days	2016 /17	Jul 2017	Aug 2017	Sep 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	Jun 2018
Minimum	7	13	82	71	29	24							
Median	119	140	134	133	110	99.5							
Average	161	153	197	158	151	147							
Maximum	924	341	704	408	1008	602							

Table 1: Minimum, Median, Average and Maximum Processing Timeframes for determined applications in each financial year since 2016/17 and each month since July 2017.



	July 2017	Aug 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	Jun 2018
DA's lodged	38	46	40	38	44							
DA's determined	31	25	38	62	49							
DA's withdrawn	7	3	5	17	7							

Table 2: No. of DA's lodged and determined each month.

**REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS
AS AT 16 NOVEMBER 2017**

NO.	ADDRESS & SAT REVIEW NO.	DATE RECEIVED	Proposal Details	APPLICANT	REVIEW MATTER & COMMENTS
1.	No. 395 Bulwer Street West Perth (DR 117 of 2017)	5 April 2017	Four Multiple Dwellings	Moschopoulos	<p>Review in relation to refusal of two storey multiple dwelling comprising of four multiple dwellings and associated car parking.</p> <p>*****</p> <p>Application refused by Council on 7 March 2017. Mediation conference held on 4 May 2017 where the SAT invited the applicant to provide a revised proposal and for Council to reconsider the application by 25 July 2017. Revised proposal refused by Council on 25 July 2017. The application is now listed by the SAT for determination on the documents. Final submissions by all parties are due for filing with SAT by 29 November 2017 and the matter is listed for a view on site on 5 December 2017.</p> <p><i>Representation by: Dynamic Planning</i></p>

**METROWEST DEVELOPMENT ASSESSMENT PANEL (MWDAP)
REGISTER OF APPLICATIONS RELATING TO THE CITY OF VINCENT
AS AT 16 NOVEMBER 2017**

No.	ADDRESS AND DA SERIAL NO.	APPLICANT	PROPOSAL	DATE APPLICATION RECEIVED	DAP MEETING DATE	DAP DECISION
1.	Nos. 125 – 127 Richmond Street, Leederville	Applicant: Rainday Pty Ltd	Sixteen multiple dwelling development (Amendment to approval)	10 July 2017	16 October 2017 13 November 2017	<p>Application was recommended for approval on the 16 October 2017.</p> <p>Deferred Unanimously.</p> <p>Minutes available here</p> <p>Application was recommended for approval including approval of the landscaping plan and modification of conditions on the 13 November 2017.</p> <p>Alternative recommendation for Refusal resulting in the existing conditions remaining in place.</p> <p>Refused Unanimously.</p> <p>Minutes available here</p>
2.	Nos. 77 – 83 Scarborough Beach Road, Mount Hawthorn	Applicant: Yolk Property Group	Thirty eight multiple dwellings and two offices (Amendment to approval)	11 July 2017	23 October 2017	<p>Application was recommended for approval on 23 October 2017.</p> <p>The JDAP considered the time extension and amendments to the application separately as follows:</p> <ul style="list-style-type: none"> • Request for time extension was Approved Unanimously; • Request to remove the condition relating to the retention of the Jacaranda tree was Lost and the condition to retain the tree remains in place. <p>Minutes available here</p>

**METROWEST DEVELOPMENT ASSESSMENT PANEL (MWDAP)
REGISTER OF APPLICATIONS RELATING TO THE CITY OF VINCENT
AS AT 16 NOVEMBER 2017**

No.	ADDRESS AND DA SERIAL NO.	APPLICANT	PROPOSAL	DATE APPLICATION RECEIVED	DAP MEETING DATE	DAP DECISION
3.	Nos. 54-70 Cowle Street, West Perth	Applicant: TPG + Place Match	Seventy four multiple dwellings (Amendment to approval)	2 August 2017	23 October 2017	Application was recommended for approval on 23 October 2017. Approved Unanimously. Minutes available here
4.	No. 258 Charles Street, North Perth	Applicant: TF Company Pty Ltd	Twenty seven multiple dwellings (Amendment to approval)	3 August 2017	Not applicable	Application has been withdrawn by applicant.
5.	No. 538 Fitzgerald Street, North Perth	Applicant: Momentum Wealth	Fifteen multiple dwellings (Amendment to approval)	8 August 2017	To be confirmed	To be confirmed
6.	No. 113-115 Wright Street, Highgate	Applicant: Kris Mainstone (Maine Architecture)	12 Multiple Dwellings (Amendment to approval)	7 September 2017	13 November 2017	Application was recommended for approval on the 13 November 2017. Approved Unanimously. Minutes available here
7.	No. 123 Claisebrook Road, Perth	Applicant: Stewart Urban Planning Pty Ltd	Partial demolition of existing buildings and construction of four storey mixed-use building, including 1 office and 12 multiple dwellings	27 September 2017	To be confirmed	To be confirmed
8.	No. 283 – 285 Vincent Street, Leederville	Applicant: PTS Town Planning	Thirty three multiple dwellings (Amendment to approval)	26 October 2017	To be confirmed	To be confirmed

**CITY OF VINCENT DESIGN ADVISORY COMMITTEE (DAC)
REGISTER OF APPLICATIONS CONSIDERED BY DAC
AS AT 16 NOVEMBER 2017**

No.	ADDRESS	APPLICANT	PROPOSAL	DAC MEETING DATE	REASON FOR REFERRAL
1.	No. 199-241 Fitzgerald Street, West Perth	Creative Design and Planning	Local Development Plan for 8 Storey Mixed Use Development	8/11/17	Prelodgment request by proponent. The proposal will likely benefit from referral to the DAC in terms of City's Local Planning Policy No. 7.1.1 – Built Form (LPP7.1.1).
2.	No. 164 Edward Street, Perth	Planning Solutions	Development Application for 2 Storey Office Development	8/11/17	Development Application Lodged. The proposal will likely benefit from referral to the DAC in terms of City's Local Planning Policy No. 7.1.1 – Built Form (LPP7.1.1).
3.	No. 61 Parry Street, Perth	Salecic Design and Drafting	Development Application for 5 Storey Multiple Dwelling Development	8/11/17	Prelodgment request by proponent. For the DAC to consider the changes made by the applicant in response to the previous DAC comments and recommendations of 18 October 2017.



INFORMATION BULLETIN



CITY OF VINCENT

REGISTER OF PETITIONS - PROGRESS REPORT – DECEMBER 2017

Directorate: Chief Executive Officer

Details:

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

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

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

Key Index:

CEO: Chief Executive Officer
DCE: Director Community Engagement
DCorpS: Director Corporate Services
DDS: Director Development Services
DTS: Director Technical Services

Date Rcd	Subject	Action Officer	Action Taken
Council Meeting – 14 November 2017			
18/10/17	Petition received from Mr and Mrs Harrison of Emmerson Street, North Perth, along with 9 signatures, requesting that the female and male toilets at the Beatty Park Pavilion be relocated to another location within Beatty Park, or alternatively changing the access so that the entrances are on the southern, park side of the Pavilion, for health and safety reasons and negative impact on family homes, due to current close proximity to residences.	DTS	Currently being investigated and will be further considered during the 2018/19 Budget Preparations.
Council Meeting – 7 February 2017			
12/12/16	Petition received from Mr B Dainton of Harley Street, Highgate, along with 146 signatures, requesting that Council “urgently collaborate with the Federal Government of Australia and the State Government of Western Australia to provide a multi-purpose outdoor sports, basketball, netball and futsal facility at southern side of Birdwood Square near Brisbane Street, Perth or a similar location. A multi-purpose facility will not only provide a venue for local children and adult sporting programs, but also much needed facilities for overflow demand from Highgate Primary School.”	DCE	City's Officers presented the outcome of the investigations on the feasibility of the proposal at the Council Workshop held on 11 July. Reported to Council at OMC held on 22 August 2017. The Director of Community Engagement to meet with lead petitioners to discuss Council Resolution and Public Open Space Strategy.



INFORMATION BULLETIN



CITY OF VINCENT

REGISTER OF NOTICES OF MOTION - PROGRESS REPORT – DECEMBER 2017

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: Chief Executive Officer
DCE: Director Community Engagement
DCorps: Director Corporate Services
DDS: Director Development Services
DTS: Director Technical Services

Details	Action Officer	Comment
22 August 2017 – Submitted by Cr Hallett		
Investigation of reduction or elimination of Single Use Plastics	DDS	Investigation to be completed by early 2018, with findings and recommendations to be fed into the Corporate Business Plan and draft Budget for 2018/19.
22 August 2017 – Submitted by Cr Gontaszewski		
Strategies to Improve participation and Accessibility by Women and Girls at City of Vincent Sportsground and Associated facilities, by October 2017	DCE	Strategies included within the Sportsground Fees and Charges Review approved at the Council Meeting October 2017. Sporting Club health checks being circulated to Clubs to determine female membership statistics.
22 August 2017 – Submitted by Mayor Cole		
Reaffirmation of Support for Marriage Equality	DCE	Various initiatives to be implemented between August and November.
30 May 2017 – Submitted by Cr Loden		
Asset Utilisation, report by February 2018	DCE/ DTS	Administration to measure asset utilisation in preparation for February 2018 report.
7 March 2017 – Submitted by Cr Topelberg		
Litis Stadium Master Plan, by 30 June 2017	DCE	New lease to be prepared in November 2017 and Working Group formed with Football West and Department Local Government, Sport and Cultural Industries.
5 April 2016 – Submitted by Cr Harley/Cr Cole		
Request for a new Plan for Axford Park, by July 2016	DTS/ DDS	Ongoing. Council adopted an amount of \$200,000 in the 2017/18 Budget. The draft scope of works for the Request for Quote was circulated to Council for comment. The Request for Quote for a suitably qualified consultant to undertake a concept design for Axford Park will now be advertised.
8 March 2016 – Submitted by former Mayor Carey/Cr Cole		
Review of Development Assessment Panels (DAPs)	DDS	A meeting occurred between the City and Minister for Planning, Hon Rita Saffioti, MLA on 2 May 2017 where this matter was discussed. Council reaffirmed its decision on the DAPs at its meeting of 27 June 2017 (Item 9.5). The City will be writing to the Minister for Planning regarding this position.
27 October 2015 – Submitted by former Mayor Carey		
Review of Laws, Policies and Practices relating to the impact of construction activity, on the public realm, by May 2016	DTS/ DDS	Changes to Property Local Law to facilitate increased penalties discussed at the Council Workshop held on 29 August 2017.



INFORMATION BULLETIN



CITY OF VINCENT

REGISTER OF REPORTS TO BE ACTIONED - PROGRESS REPORT – DECEMBER 2017

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: Chief Executive Officer
DCE: Director Community Engagement
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DDS: Director Development Services
DTS: Director Technical Services

Item	Report Details	Action Officer	Comments
<u>Council Meeting – 14 November 2017</u>			
9.5	Town Centre Place Plans	DDS	Administration will invite submissions from the community on the Draft Town Centre Place Plans for a period of 28 days by way of local public notice, presentation and invitation to comment to all town teams, display at the Administration and Civic Centre and Library, and publication on the City's website and social media platforms.
10.1	Hyde Park Oblong Turtle Population Study	DTS	Being actioned as per Council decision.
10.3	Safe Active Streets – Bike Boulevard Progress Report Three	DTS	Being actioned as per Council decision.
11.1	Funding request for replacement of corroded structural columns at Azzurri Bocce Club - 3 Lawley Street, West Perth	DCorps	Club has been advised of decision.
12.1	Loftus Community centre – request for Waiver and Write-Off of Fees	DCE	Lease holding over period and financials in November 2017. Implications confirmed with LCC in writing.
12.2	Manna Inc – Review of the Use of Weld Square for the Provision of Free meal Services for the Homeless	DCE	Meeting to be held with Manna Inc. and key service delivery organisations in December 2017.
12.3	Adoption of the Dogs Amendment Local Law 2017	DCE	The City's Manager Governance to arrange for gazettal, public notice and publication of adopted Local Law. The City's Marketing and Communications team will be preparing information to be distributed to local businesses.
12.4	Floreat Athena Football Club – Litis Stadium Master Plan	DCE	New lease to be prepared in November 2017 and Working Group formed with Football West and Department Local Government, Sport and Cultural Industries.
13.2	Draft CEO Performance Review Policy	CEO	Completed. New Policy adopted by Council. Website updated.
18.1	CONFIDENTIAL REPORT: Appointment of Community Members to the City of Vincent Advisory and Working Groups	CEO	Community Representatives to be advised of Council's decision and City's website updated.
<u>Council Meeting – 17 October 2017</u>			
9.4	Nos. 1-16/17 (Lots: 1-16; STR: 59813) Harwood Place, West Perth - Change of use from Multiple Dwellings to Serviced Apartments (Amendment to Approval)	DDS	Completed. Reported back to the November 2017 OMC.
10.1	Hyde Street Reserve – Proposed Extension	DTS	Currently out to public consultation.
11.1	Review of Policy 4.1.26 – Risk Management	DCorps	Completed. 1 November 2017.
11.2	Lease of 4 View Street, North Perth to Multicultural Services Centre of WA	DCorps	Drafting and Reviewing Lease.

Item	Report Details	Action Officer	Comments
11.3	Termination of Lease and options for future use – 245 (Lot 245) Vincent Street, Leederville	DCorpS	Realmark engaged to secure and manage lease. Kitchen refurbishment has commenced. Expressions of Interest (EOI) to be prepared.
11.4	Lease to Axicom Pty Ltd for telecommunications purposes – Lot 9023 Marmion Venue, Clarkson (Tamala Park)	DCorpS	Public Notice Period closed. No submissions received. Delegated approval to be sort from CEO
11.8	Review of Local Government Act – Submission to WALGA	DCorpS	Completed. 19 October 2017.
12.1	Sportsground Fees & Charges Review	DCE	Community Partnerships advertised through the Community Consultation Webpage for the required period from 27 October to 9 November 2017. An advertisement was also placed in the <i>Perth Voice</i> newspaper on 4 November 2017. The team is currently in the process of advising local sporting clubs and sending relevant tax invoices to the summer users.
13.2	Approval of Council Briefing and Council Meeting Dates for 2018	DCorpS	Dates to be advertised.
Council Meeting – 19 September 2017			
9.9	Review of Policy No. 4.2.13 – Design Advisory Committee	DDS	Administration will notify existing Design Advisory Committee members of their extended appointment and will advertise an Expression of Interest for the new Design Review Panel. A further report will be presented to Council following the Expression of Interest process to appoint new members and revoke the existing Policy.
9.10	Fencing Local Law 2008 – Review	DDS	Administration will progress to advertise the Local Law Amendment.
9.11	Relocation of the Leederville Town Centre Taxi Zone	DDS	Administration will now implement the relocation of the existing Taxi Rank, installation of ride share pick up/set down locations, approval and installation of public alfresco and implementation of parking restriction changes including signage and line marking. Administration will negotiate and enter into an appropriate written agreement with ride share operators and taxi organisations to implement ride share totems and wayfinding signage. Administration have notified Leederville Connect and all residents, landowners and businesses within 500m of the Taxi zone of Council's decision. Administration will consult with Leederville Connect and all residents, landowners and businesses within 500m of the Taxi zone during the trial as required by Council's resolution. A report will be presented to Council nine months after the implementation of the changes.
10.1	Replacement Electric Bike – Vincent Community Bike Library	DTS	Being actioned as per Council Recommendation.
10.2	Tender No. 538/17 – Provision of Small Maintenance Services	DTS	Completed.
10.3	Tender No. 537/17 – Provision of Plumbing and Gas Fitting Services	DTS	Completed.
10.4	Tender No. 536-17 – Provision of Electrician Services	DTS	Completed.
10.5	Tender No. 539/17 – Supply and Laying of Hot Mixed Asphalt	DTS	Completed.
11.5	Standing Orders Amendment Local Law 2017	DCorpS	Administration needs to advertise the Local Law and submit further report to OMC 12 December 2017 after the advertising period has closed.
Council Meeting – 22 August 2017			
11.3	Licence for use of land comprising portion of bike path – Swan River, Under Windan Bridge, East Perth	DCorpS	In negotiation on Graffiti Removal Clause.
11.4	Dedication of spite strip (pedestrian footpath) as road – Lot 151, 62 Robinson Ave, Perth	DCorpS	Department of Planning has provided comments. Submitted request to Minister.
12.1	Petition for a Multipurpose Court at Birdwood Square, Perth	DCE	Director Community Engagement has met with lead petitioner to discuss Council Resolution and Public Open Space Strategy.

Item	Report Details	Action Officer	Comments
12.4	Proposed Parking and Parking Facilities Amendment Local Law 2017	DCE	Statewide Public Notice to progress with submissions to be reported back to Council in December.
<u>Council Meeting – 25 July 2017</u>			
9.2	North Perth Town Centre Public Open Space	DDS	<p>Administration is now working with the State Government to negotiate and enter into an appropriate funding agreement.</p> <p>Administration has released a tender for a qualified consultant to design, document and project manage the North Perth Common project. The tender specifications are based on feedback from the North Perth Common Working Group who convened on 22 September 2017 and the schedule set out in the 25 July Council Report. This tender will soon be released.</p> <p>Administration listed a project to prepare an urban design concept for View Street Car Park and surrounds in the Corporate Business Plan 2017/18 which was adopted by Council on 25 July 2017.</p> <p>Administration sent letters to North Perth Local and all residents, landowners and businesses within 500 metres of the endorsed public open space location notifying them of Council's decision on 18 August 2017. Letters were also dropped to local businesses in the North Perth Town Centre on 22 August 2017. Community members that submitted a response during the consultation period did not provide contact details so these individuals are not able to be notified.</p>
9.3	North Perth Town Centre Parking Restrictions – Leake Street (between Alma Road and View Street)	DDS	<p>Administration has notified residents, landowners and business owners identified in the Consultation Map provided in Attachment 1 of the report of Council's decision on Leake Street.</p> <p>Administration will also ensure that no changes to the parking restrictions on Grosvenor Road (between Fitzgerald Street and Leake Street) are implemented until the City has engaged with affected residents on the outcomes of the parking restriction trial adopted by Council on 23 August 2016 and presented a further report to Council to consider these outcomes.</p>
11.3	Adoption of 2017/2018 Annual Budget	DCorPS	Response to public submission has been drafted.
12.2	Proposed Dogs Amendment Local Law 2017	DCorPS	Completed. 14 November 2017.
13.1	Corporate Business Plan 2017/18-2020/21	CEO	Completed.
13.2	Community Budget Submissions 2017/2018	CEO	Being actioned as per Council Recommendation.
<u>Council Meeting – 27 June 2017</u>			
9.4	Proposed Amended Parking Restrictions – Mount Hawthorn Town Centre	DDS	<p>Administration has now completed the installation of the new parking restrictions including sending letters to affected landowners and businesses, installing parking signage and line marking. The enforcement caution period is now complete and the City's Rangers will begin issuing fines for any illegal parking.</p> <p>A review of the parking occupancy rates in and around the Mount Hawthorn Town Centre will be conducted by Rangers within six months of the introduction of the parking restriction changes and a report will be presented back to Council.</p>
9.5	Submission to WALGA – Third Party Appeal Rights in Planning	DDS	Administration has forwarded its submission to WALGA and is drafting letters to be sent to the Minister for Planning and Attorney General advising of the City's position.
10.2	Proposed Road Safety and Traffic Management Improvements in Redfern Street, North Perth and Randell Street, Perth	DTS	Being actioned as per Council Recommendation.
10.3	Beatty Park Leisure Centre – Remedial Works	DTS	Works will be ongoing over the next 12 months.

Item	Report Details	Action Officer	Comments
12.1	No. 34 (Lot 1) Cheriton Street, Perth – Progress Report No. 8	DCE	City working with Department of Planning, Lands and Heritage to excise Norwood Community Garden (agreed in principle) and hand over management of remainder of Lot to Lands.
12.3	Public Open Space Strategy	DCE	Public Open Space Strategy Project Scope to be discussed at Council Workshop on 21 November 2017.
18.2	CONFIDENTIAL REPORT: Mindarie Regional Council (MRC) Joining the Eastern Metropolitan Regional Council Resource Recovery Facility Tender	CEO	Pending further review by MRC Members.
<u>Council Meeting – 30 May 2017</u>			
9.3	Response to Notice of Motion (Item 10.2 OMC 20 September 2016) – Request to Investigate the Requirements, Conditions and Associated Compliance for Development Applications Involving Tree Retention on Private Land	DDS	Administration has implemented changes in relation to development assessment and enforcement procedures in relation to this report. Local planning policy provisions will be included in a future amendment to the Built Form Policy following the WAPC's determination of the policy provisions under the R-Codes.
10.1	Water Corporation – Long Term Water Main Replacement Program within the City of Vincent	DTS	Ongoing updates being forwarded to Council members.
12.1	Draft City of Vincent Disability Access and Inclusion Plan (DAIP) 2017 – 2022	DCE	Completed The DAIP has been submitted to the Disability Services Commission. In the final stages of graphic design.
12.5	Perth Parking Levy	DCE	Administration continues to identify alternative uses for selected bays within the Perth Parking Management Area. Report will now be presented to the Council Meeting in February 2018 not December 2017.
<u>Council Meeting – 2 May 2017</u>			
9.1.3	Draft North Perth Town Centre Place Plan (SC2677)	DDS	Completed. Superseded by Item 9.5 from OMC 14 November 2017.
<u>Council Meeting – 7 March 2017</u>			
9.1.4	Submission on Metropolitan Region Scheme Amendment 1310/41 – Guildford Road from East Parade to Tonkin Highway (SC654)	DDS	The submission was forwarded to the Western Australian Planning Commission on 10 March 2017. A meeting between Main Roads, the Department of Transport and the Department of Planning was held on 4 April 2017. A letter to the Minister for Transport, the Minister for Planning and the Western Australian Planning Commission is currently being prepared.
9.1.5	Outcomes of Advertising – Proposed Amended Parking Restrictions – North Perth Town Centre (SC2862)	DDS	A letter to landowners and businesses was sent on 1 May 2017. Parking signs and ticket machines were installed throughout May and June 2017. The fee change notice was published in the newspaper on 24 June 2017. Parking restrictions will come into effect on 1 July 2017. Distribution of Parking Permits for residents commenced from 21 June 2017. A project to consider the number and location of ACROD bays has been considered as part of the 2017/18 budget process. A periodic review of the parking occupancy rates in and around the North Perth Town Centre will be conducted by Rangers within six months of the introduction of the parking restriction changes and a report will be presented back to Council.
9.3.5	Review of City of Vincent Local Laws under Section 3.16 of the Local Government Act 1995 (SC2688)	DDS	Still waiting on Health, Property and Trading in Public Places Local Laws. To be reported back Council.
<u>Council Meeting – 7 February 2017</u>			
9.2.4	Charles Veryard Reserve – Installation of Dog Exercise Area Fencing (Full Enclosure)	DTS	Further consultation to be undertaken.
9.3.6	Licence for use of internal carpark, Forrest Park, No. 66 (Lot 143) Harold St, Mt Lawley – Highgate Forrest Park Playgroup Inc	DCorPS	Completed. Licence signed by Playgroup and duly executed by the City.

Item	Report Details	Action Officer	Comments
<u>Council Meeting – 13 December 2016</u>			
9.1.11	Outcomes of Advertising – Draft Policy No. 7.1.1 – Built Form (SC2320)	DDS	Notice of final adoption and revocation published in the Perth Voice on 21 January 2017. Landscaping and setback provisions provided to WAPC at a meeting on 23 January 2017. A follow up meeting with the Department of Planning was held on 2 March 2017 and again on 9 August 2017 and Administration is working with officers from the Department to assist with their assessment. Review of Claisebrook heights pending adoption of TPS2.
<u>Council Meeting – 15 November 2016</u>			
9.3.8	Leederville Gardens Retirement Village – Village Manager (SC313 & SC308)	DCorpS	Expressions of Interest (EOI) advertised 19 October 2017 for Board Secretary.
<u>Council Meeting – 18 October 2016</u>			
9.1.12	Initiation of Amendment to Local Planning Policy No. 7.7.1 – Parking and Access (SC2632)	DDS	Consultation occurred between 14 November 2016 and 12 December 2016. No submissions were received so the consultation period was extended until 27 January 2017. A further report will be presented to Council in 2017.
9.2.1	Proposed Safety Improvement at the Intersection of Walcott and Beaufort Streets, Mount Lawley (SC686, SC986)	DTS	Twelve month trial commenced 1 June 2017.
9.2.3	Proposed Parking Restriction Trial – Chelmsford Road, Fitzgerald Street to Ethel Street, North Perth (SC738, SC1201)	DTS	Community consultation being finalised for distribution at completion of trial.
<u>Council Meeting – 23 August 2016</u>			
9.2.3	Proposed 40kph Area Wide Speed Zone Trial – South Vincent Progress Report No 2 (SC466)	DTS	Continuing discussions with the Road Safety Commission being undertaken prior to the consultation scheduled for 2018.
9.2.4	Proposed Traffic Calming - Anzac Road, Mount Hawthorn (SC673)	DTS	Now scheduled for December 2017.
9.2.5	Proposed Parking Restriction Trial – Chelmsford Road, Leake Street and Grosvenor Road, North Perth (SC738, SC850, SC811, SC1201)	DTS	Community consultation being finalised for distribution at completion of trial.
9.3.4	Review of Investment Policy (SC1408)	DCorpS	To be presented to Council Workshop 21 November 2017
14.1	CONFIDENTIAL REPORT: Belgravia Leisure Option to Renew Loftus Recreation Centre Lease (SC379)	DCorpS	Final negotiations and drafting of deed of extension being undertaken.
<u>Council Meeting – 28 June 2016</u>			
9.3.5	Lease of No. 4 Broome Street, Highgate to Minister for Education – Highgate Pre-Primary (Little Citizens) (SC591)	DCorpS	Council Workshop paper to be presented 21 November 2017 Workshop.
14.1	CONFIDENTIAL REPORT: Lease of Dorrien Gardens, 3 Lawley Street, West Perth – Perth Soccer Club Inc – Lease Fee (SC529)	DCorpS	Final lease document with Department of Lands for approval.
<u>Council Meeting – 5 April 2016</u>			
9.1.6	Review of Licences for Outdoor Eating Areas and Display of Goods on Footpaths	DDS	Policies reviewed and revoked at 23 August 2016 OMC. Administration is preparing the new 'self-assessment' system for Trading in Public Places Local Law permits. The system will come into effect in 2017. A full review of the Local Law will commence in 2017 to identify further efficiencies.
<u>Council Meeting – 8 March 2016</u>			
9.3.5	Leederville Gardens Retirement Village Estate (SC313/SC308)	DCorpS	The City has submitted a request to the Board for consideration of a refund and is awaiting a formal response.
<u>Council Meeting – 27 October 2015</u>			
9.3.6	Portion of No. 10 (Lot 2545) Farmer Street, North Perth – Approval of a Sub-lease to Vincent Men's Shed (Inc.) (SC351/SC2087)	DCorpS	Negotiating terms with Community Engagement.

Item	Report Details	Action Officer	Comments
<u>Council Meeting – 22 September 2015</u>			
9.5.3	Review of Advisory and Working Groups and Committees, <i>specifically</i> : <ul style="list-style-type: none"> Draft Policy for establishment and operation of a new Community Engagement Panel 	DCE	Options for the Community Engagement Panel (CEP) were discussed at the Council Member Workshop held on 30 August 2016. Formation of the CEP is being aligned with the Strategic Community Plan community engagement process. Community Engagement Panel met on 16 and 23 September 2017.
<u>Council Meeting – 20 January 2015</u>			
9.3.4	Lease for Margaret Kindergarten – No 45 (Lot 10349 D/P: Swan L), Richmond Street, Leederville (SC351/SC589)	DCorpS	Council Workshop paper to be presented to 21 November Workshop.
<u>Council Meeting – 18 November 2014</u>			
9.1.4	Car Parking Strategy Implementation – Progress Report No. 1 (PRO0084/SC1345)	DDS/ DTS/ DCE	<p>The option of parking benefit districts will be reviewed as part of the review of the Car Parking Strategy and preparation of an Integrated Transport Plan.</p> <p>The City has a policy to guide the issuing of parking permits and has the ability to issue commercial parking permits. Administration issues permits in accordance with this policy.</p> <p>The City takes an approach to parking restrictions where we receive complaints, conduct parking occupancy surveys and report to Council on the results of these surveys.</p> <p>The replacement of the CALE ticket machines throughout the City is currently underway and machines are replaced on a periodic basis. This process will continue until all CALE machines are replaced.</p> <p>Paid parking on William Street was approved by Council on 25 July 2017 (Item 10.2), ticket machines have been modified and signs installed 22 August 2017.</p>
<u>Council Meeting – 21 October 2014</u>			
9.3.5	Lease for Tuart Hill Cricket Club Inc, Modernians Hockey Club Inc and Cardinals Junior Football Club – Lease of Premises at Charles Varyard Reserve Pavilion and Turf Wickets, Bourke Street, North Perth (SC351)	DCorpS	Community Partnerships are waiting for feedback from Mount Hawthorn Cardinals Junior Football Club prior to finalising a report.
<u>Council Meeting – 7 October 2014</u>			
9.3.2	Lease for North Perth Tennis Club – Lease of Premises at Woodville Reserve, 10 Farmer Street, North Perth (SC351/SC621)	DCorpS	No further action, pending outcome of Tennis West's Strategic Review.
<u>Council Meeting – 23 September 2014</u>			
9.3.6	Lease for Leederville Tennis Club – Lease of premises at 150 Richmond Street, Leederville (SC351 & PR25077)	DCorpS	No further action, pending outcome of Tennis West's Strategic Review.
<u>Council Meeting – 27 May 2014</u>			
9.3.4	LATE ITEM: East Perth Football Club and Subiaco Football Club Lease additional space at Medibank Stadium	DCorpS	Lease discussions being finalised. Drafting deed of variation of lease.
<u>Council Meeting – 12 February 2013</u>			
9.2.12	Request to the Minister for Lands for Acquisition of the Right of Way Bounded By Anzac Road, Oxford, Salisbury and Shakespeare Streets, Leederville as Crown Land	DTS	Still awaiting further advice from Department of Lands. City's Coordinator Land & Development following up.
9.2.13	Request to the Minister for Lands for the Acquisition and Reversion to 'Crown Land' of the Right of Way Named Luce Lane, North Perth (TES0225)	DTS	Still awaiting further advice from Department of Lands.



CITY OF VINCENT

PEDESTRIAN AND CYCLING ADVISORY GROUP (PaCAG)**Monday 16 October 2017 at 5.30pm****Venue: Function Room
City of Vincent Administration and Civic Centre****MINUTES****Attendees:**City of Vincent Councillors:

Cr. Matt Buckels

Cr. Jonathan Hallett

Chairperson (Until 6.00pm)

Chairperson (from 6.00pm)

Community Representatives:

Geraldine Box

Holly Taylor

Sam Laybutt

Phil Taylor - Westcycle

Community Representative

Community Representative

Community Representative

Community Representative

City of Vincent Officers:

Craig Wilson

Francois Sauzier

Acting Director Technical Services

TravelSmart Officer

1. Welcome / Declaration of Opening**2. Apologies**

Anne Bate

Courtney Weber

Paul Evans

Roger Highfield

Community Representative

Community Representative

Community Representative

Community Representative

3. Confirmation of Previous Minutes

Moved HT

Seconded SL

4. Matters Arising from Previous Minutes**4.1 (See table below)****5. Business****5.1 Car Dooring Campaign**

FS presented elements of a possible campaign – discussion ensued. Send out info with the City's Parking Permit renewals; create an initial digital campaign; include in the schools Bike Education campaign; put notices on the Speed Trailer; ask Ceri to be a 'spokesperson (was 'doored' in Oxford St). PT to discuss with EMRC – consider working with Google Analytics and Facebook sharing.

ACTION FS/PT**5.2 Safe Active Street/ Bike Boulevard Phase Two Concept**

FS presented concepts and the planned materials for consultation for general discussion.



CITY OF VINCENT

6. General Business**6.1 Cleaver/Carr St Bike lane RFQ**

FS Advised that the RFQ for design of the bike lanes had been distributed and that the submissions close on December 4. PACAG will be included as a stakeholder on design discussions.

6.2 Pump Track/Tike Track

HT raised the possibility of a Pump Track location being sought within the City. FS advised that there has been some discussion with the City's Community Partnerships team around possible locations. There is no current funding for this, but Community Partnerships will continue to pursue both a Pump track and also a Tike Track location and possible funding opportunities.

ACTION FS**6.3 Westcycle**

PT advised that Westcycle is currently developing a 'Safety Strategy' which will contain a number of 'Position Statements', covering all cycling styles. Will keep the group updated.

ACTION PT**7. Previous Agenda Items – status update**

Item	Current Status	Timing	Responsible Officer
Enforcement and Education			
Elected Members bike ride	JH recommended an elected members bike ride of the infrastructure in Vincent. Post Council elections	Review for early 2018	FS/JH
Group Advertisement	Marketing & Comms advise not normally advertised apart from digital comms – can happen if a budget created or else use of social marketing	To be coordinated post Council elections. Early 2018	FS
Standards and Policy			
Integrated Transport Strategy	RFQ being developed by Policy and Place – PaCAG will be invited to comment on the Draft of the ITS	Early 2018	FS
Bike Network Plan review report	Create a report for Council to consider future priority routes to then guide funding	January 2018	FS
Infrastructure			
Small Wins	Possible Angove St Lanes. Proposed resurfacing and MRRG funded project with limited scope to make changes. SL advised road width not viable.	Ongoing	
	Charles St kerb ramps – inspect locations and determine what can be addressed in the 2017/18 budget	Ongoing	FS/CW
	Bike Symbol Program – MRWA did not approve the plan. CoV has requested additional advice.	Ongoing	FS/CW
Projects			
Bike Boulevard Stage2	Council Approved Progressing to Agreement. Consultation commences W/C 4/12/17	Ongoing	FS/CW
WABN 17/18 – Carr/ Cleaver RFQ	FS to incorporate elements highlighted by PaCAG into the RFQ.	DONE – Delete item	FS
WABN Grants 2018/19	FS to proceed with construction grant for Loftus St bike lanes application	DONE – Delete item	FS
40KMh Trial	Awaiting Consultation Budget confirmation from Road Safety Commission – (40kmh not supported by MRWA) will be subject to community consultation – RSC feedback expected late 2017.	2018	FS
Charles Street	Eastern Side shared path – explore the possibility	March/April 2018	FS



CITY OF VINCENT

8. Close / Next Meeting

Meeting closed at 7.15pm

Next meeting: TBA.

These minutes are confirmed as a true and accurate record of the meeting of the Pedestrian and Cycling Advisory Group (PaCAG) held on 16 October 2017.

Signed:..... Chairman

Dated this:..... day of2017