



**CITY OF VINCENT**

# **AGENDA**

## **Council Briefing 27 February 2018**

**Time: 6pm**  
**Location: Administration and Civic Centre**  
**244 Vincent Street, Leederville**

**Len Kosova**  
**Chief Executive Officer**



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**PROCEDURE FOR PUBLIC SPEAKING TIME**

The City of Vincent Local Law Relating to Standing Orders prescribes the procedure for persons to ask questions or make public statements relating to a matter affecting the City, either verbally or in writing, at a Council meeting.

Questions or statements made at an Ordinary Council meeting can relate to matters that affect the City. Questions or statements made at a Special Meeting of the Council must only relate to the purpose for which the meeting has been called.

1. Shortly after the commencement of the meeting, the Presiding Member will ask members of the public to come forward to address the Council and to give their name, address and Agenda Item number (if known).
2. Public speaking time will be strictly limited to three (3) minutes per member of the public.
3. Members of the public are encouraged to keep their questions/statements brief to enable everyone who desires to ask a question or make a statement to have the opportunity to do so.
4. Public speaking time is declared closed when there are no further members of the public who wish to speak.
5. Questions/statements are to be directed to the Presiding Member and are to be made politely in good faith and are not to be framed in such a way as to reflect adversely or be defamatory on a Council Member or City Employee.
6. Where the Presiding Member is of the opinion that a member of the public is making a statement at a Council meeting, that does not affect the City, he may ask the person speaking to promptly cease.
7. Questions/statements and any responses will be summarised and included in the Minutes of the Council meeting.
8. Where practicable, responses to questions will be provided at the meeting. Where the information is not available or the question cannot be answered, it will be *"taken on notice"* and a written response will be sent by the Chief Executive Officer to the person asking the question. A copy of the reply will be included in the Agenda of the next Ordinary meeting of the Council.
9. It is not intended that public speaking time should be used as a means to obtain information that would not be made available if it was sought from the City's records under Section 5.94 of the Local Government Act 1995 or the Freedom of Information (FOI) Act 1992. The CEO will advise the member of the public that the information may be sought in accordance with the FOI Act 1992.

**RECORDING AND WEBSTREAMING OF COUNCIL MEETINGS**

- All Ordinary and Special Council Meetings are electronically recorded except when the Council resolves to go behind closed doors;
- All recordings are retained as part of the City's records in accordance with the General Disposal Authority for Local Government Records produced by the Public Records Office;
- A copy of the recorded proceedings and/or a transcript of a particular section or all of a Council meeting is available in accordance with Policy No. 4.2.4 – Council Meetings – Recording and Web Streaming.
- Ordinary Meetings of Council and Council Briefings are streamed live on the internet in accordance with the City's Policy – 4.2.4 - Council Meetings Recording and Web Streaming. It is another way the City is striving for transparency and accountability in what we do.
- The live stream can be accessed from <http://webcast.vincent.wa.gov.au/video.php>
- Images of the public gallery are not included in the webcast, however the voices of people in attendance may be captured and streamed.
- If you have any issues or concerns with the live streaming of meetings, please contact the City's Manager Governance and Risk on 08 9273 6538.

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

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

**2 APOLOGIES / MEMBERS ON LEAVE OF ABSENCE**

Nil

**3 PUBLIC QUESTION TIME AND RECEIVING OF PUBLIC STATEMENTS****4 DECLARATIONS OF INTEREST**

## 5 DEVELOPMENT SERVICES

**5.1 UNIT 7, 117 (LOT: 61; STR: 32978) BRISBANE STREET, PERTH: PROPOSED AMENDMENT TO CONDITION OF PREVIOUS APPROVAL: CHANGE OF USE FROM OFFICE TO UNLISTED USE (NON-MEDICAL CONSULTING ROOMS)**

**TRIM Ref:** D18/8348

**Author:** Alice Harford, Senior Urban Planner

**Authoriser:** John Corbellini, Director Development Services

**Ward:** South

**Precinct:** 13 – Beaufort

**Attachments:**

1. Attachment 1 - Consultation and Location Map [!\[\]\(f95dab70c751fda7d824b8b03650f7aa\_img.jpg\)](#) [!\[\]\(4f2c4dafe2b36117690cbd57dfbd3413\_img.jpg\)](#)
2. Attachment 2 - Previous Approval 5.2016.412.1 [!\[\]\(b961a5fa0f86cec2dda1d53983935e9f\_img.jpg\)](#) [!\[\]\(b2ab28f5465a1df14016cfd12852eb23\_img.jpg\)](#)

### RECOMMENDATION:

That Council, in accordance with the provisions of the City of Vincent Town Planning Scheme No. 1 and the Metropolitan Region Scheme, **APPROVES BY ABSOLUTE MAJORITY** the application to amend development approval 5.2016.412.1 granted on 7 February 2017 for a Change of Use from Office to Unlisted Use (Non-Medical Consulting Rooms) at Unit 7, No. 117 (Lot: 61; STR: 32987) Brisbane Street, Perth subject to the following condition:

1. All conditions and advice notes detailed on development approval 5.2016.412.1 granted on 7 February 2017 included in Attachment 2 continue to apply to this approval, with the exception of the following:

- 1.1. Deletion of Condition 3.4.

### PURPOSE OF REPORT:

To consider an application to amend a condition of the existing development approval for Non-Medical Consulting Rooms at Unit 7, 117 Brisbane Street, Perth (subject site), in order to remove the time limit on the approval and grant permanent approval for the use.

### BACKGROUND:

<b>Landowner:</b>	Indo-Raya Holdings Pty Ltd		
<b>Applicant:</b>	Jing Yin Jheng		
<b>Date of Application:</b>	9 January 2018		
<b>Zoning:</b>	MRS: Urban TPS1: Zone: Residential/Commercial R Code: R80 LPS2: Zone: Residential/Commercial R Code: R80		
<b>Built Form Area:</b>	Mixed Use		
<b>Existing Land Use:</b>	Office		
<b>Proposed Use Class:</b>	Unlisted Use – Non Medical Consulting Rooms		
<b>Site Area:</b>	100m <sup>2</sup>		
<b>Right of Way (ROW):</b>	Not applicable		
<b>Heritage List:</b>	No		

The subject lot has frontage to both Brisbane Street and Robinson Street, Perth, with Unit 7 fronting onto Brisbane Street. The site is zoned Residential/Commercial and has a density of R80 under the City's Town Planning Scheme No. 1 (TPS1).

The subject site contains a two storey building which is comprised of 62 commercial tenancies operating as a mix of shops, offices and showrooms.

The adjoining properties to the east share the same zoning as the subject site. The adjoining properties to the west are zoned Commercial. All of the properties that adjoin the subject site contain a variety of commercial uses. A location plan is included as **Attachment 1**.

Council at its meeting on 7 February 2017 granted temporary approval for a Change of Use from Office to Non-Medical Consulting Rooms for Unit 7, with Condition 3.4 of this approval limiting the period of approval to 12 months. Since this time, the City has received no complaints in relation to the approved use.

The current application seeks approval to delete Condition 3.4 of the previous development approval to allow the ongoing use of the site as Non-Medical Consulting Rooms.

The business offers dermal and beauty type therapies and treatments such as skin laser treatments, lip and eyebrow tattooing, hair removal and skin rejuvenation which does not align with the definition of Consulting Rooms in TPS1. The services offered also do not relate to the investigation or treatment of physical or mental injuries or ailments, and as a result the development is considered to align with the definition of Non-Medical Consulting Room in the City's Policy No 7.5.22 – Consulting Rooms as follows:

*“any building or part thereof used in the practise of a qualified beauty technician, touch therapist, natural massage 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.”*

The use is considered to fall within this definition, which is an 'Unlisted Use' in TPS1.

The proposal does not involve any changes to what was previously approved through development application 5.2016.412.1. This approval letter and approved plans are included as **Attachment 2**.

## DETAIL

### Summary Assessment

The table below summarises the planning assessment of the proposal against the provisions of TPS1, the City's Policy No. 7.5.22 – Consulting Rooms and the City's Policy No. 7.7.1 – Parking and Access. In each instance where the proposal requires the discretion of Council, the relevant planning element is discussed in the Detailed Assessment section following from this table.

Planning Element	Use Permissibility/ Deemed-to-Comply	Requires the Discretion of Council
Land Use		✓
Parking & Access		✓
Bicycle Facilities		✓

### Detailed Assessment

The deemed-to-comply assessment of the elements that require the discretion of Council is as follows:

Street Setback	
Deemed-to-Comply Standard	Proposal
<b>Town Planning Scheme No. 1</b>	
'P' Use	Unlisted Use – Non Medical Consulting Rooms
Parking and Access	
Deemed-to-Comply Standard	Proposal
<b>Policy No. 7.7.1 – Parking and Access</b>	
4 car parking bays required for Unit 7 2 bicycle bays required for Unit 7	2 car parking bays provided Nil provided

The above elements of the proposal do not meet the specified deemed-to-comply standards and are discussed in the comments section below.

**CONSULTATION/ADVERTISING:**

Community consultation was undertaken for a period of 14 days in accordance with the *Planning and Development (Local Planning Scheme) Regulations 2015*, from 19 January 2018 to 2 February 2018. The method of community consultation included advertising the proposal on the City's website and letters sent to owners and occupiers within close proximity to the subject site (see **Attachment 1**), in accordance with the City's Policy No. 4.1.5 – Community Consultation.

There were no submissions received during the advertising period.

**Design Advisory Committee (DAC):**

Referred to DAC: No

**LEGAL/POLICY:**

- *Planning and Development Act 2005*;
- *Planning and Development (Local Planning Schemes) Regulations 2015*;
- *City of Vincent Town Planning Scheme No. 1*;
- *Policy No. 4.1.5 – Community Consultation*;
- *Policy No. 7.5.22 – Consulting Rooms*; and
- *Policy No. 7.7.1 – Parking and Access*.

In accordance with Schedule 2 Clause 76(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* and Part 14 of the *Planning and Development Act 2005*, the applicant will have the right to apply to the State Administrative Tribunal for a review of Council's determination.

Draft Local Planning Scheme No. 2 (Draft LPS2)

On 8 December 2017, the Acting Minister for Planning announced that the City's draft Local Planning Scheme No. 2 (Draft LPS2) is to be modified before final approval was to be granted. The Schedule of Modifications was confirmed in writing by officers at the Department of Planning, Land and Heritage (the Department). The Department also advised that the modifications to the Draft LPS2 would be required before the Acting Minister would finally grant approval to the Scheme. In this regard, the Draft LPS2 should be given due regard as part of the determination of this application.

The modifications will impact the subject property by changing the zoning of the land from Residential/Commercial to Mixed Use. The objectives for the Mixed Use zone do not significantly depart from the objectives of the Residential/Commercial zone which were previously endorsed by Council. The Draft LPS2 sets out the following objectives for the Mixed Use zone:

- *"To provide for a wide variety of active uses on street level which are compatible with residential and other non-active uses on upper levels.*
- *To allow for the development of a mixed of varied but compatible land uses such as housing, offices, showrooms, amusement centres, eating establishments and appropriate industrial activities which do not generate nuisances detrimental to the amenity of the district or to the health, welfare and safety of its residents.*
- *To provide for a compatible mix of high density residential and commercial development.*
- *To promote residential use as a vital and integral component of these mixed use zones.*
- *To ensure development design incorporates sustainability principles, with particular regard to waste management and recycling and including, but not limited to, solar passive design, energy efficiency and water conservation.*
- *To ensure the provision of a wide range of different types of residential accommodation, including affordable, social and special needs, to meet the diverse needs of the community."*

Under LPS2, the proposal would fall under the land use definition of a 'Shop,' which is defined as the following:

*"means premises other than a bulky goods showroom, a liquor store – large or a liquor store – small used to sell goods by retail, to hire goods, or to provide services of a personal nature, including hairdressing or beauty therapist services."*

'Shop' is indicated as a 'D' discretionary land use within the Mixed Use zone under Draft LPS2. A 'D' discretionary land use is defined as follows:

*"means that the use is not permitted unless the local government has exercised its discretion by granting development approval."*

**Delegation to Determine Applications:**

This matter is being referred to Council for determination as the proposal is for an 'Unlisted Use' which under the TPS 1 requires an Absolute Majority decision.

**RISK MANAGEMENT IMPLICATIONS:**

It is Administration's view that there are minimal risks to Council and the City's business function when Council exercises its discretionary power to determine a planning application.

**STRATEGIC IMPLICATIONS:**

The City's Strategic Plan 2013-2023 states:

*"Natural and Built Environment"*

1.1 *Improve and maintain the natural and built environment and infrastructure."*

**SUSTAINABILITY IMPLICATIONS:**

Nil.

**FINANCIAL/BUDGET IMPLICATIONS:**

Nil.

**COMMENTS:**

Land Use

The subject site is zoned Residential/Commercial under TPS1 which is the same for the surrounding properties to the south and east. The properties to the west are zoned Commercial.

The proposed use is considered to fall within the definition of Non-Medical Consulting Rooms under the City's Policy No. 7.5.22 – Consulting Rooms and meets the requirements of this policy relating to hours of operation and accredited qualification of employees for Non-Medical Consulting Rooms.

The use on the subject lot has been in operation for a year and during this time, the City has not received any complaints regarding the development. The use is considered to be consistent with the zoning of the lot as Residential/Commercial under TPS1 given the small scale and intensity of the use, and the proposed use is consistent and compatible with the operating land uses on the surrounding properties which consist of small scale commercial uses. Furthermore, the land use is considered to be consistent with the objectives of the Mixed Use zone under Draft LPS2 as it contributes to the variety of active uses within the area and is compatible with surrounding residential development.

A site inspection was also conducted which raised no concerns with the business.

On the basis of the above, the proposed use is considered appropriate and in this instance, it is recommended that Condition 3.4 of the previous approval (5.2016.412.1), which limits the period of approval for 12 months, be removed.

### Parking

The proposed use requires the provision of four car parking bays under the City's Policy No. 7.7.1 – Parking and Access. The complex provides two car parking bays at the rear of the tenancy for the exclusive use of the occupants of Unit 7, thus resulting in a shortfall of two car parking bays as per the policy.

The two car parking bays provided are considered adequate for staff, with customers having close parking within the Brisbane Street Public Car Park, which is within 250 metres of the site and contains 228 car parking bays, and the immediately adjacent ticketed two hour parking on Brisbane Street. Additionally, the scale and intensity of the proposed use for Non-Medical Consulting Rooms is relatively low and unlikely to generate a level of demand for car parking that would exceed the capacity of the parking facilities both on-site and in the immediate locality. The shortfall of two car parking bays for the subject site was also previously approved by Council during consideration and determination of the original proposal.

On the basis of the above, it is considered that the two car bay shortfall is appropriate.

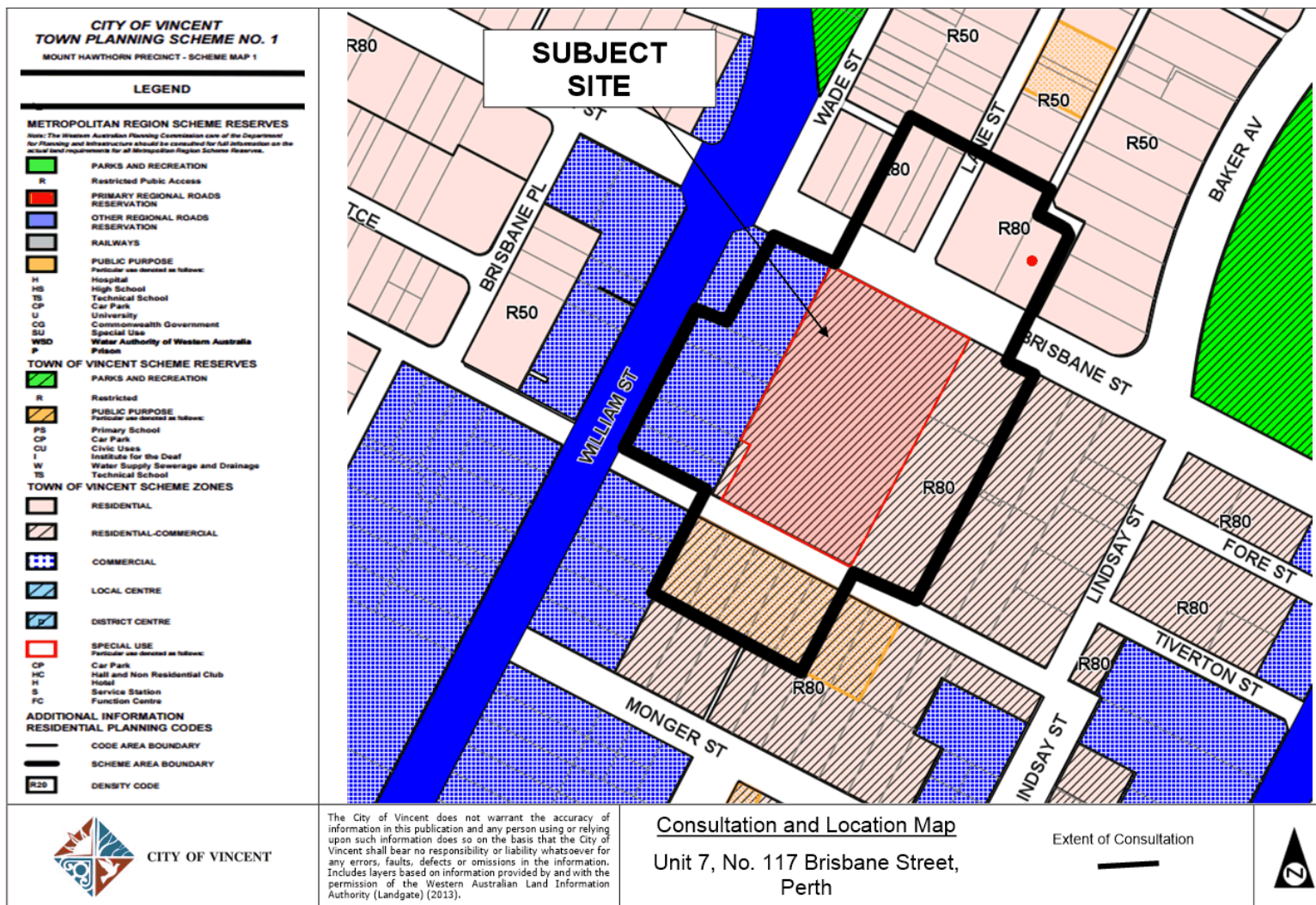
### Bicycle Parking

The proposed use requires the provision of two bicycle bays under the City's Policy No. 7.7.1 – Parking and Access. During consideration and determination of the original proposal, it was considered by Council that the applicant should be responsible for providing one bicycle bay within the Brisbane Street road reserve verge in a location to the City's satisfaction. This was reflected in Condition 4 of the original development approval (see **Attachment 2**).

On this basis, it is considered that the requirement for one bicycle bay to be provided within the Brisbane Street road reserve verge is acceptable and Condition 4 of the original approval should remain unchanged.

### Conclusion

The proposed use was previously granted an approval with a 12 month approval period in accordance with Clause 5.4.2 of the City's Policy No. 7.5.22 – Consulting Rooms. The use has been operating since approval was granted with no complaints being received by the City. On this basis the use is considered compatible with the surrounding locality and it is recommended that Council approves the proposal with no limit on the approval period.





- 2 -

*Planning and Development Act 2005*

City of Vincent

**Notice of determination on application for development approval**

Location: No. 7/117 Brisbane Street, PERTH

Lot, Plan/Diagram: LOT: 61 STR: 32978

Vol. No: 2559.

Folio No: 822

Application date: 27/09/2016

Received on: 27/09/2016

Serial No: 5.2016.412.1

Description of proposed development: (UNIT 7, NO. 117 (LOT: 61; STR: 32978) BRISBANE STREET, PERTH – CHANGE OF OFFICE TO CONSULTING ROOMS – NON MEDICAL (SKIN CLINIC) (USE NOT LISTED) (5.2016.412.1)

Plans dated: 27/09/2016

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

1. Interactive Front

Windows, doors and adjacent areas fronting Brisbane Street shall maintain an active and interactive relationship with the street. Darkened, obscured, mirror or tinted glass or the like is prohibited;

2. 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 screened from view from the street, and where practicable from adjoining buildings;

3. Use of Premises

3.1 The development shall be used in accordance with the definition of 'Non-Medical Consulting Rooms' set out under the City's Policy No. 7.5.22 – Consulting Rooms;

3.2 The use shall be limited to a maximum of two skin therapy consultants operating at any one time; and

3.3 The hours of operation shall be limited to the following times:

- 8:00am to 9:00pm Monday to Friday;
- 8:00am to 5:00pm Saturday;
- 11:00am – 5:00pm Sundays and Public Holidays (except Christmas Day, Good Friday and Anzac Day); and
- CLOSED Christmas Day, Good Friday and Anzac Day;

- 3 -

- 3.4 This approval for Non-Medical Consulting Room (Skin Clinic) is for a period of 12 months only and should the applicant wish to continue the use after that period, it shall be necessary to reapply to and obtain approval from the City prior to continuation of the use;

4. Car Parking and Access

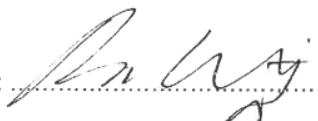
A minimum of two car bays shall be provided as shown on the approved plans; and prior to occupancy or use of the development a minimum of one bicycle bay is to be provided at the applicants cost in the Brisbane Street road reserve verge, in a location to the City's satisfaction. The bicycle facilities shall be designed in accordance with AS2890.3 and all works shall be undertaken to the city's specification and satisfaction.

5. General

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.

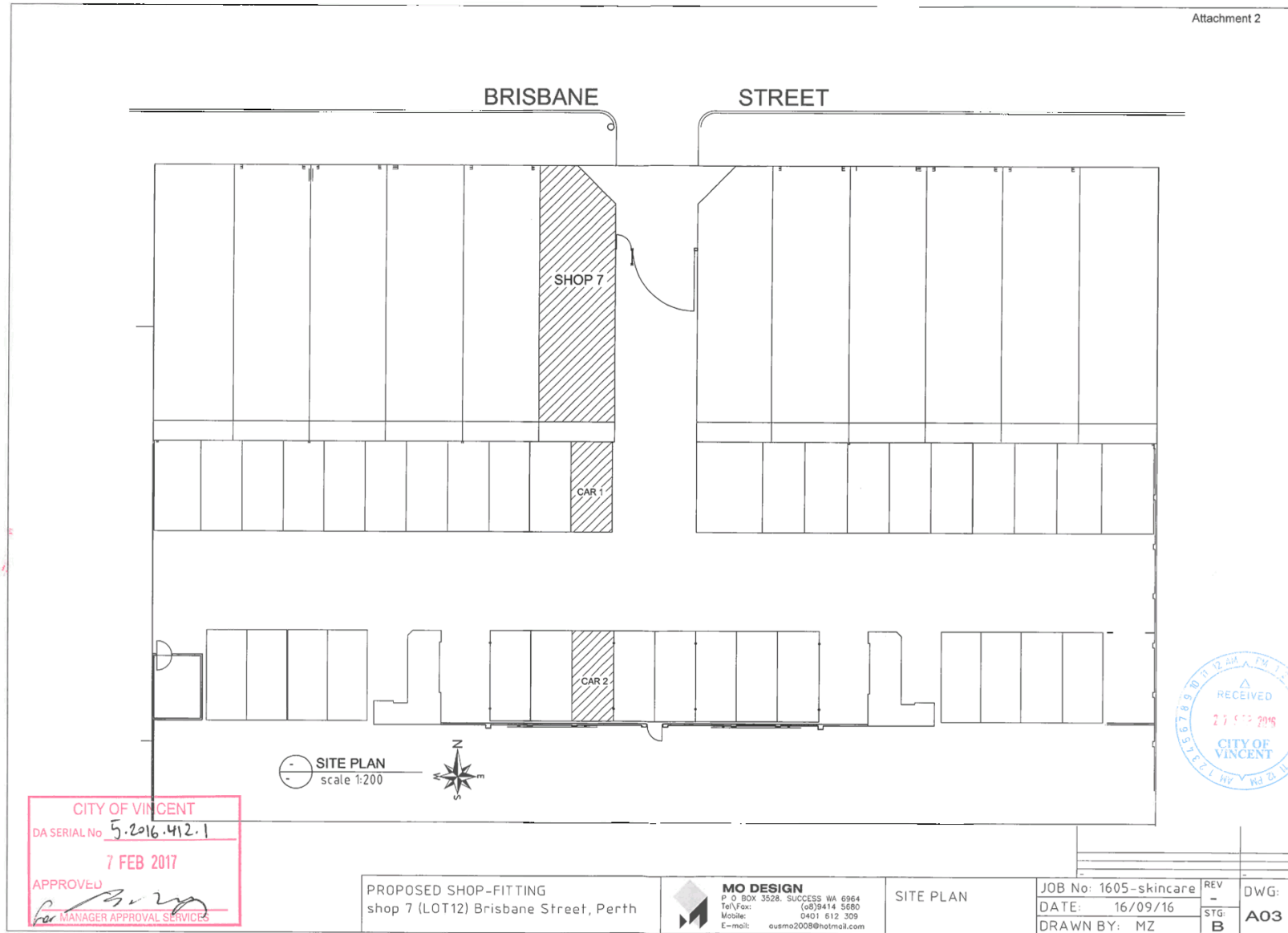
**Advice Notes:**

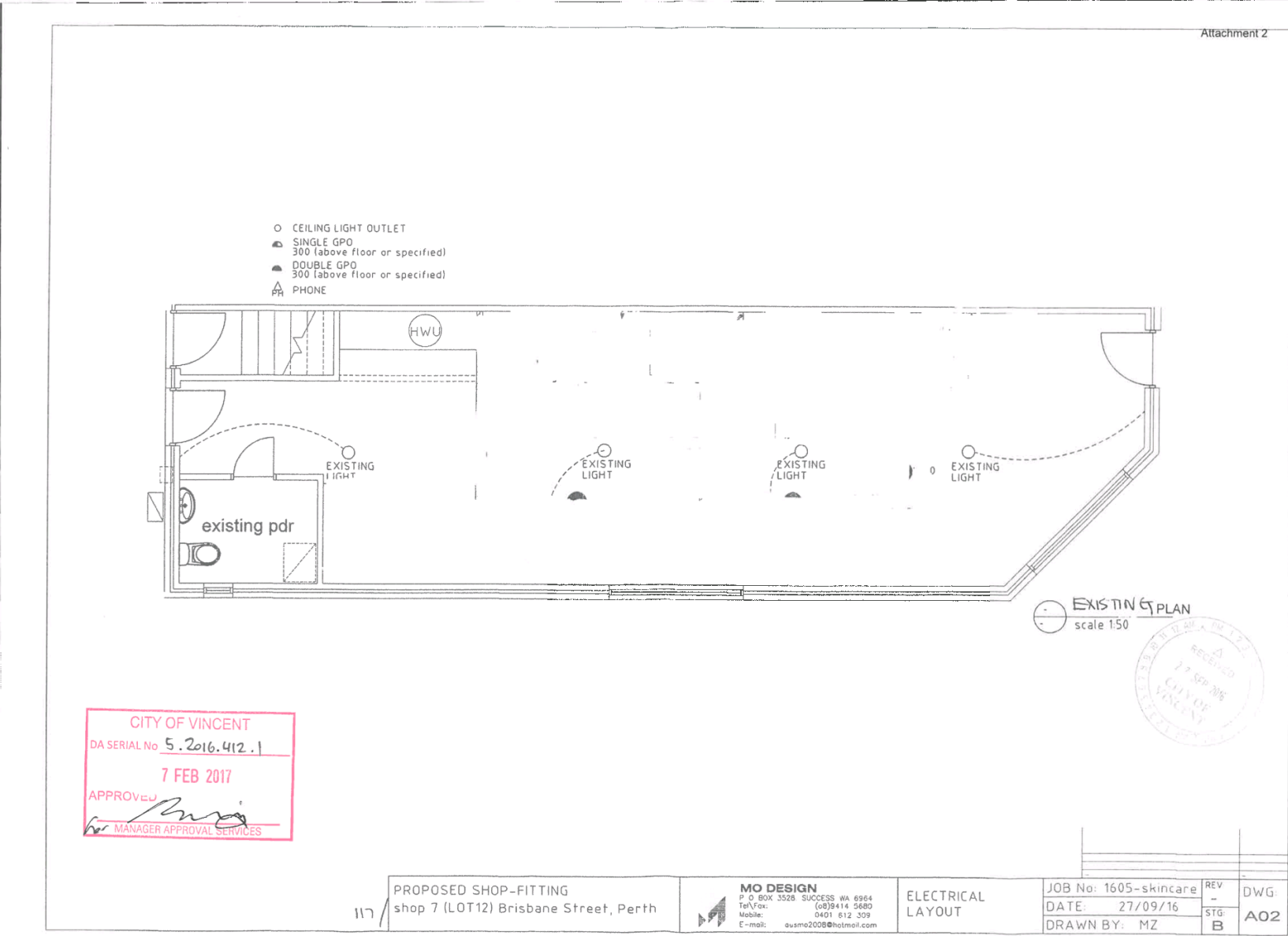
1. An Occupancy Permit is required prior to the occupation of the building;
2. Any new signage that does not comply with the City's Policy No. 7.5.2 – Signs and Advertising shall be subject to a separate Planning Application and all signage shall be subject to a Building Permit application, being submitted and approved prior to the erection of the signage; and
3. A Road and Verge security bond for the sum of \$1,000, 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.

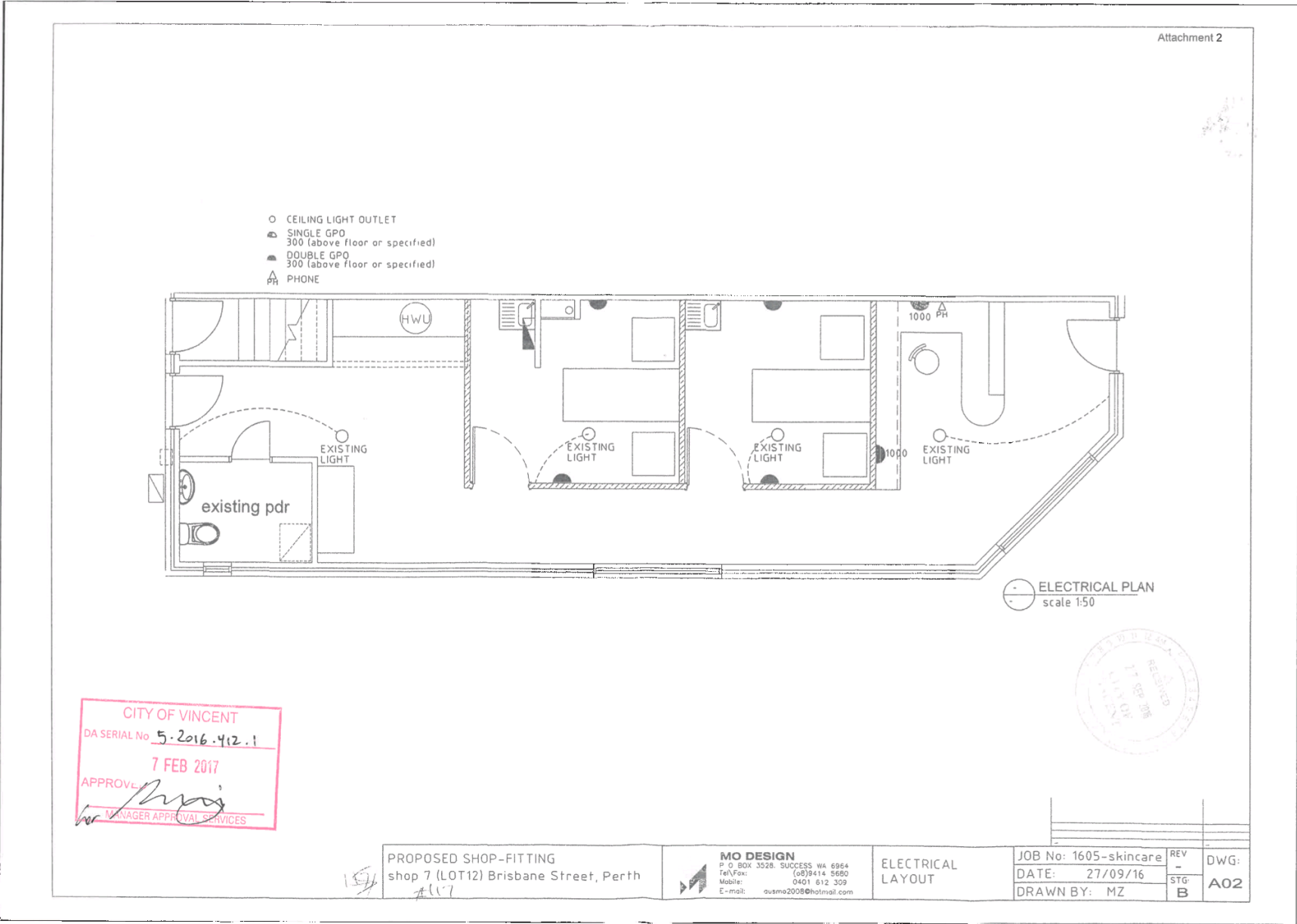
Signed:  Dated: 13.02.2017

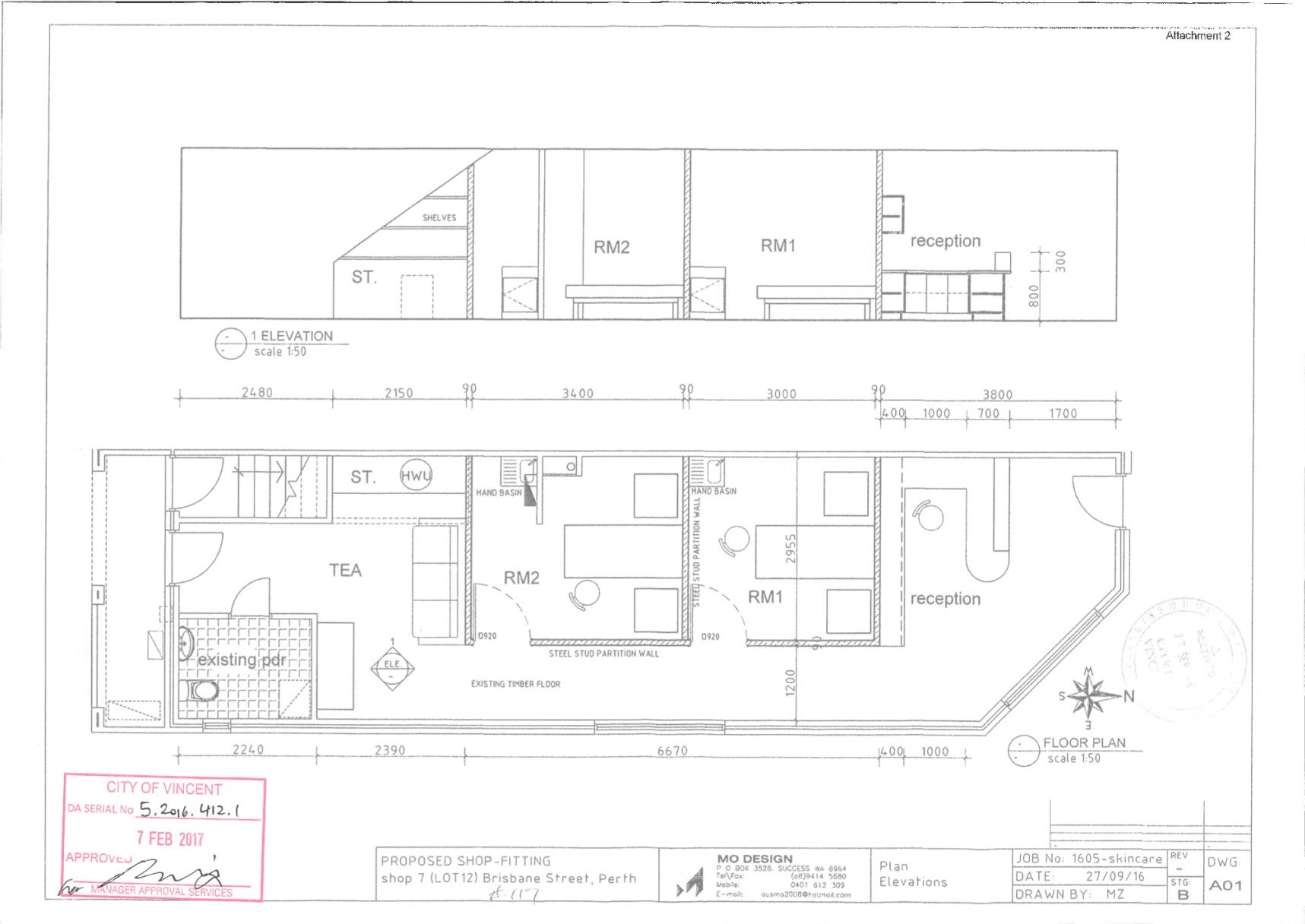
For Paola Di Perna  
**MANAGER APPROVAL SERVICES**

for and on behalf of the City of Vincent









**5.2 NO. 148 (LOT: 12; D/P: 405840) LONDON STREET, NORTH PERTH - PROPOSED UNLISTED USE (HOME BUSINESS - CHIROPRACTOR)**

**TRIM Ref:** D18/3309




**Author:** Rana Murad, Senior Urban Planner

**Authoriser:** John Corbellini, Director Development Services

**Ward:** North

**Precinct:** 8 – North Perth

**Attachments:**

1. Attachment 1 - Location Plan and Consultation Plan [↓](#) 
2. Attachment 2 - Development Plans [↓](#) 
3. Attachment 3 - Determination Advice Notes [↓](#) 

**FRECOMMENDATION:**

That Council in accordance with the provisions of the City of Vincent Town Planning Scheme No. 1 and the Metropolitan Region Scheme, **APPROVES BY ABSOLUTE MAJORITY** the development application for an Unlisted Use (Home Business – Chiropractor) at No. 148 (Lot: 12 D/P: 405840) London Street, North Perth, in accordance with the plans shown in Attachment 2, subject to the following conditions, with the associated determination advice notes contained in Attachment 3:

**1. Use of Premises**

- 1.1. The development shall at all times comply with the ‘Home Business’ standards set out in the City’s Policy No. 7.5.9: Home Business, Home Occupation and Home Office & Home Store;
- 1.2. A maximum of one chiropractor is permitted to operate from the premises at any one time;
- 1.3. The operator of the ‘Home Business – Chiropractor’ shall be a permanent resident of the premises whilst they are being used for this purpose;
- 1.4. No more than one client is permitted at the premises at any one time;
- 1.5. All client visits shall be by prior appointment only and appointments shall be managed to ensure there is no more than one client parking on the site at any one time and that no client parking occurs on the road verge or obstructing movement onto or along the road; and
- 1.6. The hours of operation for the Home Business shall be limited to the following times:
  - 9:00am to 6:00pm Monday, Wednesday, Thursday and Friday;
  - 9:00am to 12:00pm Saturday; and
  - CLOSED Tuesday, Sunday, Christmas Day, Good Friday and Anzac Day; and

**2. Signage**

- 2.1. The sign titled ‘Walk-Ins Welcome!’ shown on the approved plans does not form part of this approval.

**PURPOSE OF REPORT:**

To consider an application for development approval for an Unlisted Use (Home Business) at No. 148 London Street, North Perth (subject site).

**BACKGROUND:**

<b>Landowner:</b>	Kevin and Trung Giang and Lee Luu	
<b>Applicant:</b>	BGC Residential Pty Ltd	
<b>Date of Application:</b>	30 May 2017	
<b>Zoning:</b>	MRS: Urban TPS1: Zone: Residential R Code: R30/R40 TPS2: Zone: Residential R Code: R40	
<b>Built Form Area:</b>	Residential	
<b>Existing Land Use:</b>	Single House	
<b>Proposed Use Class:</b>	Unlisted Use (Home Business – Chiropractor)	
<b>Lot Area:</b>	511m <sup>2</sup>	
<b>Right of Way (ROW):</b>	Not applicable	
<b>Heritage List:</b>	Not applicable	

The subject site is located on the corner of London Street and Green Street, North Perth. The subject site and the lots to the east are zoned Residential with a density code of R30/R40. This is proposed to be changed to R40 under the City's Draft Town Planning Scheme No. 2 (TPS 2). To the north of the subject site is the City of Stirling local government boundary. The subject site abuts London Street to the west with the adjacent properties being zoned Local Centre. A location plan is included as **Attachment 1**.

On 30 May 2017, the City received a development application for an Unlisted Use (Home Business) at the subject site. The application proposes:

- A chiropractic consulting service to be conducted from bedroom 2 of the dwelling;
- One consultant who is a landowner;
- One patient at any one time;
- Three signs, with two 0.5 square metres in area and one 0.15 square metres; and
- Operating hours between 9:00am to 6:00pm Monday, Wednesday, Thursday and Friday, 9:00am to 12:00pm on Saturday and Closed on Sunday and Tuesday.

The proposal aligns with the definition of a Home Occupation under TPS1, with the exception of the signage proposed, which exceeds the 0.2 square metre maximum prescribed in the definition of this land use in TPS1. As a result, the development cannot be considered to fall within this use class under TPS1 and does not fit within any other use class listed in the City's TPS 1. The proposal is therefore considered to be an unlisted use and has been classified as a Home Business as it meets the criteria for a Home Business as set out in City's Policy No. 7.5.9 – Home Business, Home Occupation and Home Office and Home Store.

The application proposes no physical changes to the building. The applicant's development plans are included as **Attachment 2**.

On 22 September 2017, the City under delegated authority from Council, approved a development application for a single house on the subject site. Subsequently, a building permit for the single house was issued. A recent site visit conducted by Administration has shown that the dwelling is currently under construction however, has not been completed. The applicant has confirmed that the completion of the house is anticipated to be in March 2018.

**DETAILS:****Summary Assessment**

The table below summarises the planning assessment of the proposal against the provisions of the City of Vincent Town Planning Scheme No. 1 (TPS1), the City's Policy No. 7.5.9 – Home Business, Home Occupation and Home Office and Home Store and the City's Policy No. 7.7.1 – Parking and Access (Parking and Access Policy). In each instance where the proposal requires the discretion of Council, the relevant planning elements are discussed in the Detailed Assessment section following from this table.

Planning Element	Use Permissibility/ Deemed-to-Comply	Requires the Discretion of Council
Land Use		✓
Parking & Access	✓	

Planning Element	Use Permissibility/ Deemed-to-Comply	Requires the Discretion of Council
Signage		✓

### Detailed Assessment

The deemed-to-comply assessment of the element that requires the discretion of Council is as follows:

Land Use	
Deemed-to-Comply Standard	Proposal
City of Vincent Town Planning Scheme No. 1	
Permitted Use	Unlisted Use (Home Business – Chiropractic)
Signage	
Deemed-to-Comply Standard	Proposal
City of Vincent Policy No. 7.5.9 – Home Business, Home Occupation and Home Office and Home Store	
Does not display an external sign exceeding 0.5m <sup>2</sup>	Three signs proposed with a total area of 1.5m <sup>2</sup>

The above element of the proposal does not meet the specified deemed-to-comply standards and is discussed in the comments section below.

### CONSULTATION/ADVERTISING:

The application was advertised for a period of 21 days in accordance with the *Planning and Development (Local Planning Scheme) Regulations 2015*, from 27 November 2017 to 17 December 2017. The method of advertising included 11 letters being mailed to all owners and occupiers within close proximity to the subject site as shown on **Attachment 1**, a sign being erected on the subject site and a newspaper advert being published in the 'Guardian Express', in accordance with the City's Policy No. 4.1.5 – Community Consultation. It is noted that letters were sent to landowner adjacent to the subject site on Green Street which are residents located in the City of Stirling however, these lots are not shown in **Attachment 1**. At the end of the consultation period, no submissions were received.

### Design Advisory Committee (DAC):

Referred to DAC: No

### LEGAL/POLICY:

- *Planning and Development Act 2005*;
- *Planning and Development (Local Planning Schemes) Regulations 2015*;
- City of Vincent Town Planning Scheme No. 1;
- Policy No. 4.1.5 – Community Consultation;
- City's Policy No. 7.5.9 – Home Business, Home Occupation and Home Office; and
- Policy No. 7.7.1 – Parking and Access.

In accordance with Schedule 2 Clause 76(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* and Part 14 of the *Planning and Development Act 2005*, the applicant will have the right to apply to the State Administrative Tribunal for a review of Council's determination.

### Draft Town Planning Scheme No. 2 (Draft TPS2)

On 8 December 2017, the Acting Minister for Planning announced that the City's draft Town Planning Scheme No. 2 (TPS2) is to be modified before final approval will be granted. The schedule of modifications was confirmed in writing by officers at the Department of Planning, Land and Heritage (the Department). The Department also advised that the modifications to TPS2 would be required before the Acting Minister would finally grant approval to the Scheme. In this regard the TPS2 should be given due regard as part of the determination of this application.

The modifications required do not impact on the subject property, however, some modification to the objectives of the Residential zone are required. These modifications do not significantly depart from the objectives previously supported by Council. The modified TPS2 sets out the following objectives for the Residential zone:

- *To provide for a range of housing and a choice of residential densities to meet the needs of the community.*
- *To facilitate and encourage high quality design, built form and streetscapes throughout residential areas.*
- *To provide for a range of non-residential uses, which are compatible with and complementary to residential development.*
- *To promote and encourage design that incorporates sustainability principles, including but not limited to solar passive design, energy efficiency, water conservation, waste management and recycling.*
- *To enhance the amenity and character of the residential neighbourhood by encouraging the retention of existing housing stock and ensuring new development is compatible within these established areas.*
- *To manage residential development in a way that recognises the needs of innovative design and contemporary lifestyles.*
- *To ensure the provision of a wide range of different types of residential accommodation, including affordable, social and special needs, to meet the diverse needs of the community.*

TPS2 also incorporates Home Business as land use which is an 'A' use in the Residential zone. An 'A' use is defined as:

*"The use is not permitted unless the local government has exercised its discretion by granting development approval after giving special notice in accordance with Clause 64 of the Deemed Provisions".*

#### **Delegation to Determine Applications:**

The matter is being referred to Council for determination as the application proposes an Unlisted Use which requires an Absolute Majority Decision of Council under TPS1.

#### **RISK MANAGEMENT IMPLICATIONS:**

It is Administration's view that there are minimal risks to Council and the City's business function when Council exercises its discretionary power to determine a planning application.

#### **STRATEGIC IMPLICATIONS:**

The City's Strategic Plan 2013-2023 states:

*"Natural and Built Environment*

1.1 *Improve and maintain the natural and built environment and infrastructure."*

#### **SUSTAINABILITY IMPLICATIONS:**

Nil.

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

Nil.

#### **COMMENTS:**

##### Land Use

A Home Business is an Unlisted Use under TPS1, and requires the Council to exercise its discretion. The proposal's scale, location and impact are the key factors to consider when assessing the appropriateness of an unlisted or 'A' use within the Residential zone.

The application proposes to conduct a small scale home business from the residence with only one consultant, an occupant of the dwelling, operating from the premises and a maximum of one client at any one time. Parking for both occupiers and clients is provided on site. No alterations to the dwelling are proposed with the exception of the three signs proposed. It should be noted that other than the signage proposed, the development actually meets all of the standards and requirements of the lower order 'Home Occupation' land use, which is exempt from the need for development approval under the City's Policy No. 7.5.9 – Home Business, Home Occupation and Home Office.

The surrounding context of the subject site comprises of a mixture of land uses including consulting rooms, residential developments, shops and a small bar. Given this context and the small scale of the proposed development, is considered that it is compatible with the Residential zoning and mixed use context of the area, provided conditions are imposed to limit this scale in line with the application.

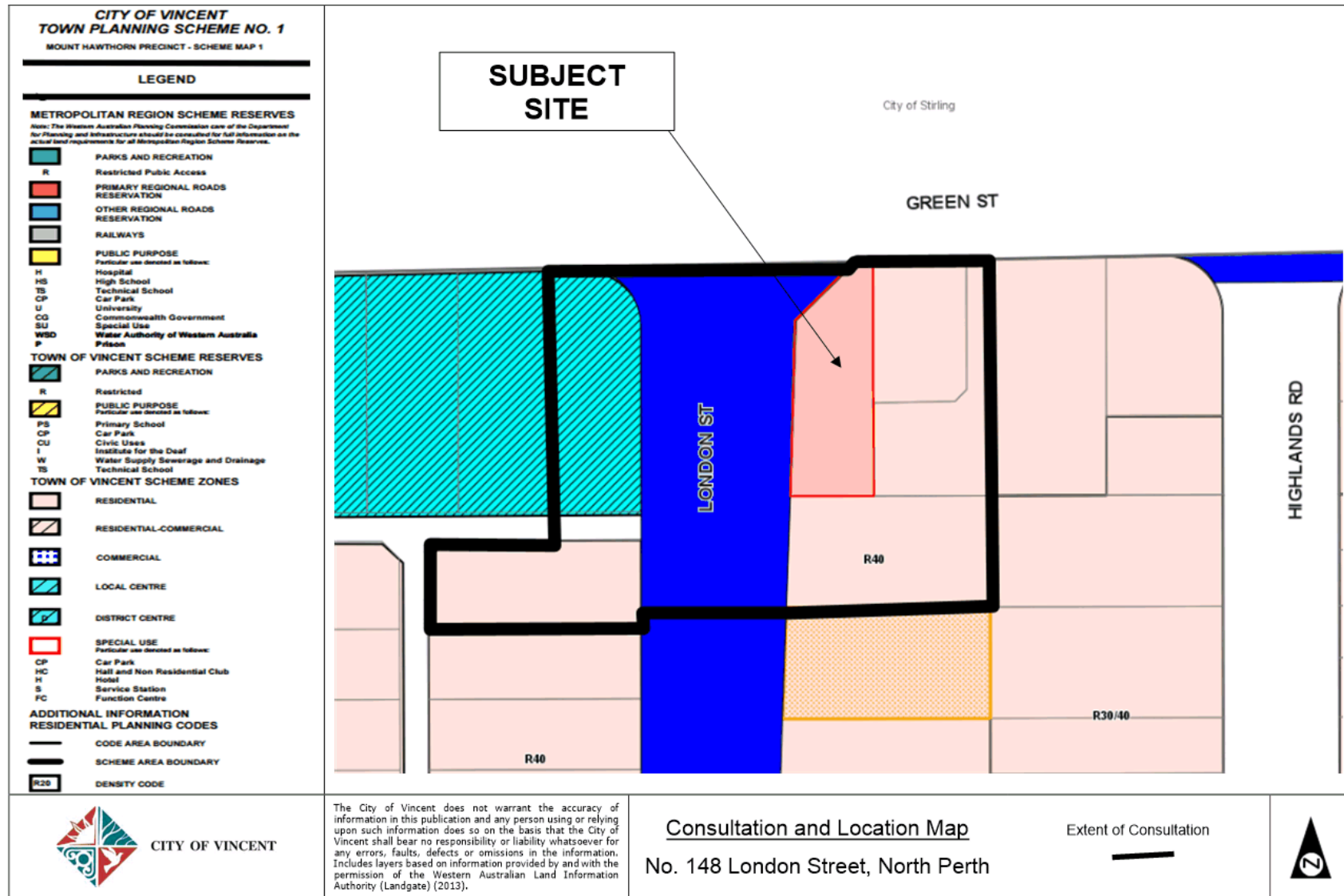
#### Signage

The City's Policy No. 7.5.9 permits signage up to 0.5 square metres in area for a home business however, the proposal incorporates three signs totalling 1.15 square metres in area. Two of the signs are located fronting London Street and one fronting onto Green Street. The proposed sign fronting Green Street is 0.5 square metres in size and is proposed to advise customers that car parking can be accessed via London Street. Advertising the location of the onsite parking is considered essential for this development and as it is the only sign on the Green Street frontage, it is considered appropriate.

One of the two signs fronting London Street advertises the business generally and is also 0.5 square metres in size. The second sign fronting London Street is 0.15 square metres in size and promotes 'Walk-ins Welcome!'. This second sign is considered excessive for a Home Business and its promotion of 'walk-ins' is not considered appropriate given the Residential zoning of the site and the single car bay available for customers on site. Given this, it is recommended that this sign be excluded from any approval.

#### Conclusion

The proposed Home Business is considered to be an appropriate use in the locality given the proximity of the Local Centre and commercial uses. The proposal will not alter the residential dwelling currently being constructed on the subject site, meaning there will be limited impacts on the existing character of the area and streetscape. The proposal is compliant with the car parking requirements of City Policy No. 7.7.1 – Parking and Access and it is considered that the impact of the development can be appropriately managed through conditions of approval. In light of this, it is recommended that the proposal is approved subject to conditions.







**NOTE:**

GLAZING CONSTRUCTION AND INSTALLATION TO BE IN 390 2.610  
ACCORDANCE WITH AS 1288 (CURRENT) & AS 2047 PIER (CURRENT)

**ROOF CARPENTER NOTE:**

REFER TO SHEET 2 FOR RANGEHOOD CUT-OUT LOCATION

**NOTE:**

230 CAVITY RENDERED BRICKWORK AS SHOWN  
ON FLOOR PLAN WITH 230 CAVITY FACE  
BRICKWORK LAID 1/3 BOND TO REMAINDER.

**PLUMBING NOTE:**

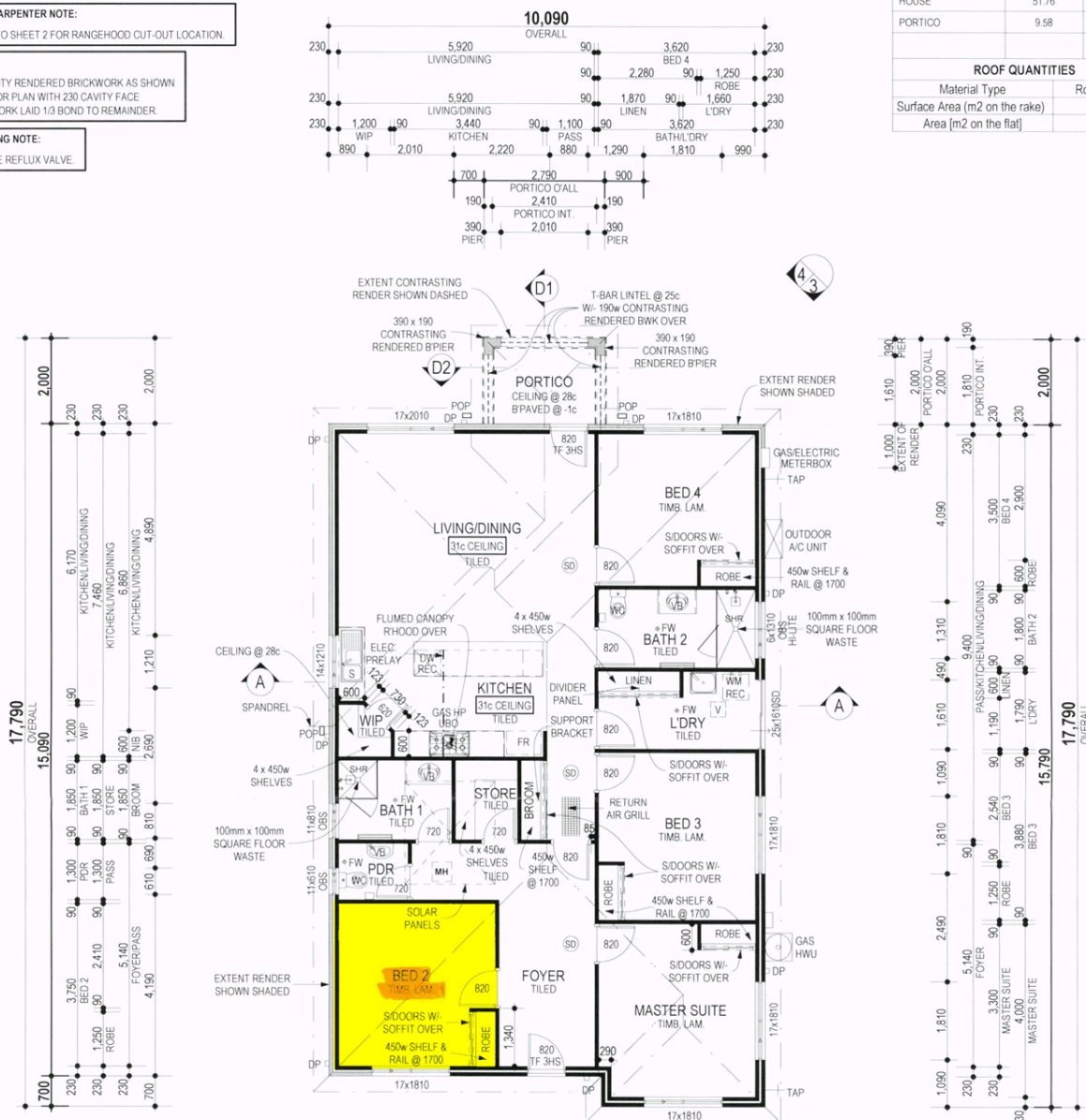
PROVIDE REFLUX VALVE.

**AREAS:**

	PERIM. (m)	AREA (m <sup>2</sup> )
HOUSE	51.76	154.91
PORTICO	9.58	5.58
		160.49 m <sup>2</sup>

**ROOF QUANTITIES**

Material Type	Roof   Metal
Surface Area (m <sup>2</sup> on the rake)	209.63
Area [m <sup>2</sup> on the flat]	181.57

**FLOOR PLAN**

SCALE 1:100

**NOTE:**

- PIER FOOTINGS @ -2c
- HOUSE FOOTINGS @ -2c

**NOTE:**

OWNER SUPPLIED ITEMS AS INDICATED ON PLANS DO NOT  
FORM PART OF THIS CONTRACT & BUILDING LICENCE.  
OWNER TO SEEK APPLICABLE APPROVAL(S) & INSTALL  
AFTER HANDOVER & PRIOR TO OCCUPATION.

**NOTE:**

THE HOME OWNER IS SOLELY RESPONSIBLE FOR THE DESIGN  
AND CONSTRUCTION OF ALL FUTURE WORKS AND ANY EFFECT  
IT SHALL HAVE ON THE EXISTING STRUCTURE.

**6 STAR NOTES:**

- R4.0 BATT'S INSULATION TO CEILING AREAS OF HOUSE.
- EXHAUST FAN TO WET AREAS TO HAVE DRAFT STOPPERS.

**NOTE:**

- DO NOT SCALE FROM DRAWINGS DIMENSIONS MUST BE FOLLOWED AND  
CHECKED ON SITE PRIOR TO THE COMMENCEMENT OF THE WORKS.
- ALL DIMENSIONS SHOWN ON FLOOR PLAN ARE NOMINAL DIMENSIONS  
ONLY WHICH DO NOT INCLUDE PLASTER.
- DOWN PIPES ARE TO BE LOCATED AT PLUMBERS DISCRETION TO  
SUIT ROOFWATER VOLUME AND ROOF MEMBERS.
- FLOOR WASTES/ CEILING VENTS/ MANHOLE SHOWN  
DIAGRAMMATICALLY ONLY AND MAY BE RELOCATED ON SITE AS  
REQUIRED
- ROOF BEAMS ARE SHOWN DIAGRAMMATICALLY ONLY.
- CL @ 28c THROUGHOUT UNLESS NOTED OTHERWISE.

**COMMODORE HOMES**

22 MOUNT STREET PERTH PH 9261 1888  
REG. BUILDER N° 9769  
A.B.N. 54 052 543 450  
BGC RESIDENTIAL PTY LTD

REVISION	VO #	DRN	DATE	CHK
CONTRACT		JO	27.04.17	CJ
PRE-CONTRACT		ET	03.05.17	CE

Sub-contractors to verify all dimensions on site

CLIENT:

DATE:

CLIENT:

DATE:

BUILDER:

DATE:



CLIENT:

GIANG / GIANG / LUU

ADDRESS:

LOT 12 (15)  
GREEN STREET  
NORTH PERTH

© COPYRIGHT

**INDIVIDUAL**

MODEL N°	DATE
N/A	03.05.17
MAP REF.	WIND RATING
248 24 57	N1
COASTAL CATEGORY	ENGINEERS DETAIL
R3	D10V
HOME ID	SHEET N°
47614	1 OF 7



# GREEN CHIROPRACTIC

0433 772 956



**GREEN  
CHIROPRACTIC**

**Walk-ins  
Welcome!**

**Text or call 0433 772 956**



**GREEN  
CHIROPRACTIC  
0433 772 956**

**PARKING AT REAR**




**Determination Advice Notes:**

1. In relation to Condition 1, the following standards apply to a Home Business:
  - Does not employ more than 2 people not members of the occupier's household;
  - Will not cause injury to or adversely affect the amenity of the neighbourhood;
  - Does not occupy an area greater than 50 square metres;
  - Does not involve retail sale, display or hire of goods of any nature;
  - In relation to vehicles and parking, does not result in traffic difficulties as a result of the inadequacy of parking or an increase in traffic volumes in the neighbourhood, and does not involve the presence, use or calling of a vehicle more than 3.5 tonnes tare weight;
  - Does not involve the use of an essential service of greater capacity than normally required in the zone;
  - No more than 2 customers may be present at any one time;
  - Does not display an external sign exceeding 0.5 square meters.
2. 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.
3. 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.

**5.3 NO. 366A (LOT: Y69; D/P: 1823) CHARLES STREET, NORTH PERTH - CHANGE OF USE FROM SHOP TO UNLISTED USE (NON-MEDICAL CONSULTING ROOMS)**

**TRIM Ref:** D17/159580  
**Author:** Stephanie Norgaard, Urban Planner  
**Authoriser:** John Corbellini, Director Development Services  
**Ward:** North  
**Precinct:** 7 – Charles Centre

**Attachments:**

1. Attachment 1 - Consultation and Location Map [↓](#) 
2. Attachment 2 - Development Application Plans [↓](#) 
3. Attachment 3 - 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 BY ABSOLUTE MAJORITY** the development application for a change of use from Shop to Unlisted Use (Non-Medical Consulting Rooms) at No. 366A (Lot: Y69; D/P: 1823) Charles Street, North Perth in accordance with the plans included in Attachment 2, subject to the following conditions, with the associated determination advice notes in Attachment 3:

#### 1. Use of Premises

- 1.1. The development shall be used in accordance with the definition of 'Non-Medical Consulting Rooms' as set out under the City's Policy No. 7.5.22 – Consulting Rooms;
- 1.2. A maximum of three therapists shall operate from the tenancy at any one time;
- 1.3. The hours of operation for the 'Non-Medical Consulting Rooms' shall be limited to the following times:
  - 8:00am to 9:00pm Monday to Friday;
  - 8:00am to 5:00pm Saturday;
  - 11:00am to 5:00pm Sunday and other public holidays; and
  - Closed Christmas Day, Good Friday and Anzac Day;

#### 2. Interactive Front

- 2.1. The development shall maintain an active and interactive relationship and uninterrupted views between the 'Reception' areas of the development and Charles 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 internal area from Charles Street are not permitted to be used during the hours of operation; and

#### 3. Car Parking and Access

- 3.1. Within 28 days of the date of this approval, the applicant shall provide amended plans detailing car parking, bicycle parking and access arrangements for the development in the area marked as 'shared car parking area' on the approved plans to the specification, satisfaction and approval of the City. The amended plans shall include the following:
  - 3.1.1 A minimum of three car bays and one class one or two bicycle bays provided onsite;

- 3.1.2 The car parking, bicycle parking and access areas designed in compliance with the requirements of AS2890.1;
- 3.2. Within 90 days of the date of this approval, the car park shall be completed in accordance with the amended plans approved under 3.1 above;
- 3.3. The car park shall be used only by staff and visitors directly associated with the development; and
- 3.4. Within 90 days of the date of this approval, two class three bicycle bays shall be provided at the applicants cost within the Charles Street verge immediately adjacent to the subject site in a location to the City's satisfaction. The bicycle facilities shall be designed in accordance with AS2890.3 and all works shall be undertaken to the City's specification and satisfaction; and

#### 4. General

- 4.1. Where 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.

#### PURPOSE OF REPORT:

To consider an application for development approval for a change of use from Shop to Unlisted Use (Non-Medical Consulting Rooms) at No. 366A Charles Street, North Perth (subject site).

#### BACKGROUND:

<b>Landowner:</b>	Teresa Zaiti
<b>Applicant:</b>	Allen Carruthers
<b>Date of Application:</b>	3 February 2017
<b>Zoning:</b>	MRS: Urban TPS1: Local Centre TPS2: Commercial
<b>Built Form Area:</b>	Mixed Use
<b>Existing Land Use:</b>	Unlisted Use (Non-Medical Consulting Room)
<b>Proposed Use Class:</b>	Unlisted Use (Non-Medical Consulting Room)
<b>Lot Area:</b>	494m <sup>2</sup>
<b>Right of Way (ROW):</b>	Yes
<b>Heritage List:</b>	No

The subject site is located within the Charles Street Local Centre on the east side of Charles Street, North Perth, as shown in **Attachment 1**. The subject site and surrounding properties to the north and south are zoned 'Local Centre.' The land located to the east is predominantly zoned 'Residential' with a density code of R30/R40. The land located to the west side on the opposite side of Charles Street is zoned 'Commercial'.

The subject site is adjoined by a vehicle sales premise to the north and a mixed-use development to the south (shop and multiple dwellings). The subject site comprises of a single building with two tenancies. Tenancy 366 is located directly to the south and is operating as a pilates studio. The rear of the subject site is unsealed and is informally used as staff car parking for both tenancy 366 and 366A. This area can be accessed via the right of way located at the rear of the site.

The City granted conditional development approval under delegated authority for Consulting Rooms on the subject site on 22 February 2016. The previous development approval was valid for a 12 month period. Although the current application was lodged as a renewal to this approval, on assessment it was identified that the use cannot reasonably be determined as falling within the definition of 'Consulting Rooms' in TPS1, which is defined as:

*"any building or part thereof used in the practice of a profession by a legally qualified medical practitioner or dentist, or by a physiotherapist, a masseur, a chiropractor, a chiropodist, or a person ordinarily associated with a medical practitioner in the investigation or treatment of physical or mental injuries or ailments but does not include a hospital".*

The business offers beauty therapies and massage therapies by qualified consultants, which does not align with the definition of Consulting Rooms in TPS1. The services offered also do not relate to the investigation or treatment of physical or mental injuries or ailments, and as a result are not considered to meet the definition of Consulting Rooms under TPS1.

The City's Policy No. 7.5.22 – Consulting Rooms defines 'Non-Medical Consulting Rooms' as:

*“any building or part thereof used in the practice of a qualified beauty technician, touch therapist, natural massage therapist or the like”.*

The use is considered to fall within this definition, which is an 'Unlisted Use' in TPS1.

As a result of the time limit imposed on the initial development approval, a further application was lodged on 3 February 2017 to enable the continued and permanent use of the subject site for beauty and massage therapy. Since the development application was lodged the use has continued to operate with no complaints. The City has undertaken a site inspection which identified no issues with the development. The development plans are included as **Attachment 2**. The application proposes no physical changes to the building.

## DETAILS:

### Summary Assessment

The table below summarises the planning assessment of the proposal against the provisions of the City of Vincent Town Planning Scheme No. 1 (TPS1), the City's Policy No. 7.5.22 – Consulting Rooms and the City's Policy No. 7.7.1 – Parking and Access. In each instance where the proposal requires the discretion of Council, the relevant planning elements are discussed in the Detailed Assessment section following from this table.

Planning Element	Use Permissibility/ Deemed-to-Comply	Requires the Discretion of Council
Land Use		✓
Parking & Access		✓
Bicycle Facilities		✓

### Detailed Assessment

The deemed-to-comply assessment of the element that requires the discretion of Council is as follows:

Land Use	
Deemed-to-Comply Standard	Proposal
<b>Town Planning Scheme No. 1</b>	
“P” Use	Non-Medical Consulting Rooms – Unlisted Use
<b>Policy No. 7.7.1 – Parking and Access</b>	
6.84 car bays	0 car bays
1 class one or two bicycle bay	0 bicycle bays
2 class three bicycle bays	

The above elements of the proposal do not meet the specified deemed-to-comply standards and are discussed in the comments section below.

## CONSULTATION/ADVERTISING:

Consultation was undertaken for a period of 14 days in accordance with the *Planning and Development (Local Planning Scheme) Regulations 2015*, from 26 October 2017 until 8 November 2017. In accordance with the City's Policy No. 4.1.5 – Community Consultation, a notice was placed in the local newspaper and 19 letters were sent to owners and occupiers within close proximity to the subject site, as shown in **Attachment 1**.

No submissions were received during the advertising period.

**Design Advisory Committee (DAC):**

Referred to DAC: No

**LEGAL/POLICY:**

- *Planning and Development Act 2005*;
- Planning and Development (Local Planning Schemes) Regulations 2015;
- City of Vincent Town Planning Scheme No. 1;
- Policy No. 4.1.5 – Community Consultation;
- Policy No. 7.5.22 – Consulting Rooms; and
- Policy No. 7.7.1 – Parking and Access.

In accordance with Schedule 2 Clause 76(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 and Part 14 of the *Planning and Development Act 2005*, the applicant will have the right to apply to the State Administrative Tribunal for a review of Council's determination.

**Draft Local Planning Scheme No. 2**

On 8 December 2017, the Acting Minister for Planning announced that the City's draft Local Planning Scheme No 2 (LPS2) is to be modified before final approval was to be granted. The schedule of modifications was confirmed in writing by officers at the Department of Planning, Land and Heritage (the Department). The Department also advised that the modifications to LPS2 would be required before the Acting Minister would finally grant approval to the Scheme. In this regard LPS2 should be given due regard as a seriously entertained planning proposal when determining this application.

Generally the modified version of LPS2 does not impact on the subject property. Under the LPS2, the proposal would fall under the land use definition of a 'Shop,' which is defined as the following:

*"shop means premises used to sell goods by retail, hire goods, or provide services of a personal nature (including a hairdresser, or beauty therapist) but does not include a showroom or fast food outlet".*

A Shop is a 'P' listed use within the Local Centre zone. Development Approval is not required for a change of use to a 'P' use where the use complies with applicable development standards. As the proposal does not comply with the City's Parking Standards the application would not be exempt from development approval.

In addition LPS2 includes new objectives for the Local Centre zone as follows:

*"Local Centre –*

- To provide services for the immediate neighbourhoods which do not expand into or adversely impact on adjoining residential areas.*
- To encourage high quality, pedestrian -friendly, street-orientated development".*

**Delegation to Determine Applications:**

The matter is being referred to Council for determination as the proposal is for an "Unlisted Use" which under the City's Town Planning Scheme No. 1 requires an Absolute Majority decision.

**RISK MANAGEMENT IMPLICATIONS:**

It is Administration's view that there are minimal risks to Council and the City's business function when Council exercises its discretionary power to determine a planning application.

**STRATEGIC IMPLICATIONS:**

The City's Strategic Plan 2013-2023 states:

**"Natural and Built Environment**

- 1.1 *Improve and maintain the natural and built environment and infrastructure."*

**SUSTAINABILITY IMPLICATIONS:**

Nil.

**FINANCIAL/BUDGET IMPLICATIONS:**

Nil.

**COMMENTS:**Land Use

The subject site is zoned Local Centre which is the same for the properties in the immediate vicinity, and is not contemplated to change in Draft LPS2. The use cannot reasonably be determined as falling within the definition of 'Consulting Rooms' in TPS1 and is therefore considered an Unlisted Use. The use meets the requirements of the City's Policy No. 7.5.22 – Consulting Rooms with respect to accredited qualifications of employees. The use on the subject site has been in operation for approximately two years and during this time the City has not received any complaints regarding the use of the subject site. A site visit was undertaken by the City, which raised no concerns and the development is considered legitimate.

The proposal incorporates a maximum of three consulting rooms and is considered to be of a relatively small scale. The development provides services for the immediate locality and the applicant has highlighted that the majority of customers are from the local area. The proposal is considered to be compatible and complementary with other commercial uses in the Local Centre. As such, it is not considered necessary for the proposal to continue to operate under a time limited development approval.

Car Parking

The application has been assessed against the City's Policy No. 7.7.1 – Parking and Access based on the use being a Consulting Room, which requires three car parking bays per consulting room or consultant (whichever is lesser). Clause 2.4 of the Policy No. 7.7.1 – Parking and Access allows the City to waive the car parking and cash-in-lieu requirements for change of use applications where no physical works are proposed and where the application does not result in the reduction of existing on-site car parking.

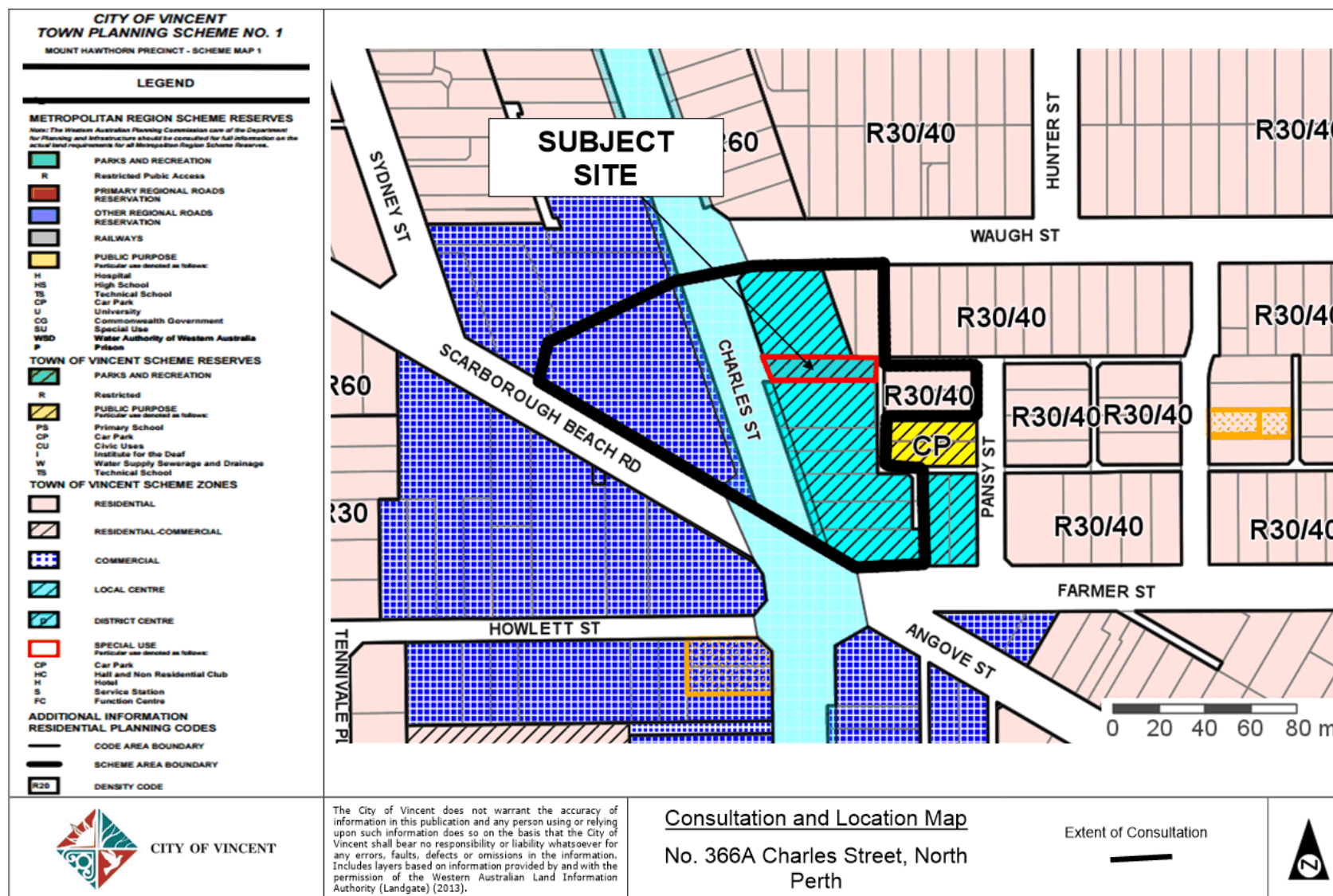
The subject site provides no formal line-marked car parking bays. However, the rear of the site contains an informal unsealed car parking area that is shared with tenancy 366B. The proposal is required to provide 6.84 on-site car bays. The initial development approval waived the requirement for on-site car parking and cash-in-lieu as the proposal was only granted temporary approval for 12 months and was for a change of use which did not propose any physical changes to the building and did not result in the loss of any existing car parking and therefore complied with the provisions of Policy No. 7.7.1 – Parking and Access relating to waiving of cash-in-lieu. This application does not propose to alter the existing parking arrangements and does not propose any changes to the operations of the use. However, despite the previous development approval, the applicant is now proposing a permanent approval and acknowledges that there is the ability for the subject site to accommodate some onsite parking. The applicant has advised that the owner is agreeable to formalising the parking at the rear, which can accommodate a maximum of 3 parking bays for staff. As such, it is recommended that a minimum of three on-site car bays are provided for the exclusive use of the development with Council waiving the requirement for a further four bays to be provided given the site's proximity to the Pansy Street Public Car Park and the high frequency bus route on Charles Street.

Bicycle Parking

The previous development approval required the applicant to provide one Class 1 or 2 bicycle facilities and three Class 3 bicycle facilities. The applicant has requested this condition be removed as part of this application on the basis that there is no demand for such bicycle facilities. Given the development has a shortfall of car parking, it is not considered appropriate to waive the bicycle parking requirements with adequate room available for staff bicycle parking at the rear of the site for staff and on the footpath at the front of the site for customers. As such a condition of the development approval is recommended requiring the installation of the required facilities within 90 days of this approval.

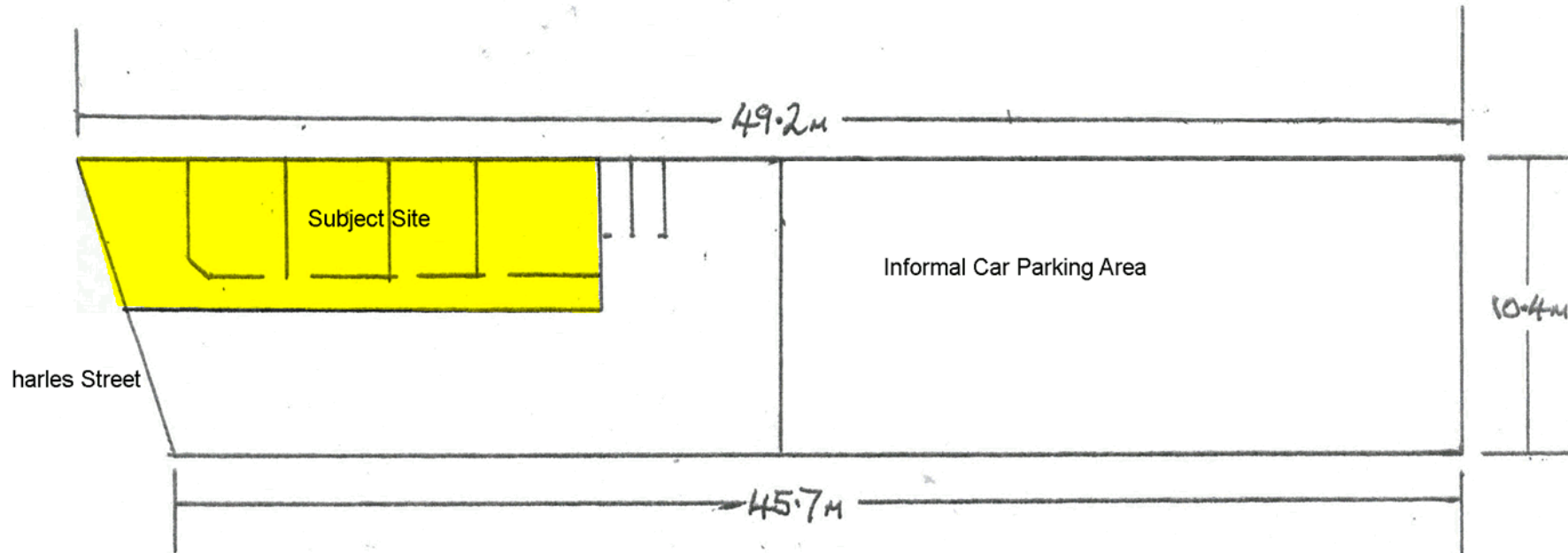
Conclusion

The proposed use has been operating for over two years with no concerns or complaints regarding the use. It is considered that the use can continue to operate without any further condition to limit its validity. The previous development approval did not require the provision of car parking. However, as the proposal seeks the permanent use of the site, it is recommended a condition relating to bicycle parking and car parking is imposed.







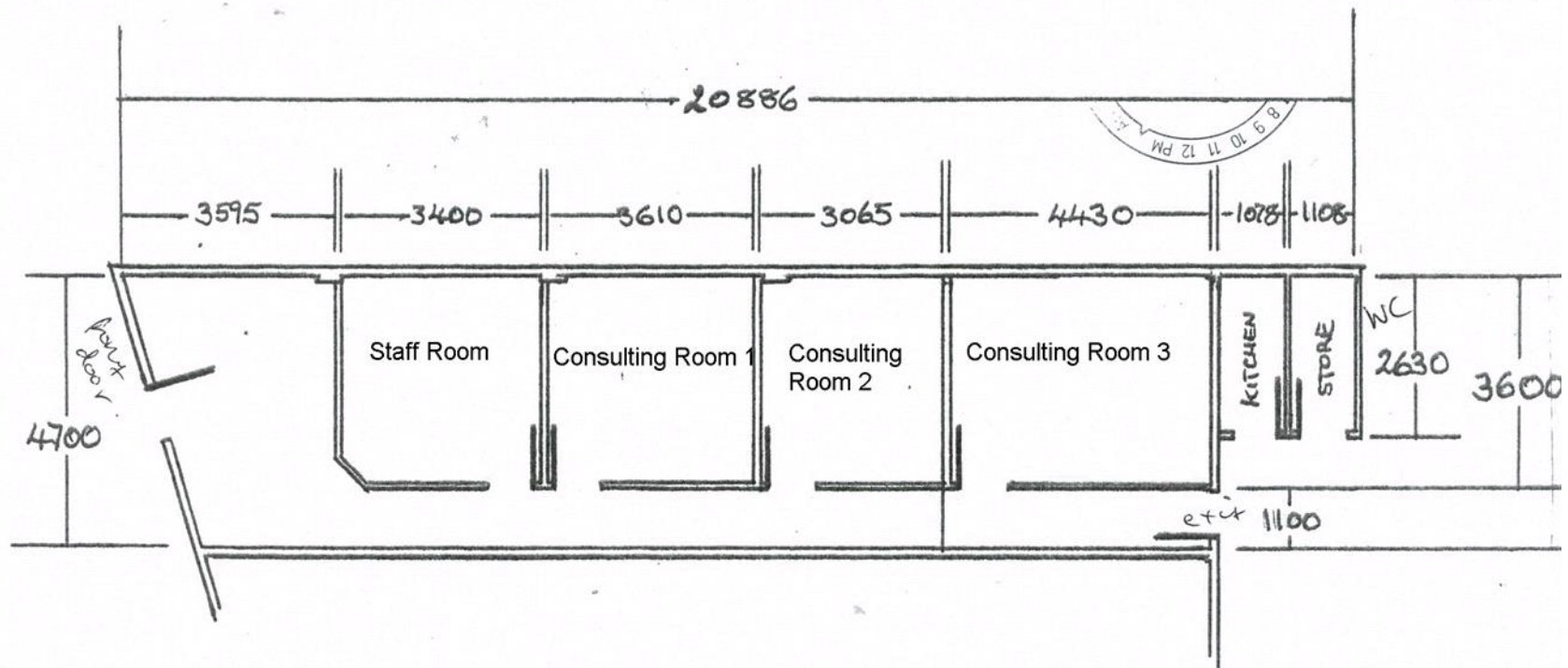


WAWANNA HOLDINGS  
366A CHARLES ST  
NORTH PERTH

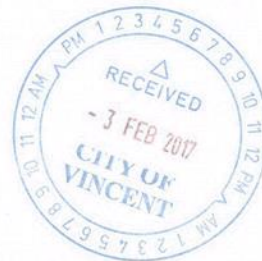


1:200

Site plan



WAWANNA HOLDINGS  
366A CHARLES ST  
NORTH PERTH






1:100 proposed floor plan.

**Determination Advice Notes:**

1. Use and activity at the site shall comply with the Non-Medical Consulting Room definition under the City's Policy No. 7.5.22 – Consulting Rooms 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.'*
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.
4. This is a development approval issued under the City of Vincent Town Planning Scheme No. 1 and the Metropolitan Region Scheme only. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/owner to obtain any other necessary approvals and to commence and carry out development in accordance with all other laws.
5. 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.

<b>5.4</b>	<b>NO. 596-598 (LOT: 116; D/P: 2360) NEWCASTLE STREET, WEST PERTH - AMENDMENT TO PREVIOUS APPROVAL: RENEWAL OF BILLBOARD SIGNS APPROVAL</b>
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**TRIM Ref:** D18/10172  
**Authors:** Stephanie Norgaard, Urban Planner  
 Joslin Colli, Coordinator Planning Services  
**Authoriser:** John Corbellini, Director Development Services  
**Ward:** South  
**Precinct:** 5 – Cleaver  
**Attachments:**

- Attachment 1 - Location Map 
- Attachment 2 - Development Approval 2014 
- Attachment 3 - Determination Advice Notes 

**RECOMMENDATION:**

That Council in accordance with the provisions of the City of Vincent Local Planning Scheme No. 1 and the Metropolitan Region Scheme, **APPROVES** the application to amended the planning approval for Billboard Signage at No. 596-598 (Lot: 116; D/P: 2360) Newcastle Street, West Perth in accordance with the plans shown in Attachment 2, subject to the following conditions, with the associated determination advice notes in Attachment 3:

- All conditions and advice notes detailed on development approval 5.2014.439.1 granted on 21 October 2014 included in Attachment 2 continue to apply to this approval, with the exception of the Condition 1 which is amended to read as follows:

*“1. This approval for the billboard signs is valid until 21 October 2029.”*

**PURPOSE OF REPORT:**

To consider an application to amend the existing development approval for two billboards at No. 596-598 Newcastle Street, West Perth in order to remove the time limit on the approval and grant permanent approval for the two Billboards.

**BACKGROUND:**

<b>Landowner:</b>	Graham Victor Cerini
<b>Applicant:</b>	Stewart Urban Planning
<b>Date of Application:</b>	6 November 2017
<b>Zoning:</b>	MRS: Urban TPS1: Commercial LPS2: Commercial
<b>Built Form Area:</b>	Activity Corridor
<b>Existing Land Use:</b>	Billboard
<b>Proposed Use Class:</b>	Billboard
<b>Lot Area:</b>	640m <sup>2</sup>
<b>Right of Way (ROW):</b>	No
<b>Heritage List:</b>	No

The subject site is located on the corner of Loftus Street and Newcastle Street and adjoins a vacant lot of land to the north, an office building to the east, Newcastle Street to the south and Loftus Street to the west.

The subject site currently accommodates two billboards and a landscaped area. The Billboards have a dimension of 12.6 metres by 3.36 metres. The billboards are situation on top of a 1.69 metre high colour bond stand. The landscaping of the subject site was approved by the City and has been maintained to the satisfaction of the City.

The existing billboards were first approved by Council in 2004 and have been in place since 2004. The billboards have regularly received renewals of the initial approval in 2004. A list of all of the approvals granted for the billboards is as follows:

- 9 March 2004 – Council at its Ordinary Council Meeting resolved to grant conditional development approval for the two Billboards for a period of three years.
- 8 August 2006 – Council at its Ordinary Council Meeting resolved to grant conditional development approval for the two Billboards for a period of three years.
- 23 February 2010 – Council at its Ordinary Council Meeting resolved to grant conditional development approval for the two Billboards on the subject site for a period of five years.
- 21 October 2014 – Council at its Ordinary Council Meeting resolved to grant conditional development approval for the two Billboards for a period of five years.

The current development approval is due to expire on 21 October 2019. The original development approval was granted for the subject site in recognition that the future development of the site was significantly constrained by the vehicle access issues from Loftus and Newcastle Street. The existing billboards have been located on the subject site for 14 years. The City has no record of any complaints being received in relation to the two billboards during this time.

The applicant has applied to amended to current approval to allow the permanent approval of the billboards

The current development approval is included as **Attachment 2**.

#### DETAILS:

##### Summary Assessment

The table below summarises the planning assessment of the proposal against the provisions of the City of Vincent Town Planning Scheme No. 1 (TPS1) and Policy No. 7.5.2 – Signs and Advertising. In each instance where the proposal requires the discretion of Council, the relevant planning element is discussed in the Detailed Assessment section following from this table.

Planning Element	Use Permissibility/ Deemed-to-Comply	Requires the Discretion of Council
Signage		✓

##### Detailed Assessment

#### CONSULTATION/ADVERTISING:

Clause 37(2) of the City's Town Planning Scheme No. 1 provides that the City can advertise an application in any manner that it considers to be appropriate. Given that the Billboards exist, and there are no changes proposed to what has previously been approved, the City deemed advertising for community consultation was not required in this instance.

#### Design Advisory Committee (DAC):

Referred to DAC: No

#### LEGAL/POLICY:

- *Planning and Development Act 2005*;
- *Planning and Development (Local Planning Schemes) Regulations 2015*;
- City of Vincent Town Planning Scheme No. 1; and
- Policy No. 7.5.2 – Signs and Advertising.

The application to amend the aforementioned condition of development approval is made in accordance with Clause 77(1)(b) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, which enables an application to be made requesting a local government to amend or delete any condition to which a development approval is subject.

In accordance with Schedule 2 Clause 76(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* and Part 14 of the *Planning and Development Act 2005*, the applicant will have the right to apply to the State Administrative Tribunal for a review of Council's determination.

#### Draft Local Planning Scheme No. 2

On 8 December 2017, the Acting Minister for Planning announced that the City's draft Local Planning Scheme No. 2 (LPS2) is to be modified before final approval was to be granted. The Schedule of modifications was confirmed in writing by officers at the Department of Planning, Land and Heritage (the Department). The Department also advised that the modifications to the LPS2 would be required before the Acting Minister would finally grant approval to the Scheme. In this regard the modified version of LPS2 should be given due regard as a seriously entertained planning proposal when determining this application. The modifications required do not impact on the subject site.

#### **Delegation to Determine Applications:**

This matter is being referred to Council as the original development application was determined by Council.

#### **RISK MANAGEMENT IMPLICATIONS:**

It is Administration's view that there are minimal risks to Council and the City's business function when Council exercises its discretionary power to determine a planning application.

#### **STRATEGIC IMPLICATIONS:**

The City's Strategic Plan 2013-2023 states:

##### "Natural and Built Environment

1.1 *Improve and maintain the natural and built environment and infrastructure."*

#### **SUSTAINABILITY IMPLICATIONS:**

Nil.

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

Nil.

#### **COMMENTS:**

The City's Policy No. 7.5.2 – Signs and Advertising does not permit billboards as of right within the City of Vincent. Departures from the requirements of Policy No. 7.5.2 – Signs and Advertising can be considered where it is determined the departure is appropriate to the setting of the sign.

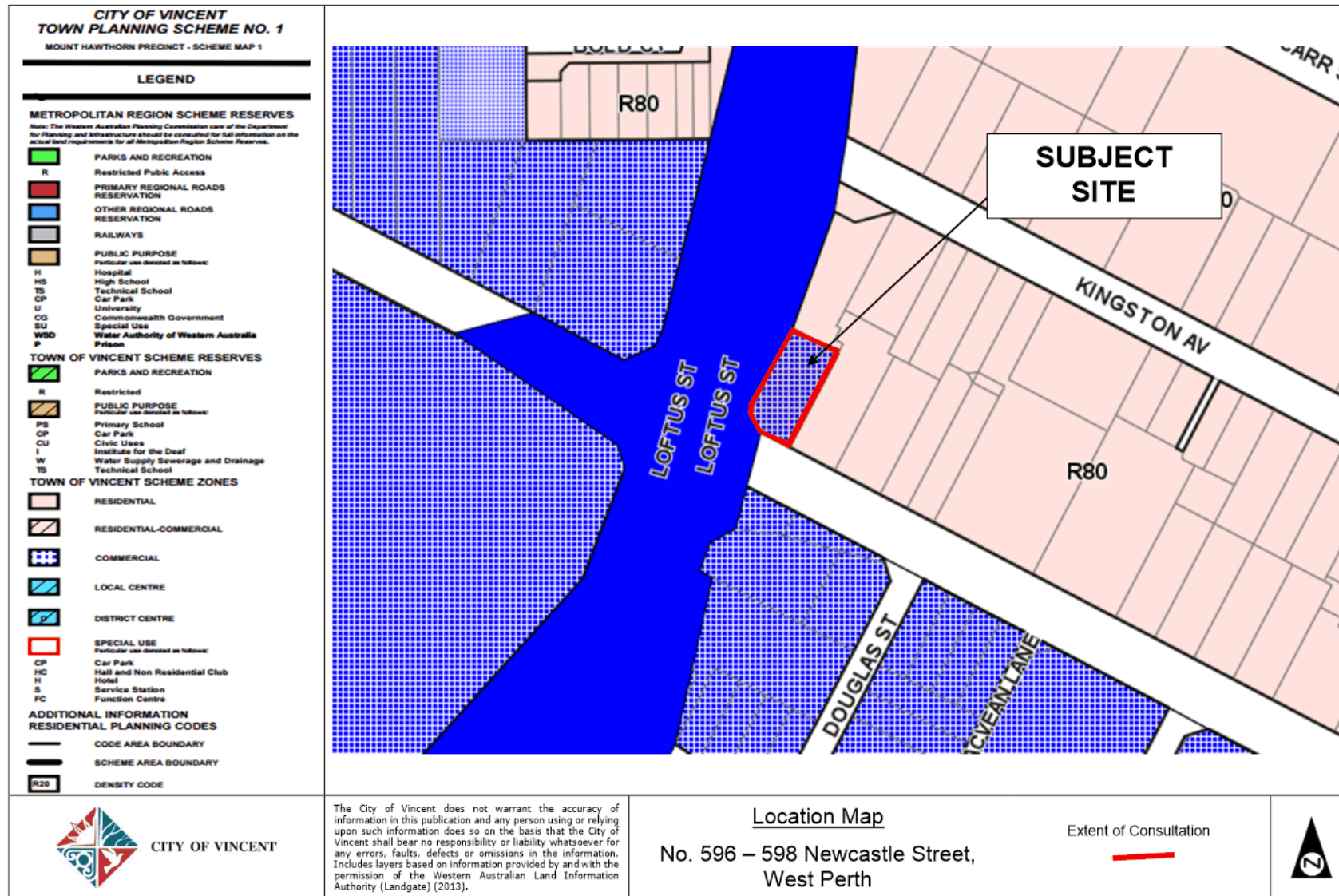
The billboards have been located on the subject site with approval from the City for the past 14 years and have become an established part of the existing streetscape. During this time, the landowner has consistently maintained the billboards and associated landscaping to the satisfaction of the City and the City has no record of receiving any complaints relating to the billboards. The billboards are orientated to address Newcastle Street and Loftus Street and are not visible from the nearby residential properties. Similarly, the billboards do not block views of significance or obscure architectural detailing of the adjoining properties. As such, the billboards are considered to be of a scale suitable to the current land use mix and built form of the location and do not currently impact on the amenity of the nearby residential properties.

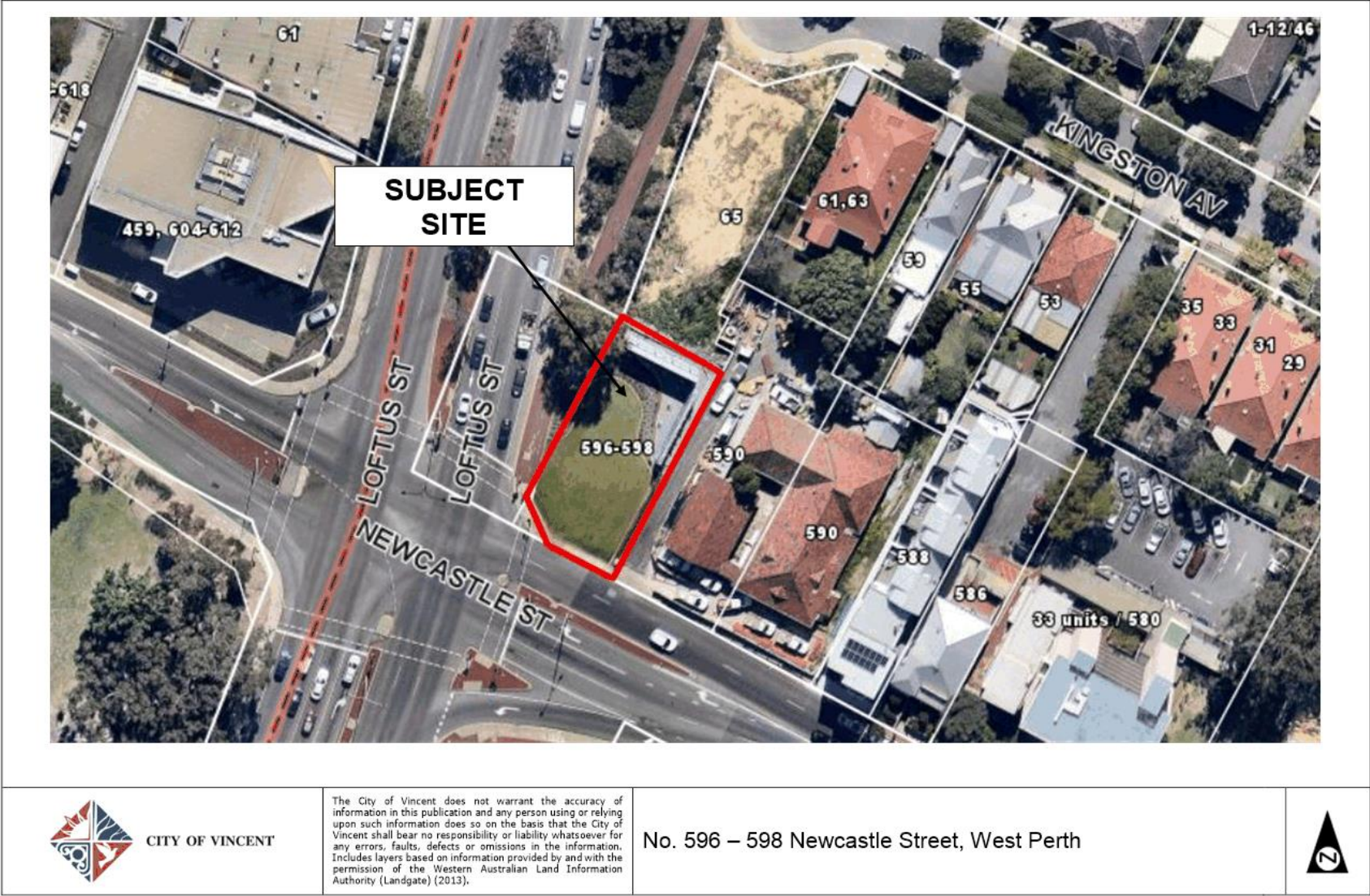
However, the subject site and surrounding area is proposed to change significantly as part of the City's Built Form Policy, which designates the site as an Activity Corridor and sets a six storey height for the area. The development of the subject site has been limited by the vehicle access ~~issues~~ requirements to Loftus Street and Newcastle Street, which require the developer to provide significant road upgrades to enable safe access to the site. Given these constraints and the current land use and built form context of the location, the use of the site for advertising in the form of billboards, is considered to be appropriate for the medium term, until such time as the development context of this area changes in line with the Activity Corridor and six storey designation of Built Form Policy.

Despite the current vehicle access requirements, the City recognises the potential for the subject site to be developed in the future, particularly given the Commercial zoning and the six storey height permitted for the site, as well as the potential for the site to coordinate development and access arrangements with adjoining properties. As such, it is considered necessary for the billboard approval to again be time limited, consistent with the previous four approvals for the billboards. Given the complexity of development of the site, which would either require amalgamation with an adjoining lot or substantial road works to allow access, it is considered appropriate for the time limited condition on the existing approval to be amended to allow the billboards for an additional 10 years before a further application would be required.

It is acknowledged that the Billboards represent an interim solution and not the optimal development outcome for the subject site. As such, a time limited approval is considered appropriate to ensure the appropriateness of the billboards is reconsidered in the future when the site context has change. In light of the above, the Billboards are considered to be a suitable temporary use for the site for an additional 10 years.

On this basis, it is recommended that the application to amend condition one of the development approval be approved on the condition that the approval is valid for an additional 10 years.





ORDINARY MEETING OF COUNCIL  
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CITY OF VINCENT  
MINUTES

# PROCEDURAL MOTION

Moved Cr Topelberg, Seconded Cr Wilcox

That Items 9.1.4 and 9.1.3 now be discussed, as persons in the Public Gallery are waiting to hear the outcomes.

## MOTION PUT AND CARRIED UNANIMOUSLY (9-0)

### 9.1.4 Nos. 596-598 (Lot Y116; D/P 2360) Newcastle Street, corner Loftus Street, West Perth – Renewal of a Billboard Signs Approval

Ward:	South	Date:	10 October 2014
Precinct:	Cleaver; P05	File Ref:	PRO0799; 5.2014.439.1
Attachments:	<a href="#">001</a> – Property Information Report <a href="#">002</a> – Development Application Plans <a href="#">003</a> – Applicant Justification Submission		
Tabled Items:	Nil		
Reporting Officer:	S Laming, Statutory Planning Officer		
Responsible Officer:	G Poezyn, Director Planning Services		

## FURTHER OFFICER 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 submitted by WA Billboards on behalf of the owner G V Cerini for the proposed Renewal of a Billboard Signs Approval at Nos. 596-598 (Lot Y116; D/P 2360) Newcastle Street, corner of Loftus Street, West Perth, and as shown on plans date stamped 12 August 2014, included as Attachment 002, subject to the following conditions:

### 1. Approval Period

This approval for the billboard signs is valid for a period of five (5) years from the date of issue of this approval;

### 2. Billboard Signs Requirements

- 2.1 The billboard signs shall not have flashing or intermittent lighting as determined by the City;
- 2.2 The billboard signs shall not display advertising which, as determined by the City, by virtue of colour or content may confuse the motorist or imitate the traffic signals or road signs;
- 2.3 The advertising content displayed on the billboard signs shall not contain material that (by reasonable definition) that, as determined by the City, may be offensive to the public or cause unacceptable levels of distraction;
- 2.4 The billboard signs are not to exceed the dimensions as shown on the approved plans; and
- 2.5 The billboard signs shall be kept in a good state of repair, safe, non-climbable, and free from graffiti for the duration of its display on-site; and

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3. **Landscaping**

The landscaping as outlined in the plan date stamped 12 August 2014 shall be planted and maintained thereafter by the owner(s)/occupiers at their own expense.

**ADVICE NOTES:**

1. The application is considered a special case and renewal of the approval should not be considered a precedent for allowing Billboard signs within the City of Vincent;
2. Should the applicant wish to continue the use after the approval period, it shall be necessary to reapply to and obtain approval from the City prior to the approval lapsing; and
3. Any proposed change to the billboard signs that does not comply with the Billboard signs requirements of this approval, as shown above, or, if it is determined by the City that the appropriateness of the advertising displayed on the billboard signs is undesirable and detrimental to the amenity of the locality, a new planning application shall be submitted to the City for approval.

**COUNCIL DECISION ITEM 9.1.4**

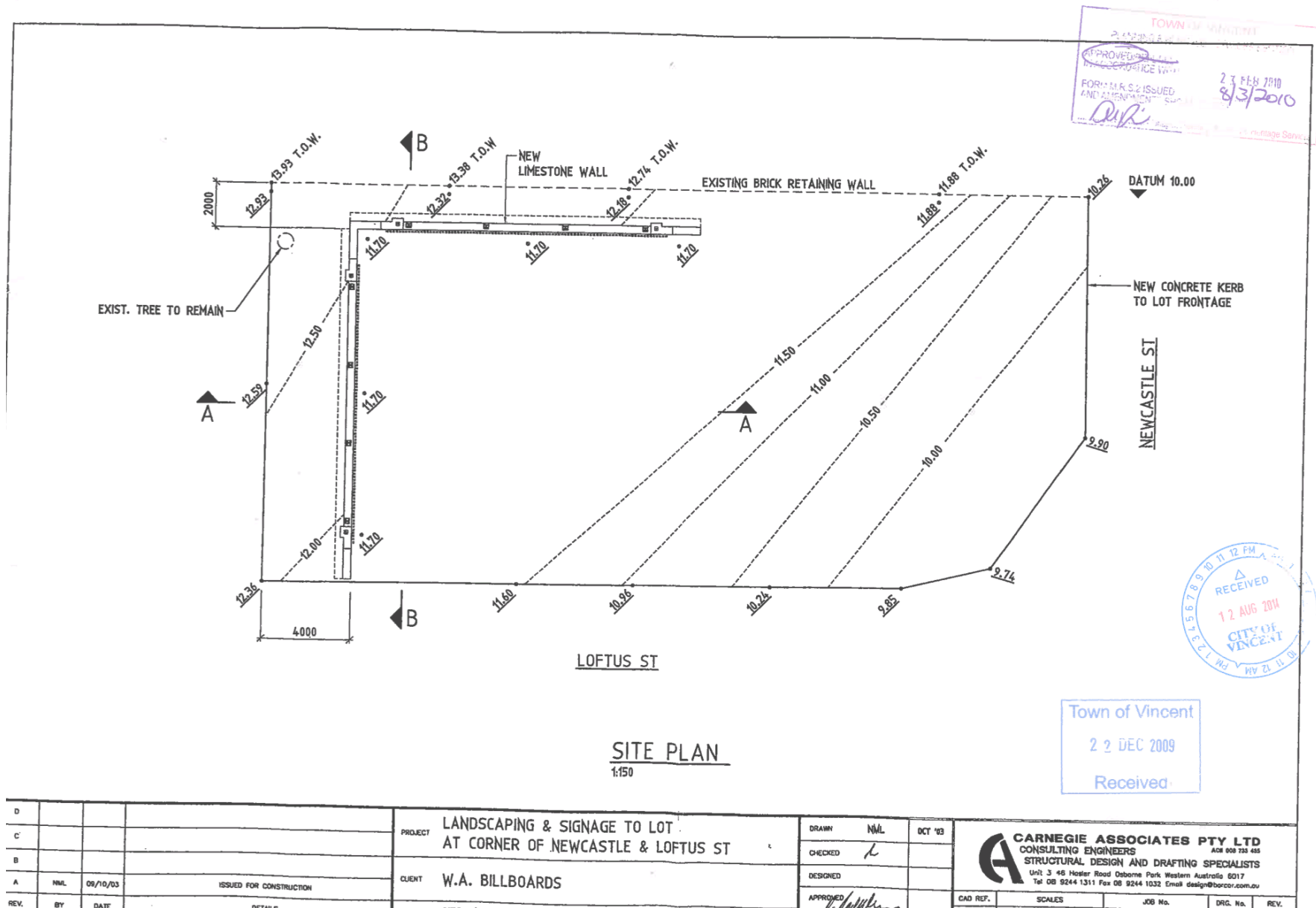
**Moved** Cr Topelberg, **Seconded** Cr Buckels

That the recommendation be adopted.

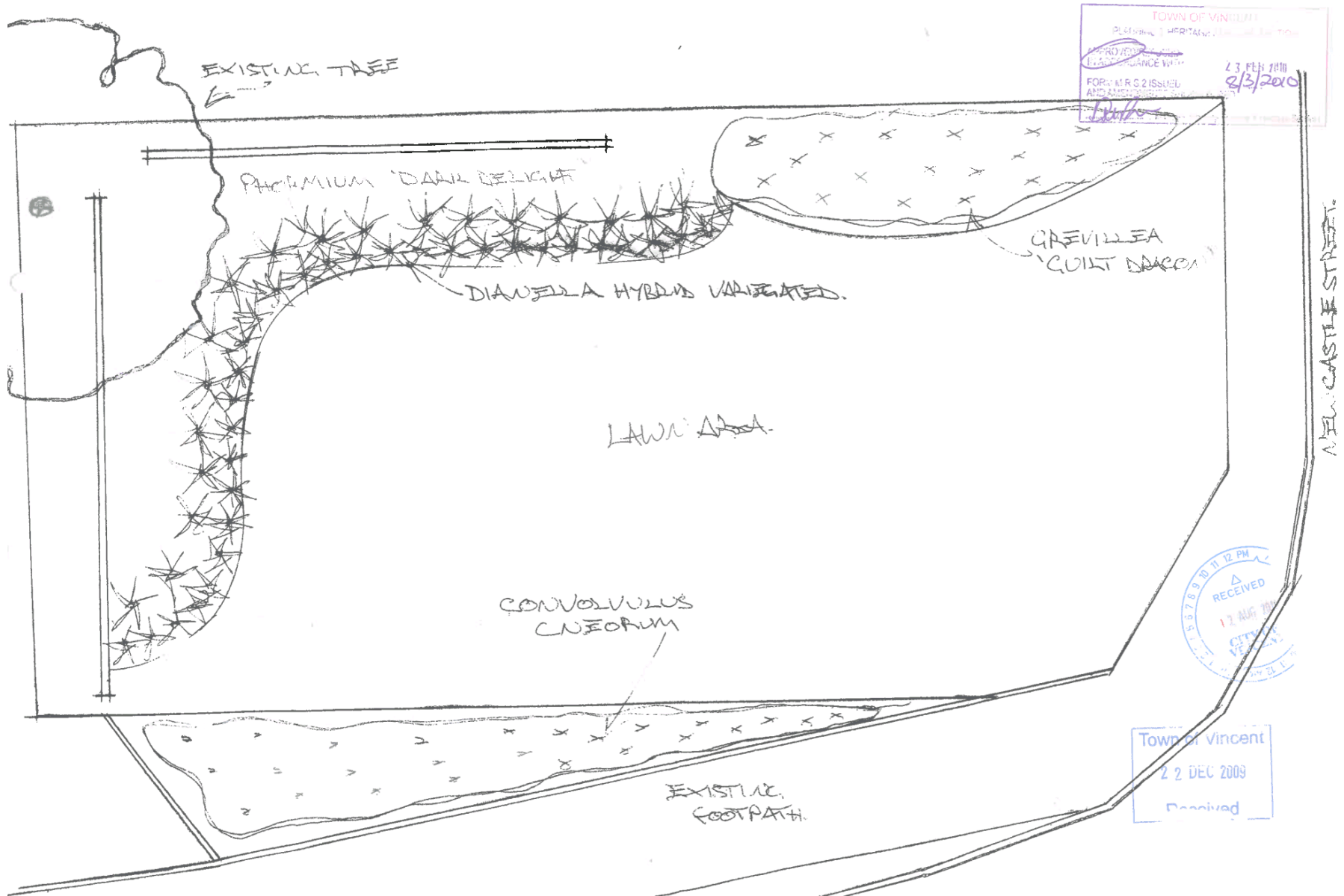
**MOTION PUT AND CARRIED AS RECOMMENDED (6-3)**

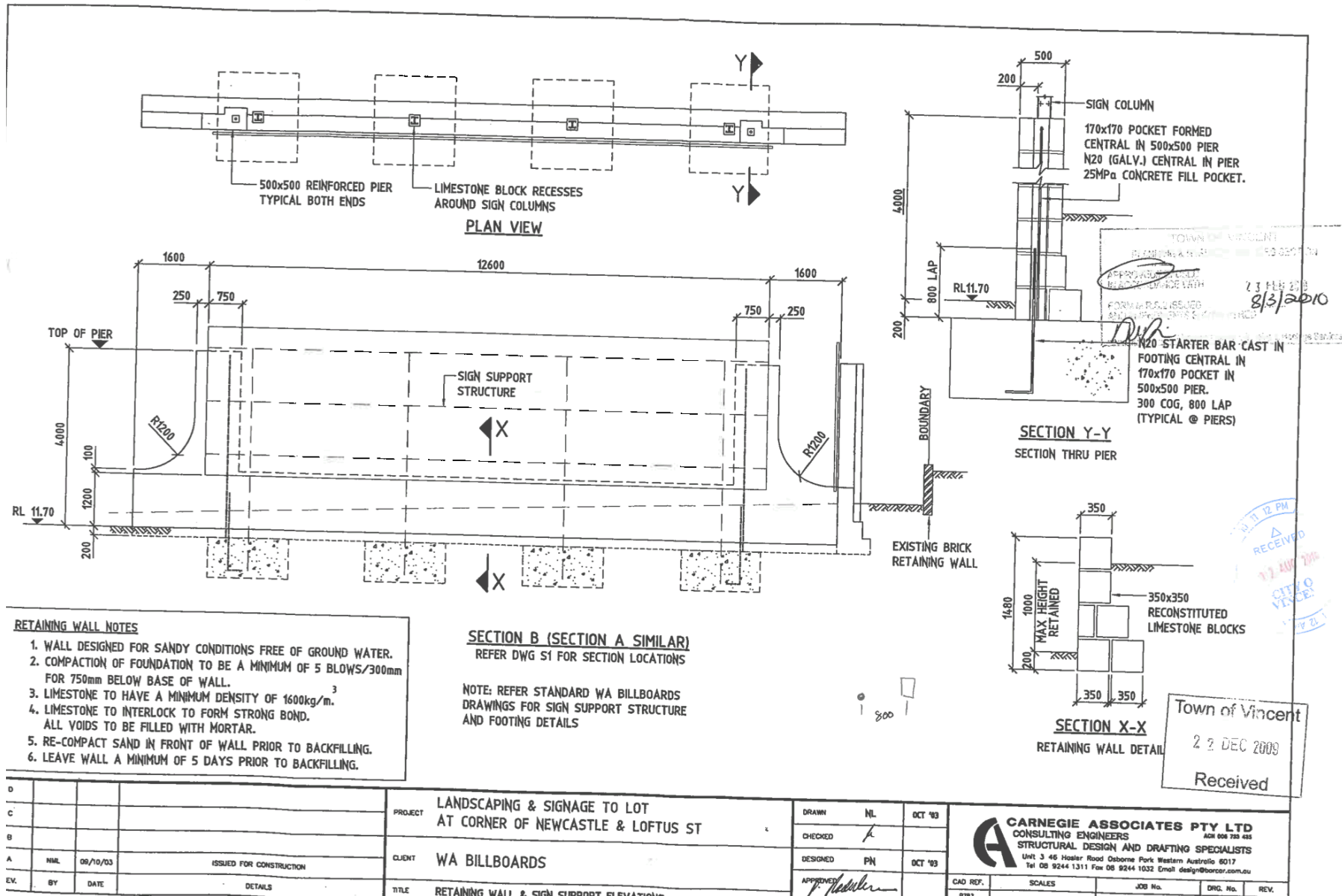
**For:** Presiding Member Mayor Carey, Cr Buckels, Cr Cole, Cr McDonald, Cr Pintabona, Cr Topelberg  
**Against:** Cr Harley, Cr Peart, Cr Wilcox.

Attachment 002



Attachment 002









**Determination Advice Notes:**

1. This is a development approval issued under the City of Vincent Town Planning Scheme No. 1 and the Metropolitan Region Scheme only. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/owner to obtain any other necessary approvals and to commence and carry out development in accordance with all other laws.
2. 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.

<b>5.5</b>	<b>NO. 289 (LOT 139) WALCOTT STREET, NORTH PERTH - PROPOSED AMENDMENT TO CONDITION OF APPROVAL: CHANGE OF USE - CONSULTING ROOMS</b>
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**TRIM Ref:** D18/11278  
**Authors:** Emily Andrews, Urban Planner  
 Joslin Colli, Coordinator Planning Services  
**Authoriser:** John Corbellini, Director Development Services  
**Ward:** North  
**Precinct:** 8 – North Perth  
**Attachments:**

- Attachment 1 - Consultation and Location Plan  
- Attachment 2 - Previous Planning Approval  

**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 to amend planning approval 00/33/0032 for Change of Use - Consulting Rooms at No. 289 (Lot 139; D/P 3784) Walcott Street, North Perth granted on 10 April 2001, subject to the following condition:

- All conditions, requirements and advice notes detailed on development approval 00/33/0032 granted on 10 April 2001 continue to apply to this approval, with exception of Condition iii which is amended to read as follows:

*“iii The consulting rooms are only permitted to operate between the following hours:*

- *8:00am and 6:00pm Monday to Friday; and*
- *8:00am to 1:00pm Saturdays.”*

**PURPOSE OF REPORT:**

To consider an application to amend a condition of the existing planning approval for a Change of Use – Consulting Rooms at No. 289 Walcott Street, North Perth to allow the development to operate from 8am to 1pm on Saturday in addition to 8:00am to 6:00pm Monday to Friday.

**BACKGROUND:**

<b>Landowner:</b>	T M Ringer
<b>Applicant:</b>	N Shah
<b>Date of Application:</b>	28 November 2017
<b>Zoning:</b>	MRS: Residential TPS1: Zone: Residential R Code: R60 TPS2: Zone: Residential R Code: R60
<b>Built Form Area:</b>	Transit Corridor
<b>Existing Land Use:</b>	Consulting Rooms – Medical
<b>Proposed Use Class:</b>	Consulting Rooms – Medical
<b>Lot Area:</b>	600.25m <sup>2</sup>
<b>Right of Way (ROW):</b>	Not applicable
<b>Heritage List:</b>	Not applicable

The subject site is bounded by Walcott Street and the City of Stirling boundary to the east, Clieveden Street to the north, with multiple dwellings to the south and a residential dwelling to the west. The subject site is zoned Residential with a density code of R60 under the City's Town Planning Scheme No. 1 (TPS 1). The site has two frontages being Walcott Street to the east and Clieveden Street to the north. Directly to the north of the site on Clieveden Street is a commercial shop, while to the east on the opposite side of Walcott Street and within the City of Stirling boundary there are residential dwellings and commercial properties. The site is currently operating as a Consulting Room for medical purposes. A location plan is included as **Attachment 1**.

At its Ordinary Council meeting on 10 April 2001, Council granted conditional development approval for the site to operate as consulting rooms - medical. A copy of this approval is provided in **Attachment 2**. Condition iii of the development approval set out operating hours for the consulting rooms, being 8:00am and 6:00pm, Monday to Friday.

The subject site has been operating as a consulting room offering acupuncture and Chinese herbal medicine since this time and the current application seeks to extend the hours of operation to allow a new tenant to operate a dental surgery from the premises. The application does not propose to change the use of the subject site with the proposed dental surgery falling within the definition of 'Consulting Rooms' under the City's Town Planning Scheme No. 1 which defines the use as:

*"any building or part thereof used in the practice of a profession by a legally qualified medical practitioner or dentist, or by a physiotherapist, a masseur, a chiropractor, a chiropodist, or a person ordinarily associated with a medical practitioner in the investigation or treatment of physical or mental injuries or ailments but does not include a hospital".*

The previous approval restricted the consulting rooms to a maximum of two consultants working at any one time and this application does not propose to alter this condition.

On 30 November 2017, the City received an application to amend condition iii of the exiting development approval to extend the operating hours of the consulting rooms to include Saturday 8:00am to 1:00pm.

## DETAILS

The table below summarises the planning assessment of the proposal against the provisions of the City of Vincent Town Planning Scheme No. 1 (TPS1), the City's Policy No. 7.1.1 – Built Form, the City's Policy No. 7.5.22 – Consulting Rooms and the City's Policy No. 7.7.1 – Parking and Access. In each instance where the proposal requires the discretion of Council, the relevant planning elements are discussed in the Detailed Assessment section following from this table.

Planning Element	Use Permissibility/ Deemed-to-Comply	Requires the Discretion of Council
Land Use		✓
Hours of Operation	✓	
Parking and Access	✓	

The land use permissibility has previously been approved by Council and is discussed in more detail in the comments section below.

## CONSULTATION/ADVERTISING:

Community consultation on the proposal occurred for a period of 14 days from 22 January 2018 to 5 February 2018. The method of consultation involved 24 letters being mailed out to all owners and occupiers adjacent to the site, as shown in **Attachment 1**, in accordance with the City's Policy No. 4.1.5 – Community Consultation. It is noted that letters were sent to landowners adjacent to the subject site on Green Street who are located in the City of Stirling however, these lots are not shown in **Attachment 1**.

No submissions were received during the consultation period.

## Design Advisory Committee (DAC):

Referred to DAC: No

## LEGAL/POLICY:

- *Planning and Development Act 2005;*
- *Planning and Development (Local Planning Schemes) Regulations 2015;*
- City of Vincent Town Planning Scheme No. 1;
- Policy No. 4.1.5 – Community Consultation; and
- Policy No. 7.5.22 – Consulting Rooms.

The application to amend the aforementioned condition of development approval is made in accordance with Clause 77(1)(b) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, which enables an application to be made requesting a local government to amend or delete any condition to which a development approval is subject.

In accordance with Schedule 2 Clause 76(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* and Part 14 of the *Planning and Development Act 2005*, the applicant will have the right to apply to the State Administrative Tribunal for a review of Council's determination.

#### Draft Town Planning Scheme No. 2

On 8 December 2017, the Acting Minister for Planning announced that the City's draft Town Planning Scheme No 2 (TPS2) is to be modified before final approval was to be granted. The schedule of modifications was confirmed in writing by officers at the Department of Planning, Land and Heritage (the Department). The Department also advised that the modifications to TPS2 would be required before the Acting Minister would finally grant approval to the Scheme. In this regard TPS2 should be given due regard as a seriously entertained planning proposal when determining this application.

Generally the modified version of TPS2 does not impact on the subject property as the zoning and land use of the subject site will not alter. In accordance with Table 1- Zoning table of TPS2, consulting rooms within the Residential zone will become an 'A' use, which is a use that requires advertising before Council can exercise its discretion in determining the application. As the application was advertised for community consultation, all of the requirements for TPS2 have been met as part of the processing of this application.

#### **Delegation to Determine Applications:**

This matter is being referred to Council as the application proposes to amend an application previously determined by Council.

#### **RISK MANAGEMENT IMPLICATIONS:**

It is Administration's view that there are minimal risks to Council and the City's business function when Council exercises its discretionary power to determine a planning application.

#### **STRATEGIC IMPLICATIONS:**

The City's Strategic Plan 2013-2023 states:

##### "Natural and Built Environment

1.1 *Improve and maintain the natural and built environment and infrastructure."*

#### **SUSTAINABILITY IMPLICATIONS:**

Nil.

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

Nil.

#### **COMMENTS:**

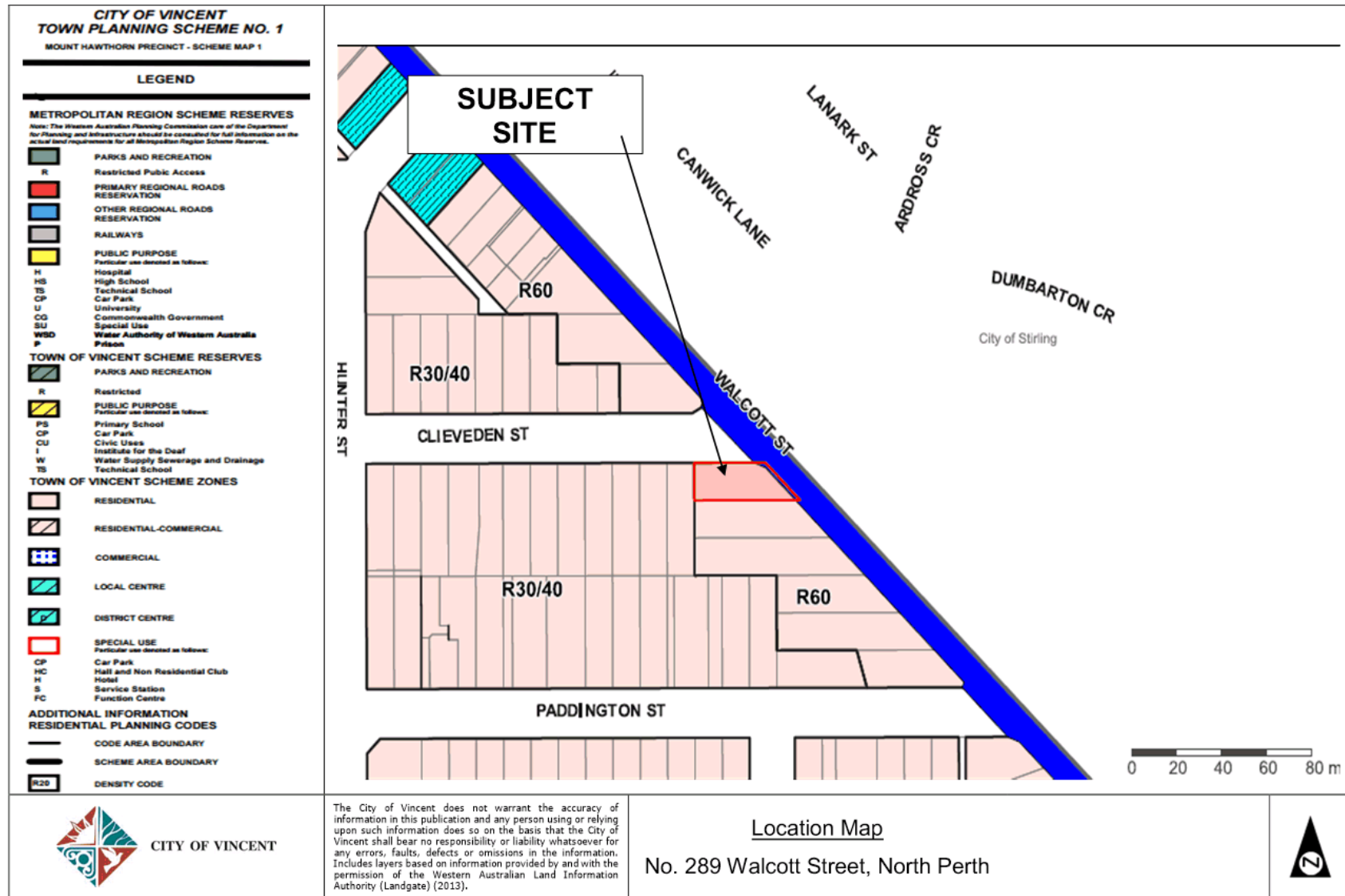
The subject site is zoned Residential and is not contemplated to change should TPS2 be finalised. The use of consulting rooms on the site has been in operation for over 16 years and during this time the City has no record of receiving any complaints regarding the development.

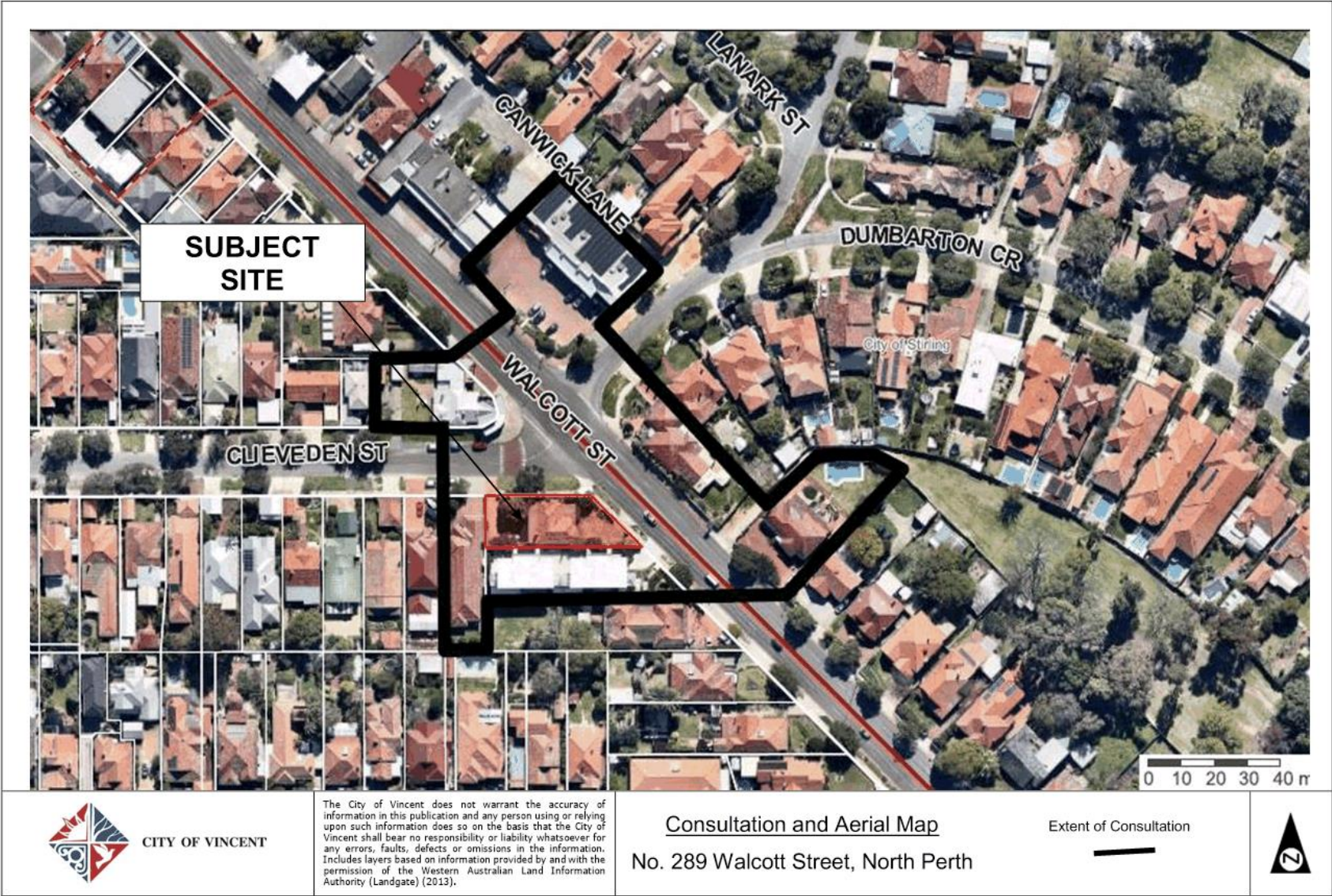
The subject site was approved to operate as a consulting room by Council at its Ordinary Council meeting on 10 April 2001, with the site currently occupied by Metro Health and Medicine which specialises in acupuncture and Chinese herbal medicine. The owner now proposes to operate the 'Consulting Rooms' as a dental surgery, with no more than two consultants in accordance with the existing approval.

The application seeks to amend the previous approval issued by Council by extending the permitted operating hours, which currently restricts the operating hours to 8:00am to 6:00pm Monday to Friday, to allow the development to also operate on Saturday between 8:00am and 1:00pm.

The City's Policy No. 7.5.22 – Consulting rooms, permits consulting rooms to operate between the hours of 8am and 6pm on Saturdays, and the proposed operating hours of between 8:00am to 1:00pm on a Saturday is consistent with the policy. The proposed operating hours are considered to be appropriate for the context of the subject site given the shop directly opposite on Clieveden Street, the low intensity of the Consulting Rooms, with a maximum of two consultants, and the six car bays provided in compliance with the City's Policy No. 7.7.1 – Parking and Access. As a result it is not considered that the additional hours will have a detrimental impact on the amenity surrounding residential properties.

It is therefore recommended that the condition as shown on the determination issued by Council on 10 April 2001 be amended to include the operation of the consulting rooms between the hours of 8:00am – 1:00pm on Saturday.





**THIS IS NOT A BUILDING LICENCE**

Fifth Schedule Class 42  
For Office Use Only  
Serial No. 00/33/0512

**TOWN OF VINCENT TOWN PLANNING SCHEME**  
**APPROVAL TO COMMENCE DEVELOPMENT**

**LOT:** 41 **STREET NO:** 289  
**STREET:** Walcott Street **LOCALITY:** North Perth

Name of owner of land on which development proposed:

Approval to commence development in accordance with the application for Town Planning Approval dated 15th March 2001 to change the use of the existing limited consulting rooms to consulting rooms and the attached plans dated 20th March 2001 was GRANTED in accordance with the provisions of the Town of Vincent Town Planning Scheme and the Metropolitan Region Scheme subject to the following conditions:

- (i) all signage shall be subject to a separate Planning Approval and Sign Licence application being submitted and approved prior to the erection of the signage;
- (ii) the car parking area(s) on the subject land 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(s)/occupier(s) to the satisfaction of the Town;
- (iii) the consulting rooms shall operate between the hours of 8am and 6pm, Monday to Friday only;
- (iv) a maximum of (2) two rooms shall be used for consulting;
- (v) a maximum of two (2) consultants shall be working at the premises at any one time;
- (vi) a footpath security deposit bond and/or bank guarantee of \$1,000 shall be lodged prior to first occupation of the building and be held until all works have been completed and/or any damage to the existing footpath have been reinstated to the satisfaction of the Town's Technical Services Division. An application for the refund of the security deposit must be made in writing;
- (vii) practitioners operating from the site shall be a legally qualified medical practitioner, physiotherapist, chiropractor, chiropodist and/or a person ordinarily associated with a medical practitioner in the investigation or treatment of physical or mental injuries or ailments and shall not be undertaking any type of massaging; and

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- (viii) compliance with all relevant Environmental Health, Engineering and Building requirements;

to the satisfaction of the Chief Executive Officer.

**NOTE: 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.**

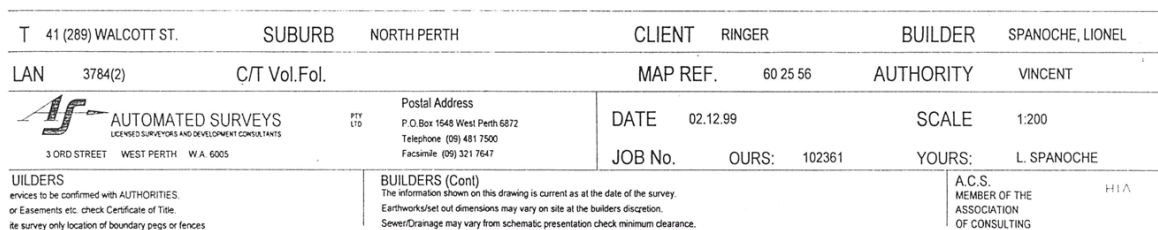
**SHOULD THE APPLICANT BE AGGRIEVED BY THIS DECISION A RIGHT OF APPEAL MAY EXIST UNDER THE PROVISIONS OF THE TOWN PLANNING SCHEME OR THE METROPOLITAN REGION SCHEME**

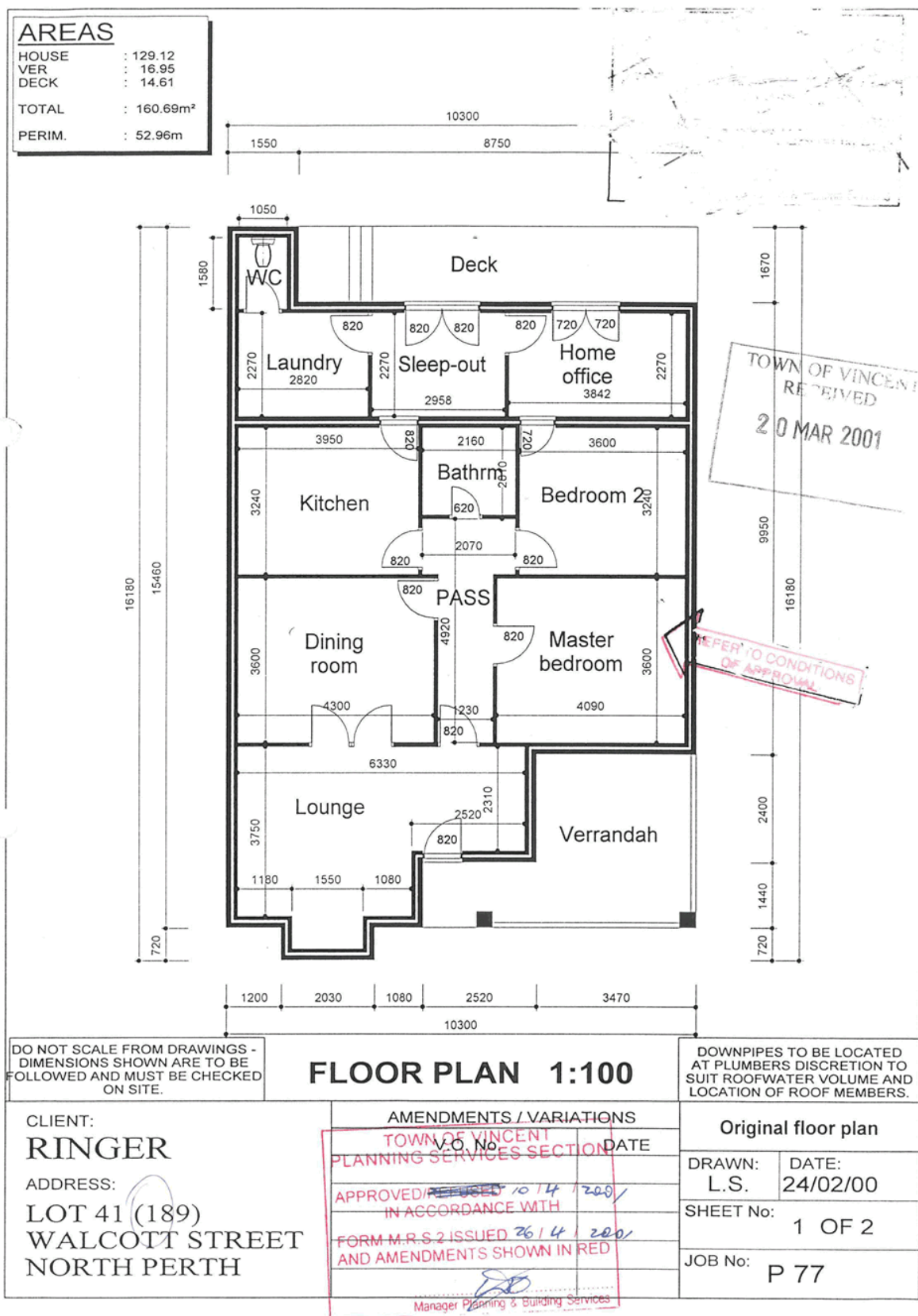
This approval is valid for a period of TWO years only. If the development is not substantially commenced within this period a fresh approval must be obtained before commencing or continuing the development.

**DATE OF DECISION:** 10 April 2001

**DATE OF ISSUE:** 26th April 2001

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**5.6 NO. 7 (LOT: 31; D/P: 2861) CHELMSFORD ROAD, MOUNT LAWLEY - CHANGE OF USE FROM TWO GROUPED DWELLINGS TO SINGLE HOUSE AND EATING HOUSE WITH ALTERATIONS AND ADDITIONS**

**TRIM Ref:** D18/16043









**Author:** Rana Murad, Senior Urban Planner

**Authoriser:** John Corbellini, Director Development Services

**Ward:** South

**Precinct:** 10 – Norfolk

**Attachments:**

1. Attachment 1 - Consultation and Location Map [↓](#) 
2. Attachment 2 - Applicant's Response to Community Submissions [↓](#) 
3. Attachment 3 - Traffic Impact Statement [↓](#) 
4. Attachment 4 - Noise Management Plan [↓](#) 
5. Attachment 5 - Development Plans [↓](#) 
6. Attachment 6 - Letter of Justification [↓](#) 
7. Attachment 7 - Further Response to Submissions Provided by Applicant [↓](#) 
8. Attachment 8 - Summary of Submissions [↓](#) 

**RECOMMENDATION:**

That Council, in accordance with the provisions of the City of Vincent Town Planning Scheme No. 1 REFUSES the application for development approval for the change of use from Grouped Dwelling to Single House and Eating House (including alterations and additions) at No. 7 (Lot: 31; D/P 2861) Chelmsford Road, Mount Lawley in accordance with the plans date stamped 1 December 2017, as shown in Attachment 6, for the following reasons:

1. The proposed use does not satisfy the objectives of the City of Vincent's Town Planning Scheme No. 1, specifically Clause 6(3), or the objectives set out in the City of Vincent's draft Town Planning Scheme No. 2 for the Residential zone, as it is considered to have an adverse impact on the residential amenity of the immediate locality due to the encroachment of incompatible non-residential development into the Residential zone and an area with a residential nature and character;
2. The proposed car parking shortfall does not satisfy the objectives of the City's Policy No. 7.7.1 – Parking and Access as insufficient parking has been provided on-site to accommodate the proposed development and will lead to an adverse impact on the amenity of the locality;
3. The proposed street setbacks do not meet the design principles of P5.2.1 of Clause 5.2 of Local Planning Policy No. 7.1.1 – Built Form as the proposal does not preserve and enhance the visual character of the existing residential streetscape;
4. The proposed landscaping does not meet the design principles of P5.14.1 to P5.14.5 of Clause 5.14 of Local Planning Policy No. 7.1.1 – Built Form as the proposal does not demonstrate that the development will provide landscaping on site which will provide a positive contribution to the development and the residential character of the area and does not facilitate the retention of existing vegetation; and
5. Having due consideration to subclauses 67(m) and (n) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, the development is not considered to be compatible with its setting due to the likely effect of the scale and appearance of the development on the residential character of the locality.

**PURPOSE OF REPORT:**

To consider an application for development approval for a change of use from Two Grouped Dwellings to Single House and Eating House (including alterations and additions) at No. 7 Chelmsford Road, Mount Lawley.

**BACKGROUND:**

<b>Landowner:</b>	R Macri
<b>Applicant:</b>	KTR Creations Pty Ltd
<b>Date of Application:</b>	21 April 2017
<b>Zoning:</b>	MRS: Urban TPS1: Zone: Residential R Code: R40 TPS2: Zone: Residential R Code: R40
<b>Built Form Area:</b>	Residential
<b>Existing Land Use:</b>	Grouped Dwelling
<b>Proposed Use Class:</b>	Single House – “P” Use Eating House – “SA” Use
<b>Lot Area:</b>	469.752m <sup>2</sup>
<b>Right of Way (ROW):</b>	5m, City owned, sealed, easement with rights of access for subject site
<b>Heritage List:</b>	No

The subject site is located on Chelmsford Road, Mount Lawley and is zoned ‘Residential’ with a density of ‘R40’. The land immediately abutting the subject site to east and south is zoned ‘Commercial’ and ‘District Centre’. To the west of the subject site is a ROW which is 5 metres wide, City owned and includes an easement with rights of access provided to the subject site. The area immediately to the west, abutting the ROW, and the properties directly opposite to the north are zoned ‘Residential’ with a density coding of ‘R40’ and is predominantly characterised by single dwellings. The start of this ‘Residential’ zone clearly delineated on Chelmsford Road, directly in front of the subject site, in the form of a one way slow point which restricts traffic from Beaufort Street travelling into and parking in this residential area. The location of the subject site is shown in **Attachment 1**.

The site accommodates two existing grouped dwellings, a single storey grouped dwelling which is orientated to Chelmsford Road and a three storey grouped dwelling to the rear of the property which fronts the ROW. Both grouped dwellings are provided with access from the ROW and are on a single certificate of title.

On 9 December 1996, Council at its Ordinary Meeting resolved to refuse an application for the rezoning of the subject property to Commercial C2. The Council also recommended that the applicant contact administration regarding use of the property for activities such as Consulting Rooms which may be considered within a Residential zone. An application for a change of use was subsequently received and presented to Council on 25 August 1997. At that meeting Council resolved to refuse the application for the following reason:

*“The non-compliance with the requirement concerning the orderly and proper planning of the locality and the preservation of amenities, particularly in the respect of the affected upon the surrounding residential use properties specifically by the generation of traffic demand for car parking and clientele.”*

On 23 October 1997, the applicant lodged an appeal with the Minister for Planning against Council’s decision. On 30 January 1998, the Acting Minister for Planning dismissed the appeal and upheld Council’s decision.

On 26 July 2011, Council approved a change of use from Single House to Medical Consulting Rooms (Psychology) and Associated Alteration and Additions subject to a number of conditions. However, it appears that this approval was not acted upon and has therefore lapsed. In the meantime, the subject site has continued to be used as a grouped dwelling, as previously approved. This was confirmed through the application form which was submitted as part of the development application.

On 2 April 2017, the City received a development application for a change of use from Grouped Dwelling to an Eating House with alterations and additions. This proposal incorporated:

- A maximum of 49 patrons at any one time;
- Opening hours of 10:00am to 10:00pm, seven days a week;
- Three staff members;
- No car parking bays or bicycle bays;
- A total area of 197.07 square metres (including alfresco dining and amenities area); and

- 2.27 metres setback to the building line and nil to the alfresco.

This application was advertised for a period of 23 August 2017 and concluding on 12 September 2017. At the end of this advertising period a total of eight submissions were received, all being objections.

Following the consultation period, the applicant provided the following additional information to address the concerns raised:

- a justification and response to the summary of objections, included as **Attachment 2**;
- a Traffic Impact Statement, included as **Attachment 3**; and
- a Noise Management Plan included as **Attachment 4**.

Subsequently, the applicant revised the application and submitted amended plans in an effort to address the concerns of the residents. The amended proposal incorporate:

- A maximum of 28 patrons at any one time;
- Opening hours of 10:00am to 10:00pm, seven days a week;
- Three staff members;
- Two on site car parking bays;
- A total area of 164.90 square metres; and
- A 4.13 metre setback to the building line and 2 metre setback to the alfresco.

The application and its assessment only relates to the change of use from grouped dwelling to eating house at the front portion of the subject lot, which would then result in the grouped dwelling to the rear changing land use to single house. This dwelling will remain and will be the only building used for residential purposes. This will not result in any additional requirements for the single house.

A roof sign for the proposed eating house has been included in the application. The sign complies with the City's Policy No. 7.5.2 – Signs and Advertising and in accordance with the Planning and Development (Local Planning Scheme) Regulations 2015 is exempt from the need to obtain development approval as it satisfies the requirements of the City's Policy No. 7.5.1 – Minor Nature Development.

The plans accompanying the application is included as **Attachment 5**. A letter of further justification and a letter addressing the submissions received as part of the second consultation period, are included as **Attachment 6** and **Attachment 7**, respectively.

### Summary Assessment

The table below summarises the planning assessment of the proposal against the provisions of the City of Vincent Town Planning Scheme No. 1 (TPS1), the City's Policies No. 7.1.1 – Built Form, No. 7.7.1 – Parking and Access and the State Government's Residential Design Codes. In each instance where the proposal requires the discretion of Council, the relevant planning element is discussed in the Detailed Assessment section following from this table.

Planning Element	Use Permissibility/ Deemed-to-Comply	Requires the Discretion of Council
Land Use		✓
Street Setback		✓
Landscaping		✓
Parking & Access		✓
Bicycle Facilities		✓

### Detailed Assessment

The deemed-to-comply assessment of the element that requires the discretion of Council is as follows:

Land Use	
Deemed-to-Comply Standard	Proposal
Town Planning Scheme No. 1	

"P" Use	Eating House – "SA" Use
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Street Setback	
Deemed-to-Comply Standard	Proposal
<b>Policy No. 7.1.1 – Built Form – Clause 5.2</b>  A minimum street setback of 5.4m	4.1m setback to the building and a 2.0m setback to the alfresco
Landscaping	
Deemed-to-Comply Standard	Proposal
<b>Policy No. 7.1.1 – Built Form – Clause 5.14</b>  15% deep soil zones  30% of the site area as canopy cover.	14.4% deep soil zones  Canopy cover percentage has not been provided
Parking & Access	
Deemed-to-Comply Standard	Proposal
<b>Policy No. 7.7.1 – Parking and Access</b>  3.58 car parking bays required after applying adjustment factors	2 car parking bays provided
Bicycle Facilities	
Deemed-to-Comply Standard	Proposal
<b>Policy No. 7.7.1 – Parking and Access</b>  5 bicycle spaces	Nil on-site bicycle facilities resulting in a shortfall of 5 spaces.

The above elements of the proposal do not meet the specified deemed-to-comply standards and are discussed in the comments section below.

#### CONSULTATION/ADVERTISING:

Consultation was undertaken for a period of 21 days in accordance with the Planning and Development (Local Planning Scheme) Regulations 2015, from 10 January 2018 until 31 January 2018. The method of consultation included a sign on site, a notice in the local newspaper 'The Community News', and letters being mailed to all owners and occupiers as shown on **Attachment 1**, in accordance with the City's Policy No. 4.1.5 – Community Consultation.

A total of 12 submissions were received consisting of nine objections and three letter of supports. The main issues raised in the submissions are summarised as follows:

- Concern relating the lack of on-site parking;
- Concerns relating to noise from the proposed eating house;
- Concerns that the proposal will have a detrimental impact on the residential amenity of the locality;
- Concerns that the development will be inconsistent with the existing streetscape;
- Concern that the eating house may impact on congestion in the local area;
- Concerns that commercial uses are beginning to encroach into the residential zone impacting on residential amenity; and
- Concerns that the illuminated signage will cause a visual disturbance to the area.

The main issues raised in the submissions are discussed in the Comment section below. A summary of the submissions received in both sets of community consultation and Administration's comment on each of these is included as **Attachment 8**.

**Design Advisory Committee (DAC):**

Referred to DAC: No

**LEGAL/POLICY:**

- *Planning and Development Act 2005*;
- Planning and Development (Local Planning Schemes) Regulations 2015;
- City of Vincent Town Planning Scheme No. 1;
- State Planning Policy 3.1 – Residential Design Codes;
- Policy No. 4.1.5 – Community Consultation;
- Policy No. 7.1.1 – Built Form (Built Form Policy);
- Policy No. 7.5.1 - Minor Nature Development; and
- Policy No. 7.7.1 – Parking and Access.

In accordance with Schedule 2 Clause 76(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 and Part 14 of the *Planning and Development Act 2005*, the applicant has the right to apply to the State Administrative Tribunal for a review of Council's determination.

Town Planning Scheme No. 1

The general objectives of the Scheme as outlined in Clause 6 are applicable, specifically Subclause 3 which is outlined as follows:

“(3) *The general objectives of this Scheme are –*

- (a) *to cater for the diversity of demands, interests and lifestyles by facilitating and encouraging the provision of a wide range of choices in housing, business, employment, education, leisure, transport and access opportunities;*
- (b) *to protect and enhance the health, safety and general welfare of the Town's inhabitants and the social, physical and cultural environment;*
- (c) *to ensure that the use and development of land is managed in an effective and efficient manner within a flexible framework which – (i) recognises the individual character and needs of localities within the Scheme zone area; and (ii) can respond readily to change;....*
- (f) *to co-ordinate and ensure that development is carried out in an efficient and environmentally responsible manner which –*
  - (i) *makes optimum use of the Town's growing infrastructure and resources;*
  - (ii) *promotes an energy efficient environment; and*
  - (iii) *respects the natural environment;*

Draft Town Planning Scheme No. 2 (Draft TPS2)

On 8 December 2017, the Acting Minister for Planning announced that the City's Draft Town Planning Scheme No 2 (TPS2) is to be modified before final approval was to be granted. The Schedule of modifications was confirmed in writing by the Department of Planning, Land and Heritage (the Department). The Department also advised that the modifications to TPS2 would be required before the Acting Minister would finally grant approval to the Scheme. In this regard TPS2 should be given due regard as part of the determination of this application. Proposed TPS2 and the modifications required do not impact on the subject property.

Policy No. 7.7.1 – Parking and Access Policy

Council may, at its discretion, waive the car parking requirements for change of use applications to provide additional on-site car parking, including waiving cash-in-lieu requirements in the following instances where:

- (a) the application does not involve the reduction of existing on-site car parking bays as part of the application;
- (b) the application does not involve any building works that contribute to additional floor area that would be subject to parking requirements; and
- (c) a current planning approval required payment of cash-in-lieu but that approval has not been acted upon in any way including payment of cash-in-lieu in part or in full.

**Delegation to Determine Applications:**

This matter is being referred to Council as the City received more than five objections during community consultation.

**RISK MANAGEMENT IMPLICATIONS:**

It is Administration's view that there are minimal risks to Council and the City's business function when Council exercises its discretionary power to determine a planning application.

**STRATEGIC IMPLICATIONS:**

The City's Strategic Plan 2013-2023 states:

*"Natural and Built Environment*

1.1 *Improve and maintain the natural and built environment and infrastructure."*

**SUSTAINABILITY IMPLICATIONS:**

Nil.

**FINANCIAL/BUDGET IMPLICATIONS:**

Nil.

**COMMENTS:**

Land Use

The property is zoned Residential with a density coding of R40. The zoning is not anticipated to change should the Draft LPS2 be finalised. The application proposes to use the building fronting Chelmsford Road as an 'Eating House'. An Eating House is an 'SA' use in the Residential zone under TPS1 meaning it is not permitted unless Council has exercised its discretion. In exercising discretion consideration is to be given as to whether the land use is appropriate in the context of the locality. The land use permissibility for a Restaurant in the Residential zone under Draft LPS2 is an 'A' use which has the same meaning as an 'SA' use.

During the two community consultation periods regarding the initial and then revised proposal, the City received numerous objections, which included concerns that the proposed use is not appropriate in the area, would disrupt the residential amenity of the locality and would promote the encroachment of the non-residential uses into the residential zone. The applicant has outlined in their justification that the subject property is separated from the remainder of the residential area by a ROW and directly abuts the District Centre and Commercial zone. Notwithstanding the location of the ROW and 'Commercial' to the east, it is considered that the subject site is clearly part of the residential portion of Chelmsford Road. The properties directly opposite the subject site are zoned 'Residential' and are residential in nature. A very clear delineation of the residential area from the commercial area along Chelmsford Road is set directly in front of the subject site, in the form of a one way slow point which restricts traffic from Beaufort Street travelling into and parking in this residential area. This proposal constitutes a non-residential development within a Residential zone.

The zoning of the subject site is also not proposed to change in LPS2. The applicant has argued that the presence of the ROW will separate the subject site from the remainder of the Residential zoned land and that the Commercial zone should, in essence, be from the subject site itself. This was considered and explored as part of the preparation of Draft TPS2 and it was determined that the Residential zone should commence at the subject site given the location of Residential properties directly opposite the subject site and the one way slow point directly in front of the subject site. Given this, it is considered that the subject site sits firmly within the residential context of Chelmsford Road and that any development on the site must be compatible with the residential character of this area.

The reuse of an existing house assists with the character of the site to remain compatible with the adjacent residential development, however the additions, alterations and signage proposed will change its appearance substantially, particularly given the reduced setbacks of the additions. The proposed additions will increase the floor area of the building which, in addition to the commercial nature of the proposal, results in a significantly

more intense scale of the development. The proposed reduced street setback, to accommodate the outdoor alfresco dining area, has been identified as a key contributor towards a loss in residential amenity as it is considered that this will exacerbate issues relating to noise and will not fit in with the existing built form of the residential area.

The proposal to accommodate 28 patrons is significant and will draw from a wider area in addition to the local catchment. The proposed use will increase the scale and intensity of non-residential uses in the residential zone and Chelmsford Road and it is considered that the proposed use and scale will result in a detrimental impact to the amenity of the residential portion of Chelmsford Road. In this instance, it is considered that the proposed use is incompatible with the residential nature and character of the area and is also inconsistent with the objectives of TPS1 and the objectives of the Residential zone under Draft LPS2.

### Noise

The proposed hours of operation for the eating house are 10:00am to 10:00pm, seven days a week. During community consultation concerns were raised regarding the noise generated by patrons to the restaurant while dining and particularly in the evenings and by staff clearing towards the end of the night. The design of the additions to the building promote open indoor/outdoor functional areas facilitated by large bi-fold doors opening out towards the street for a majority of the building façade.

An acoustic report has not been prepared for the proposed use and given the open nature of the alfresco area, it is unclear as to the extent of impact these measures will have on noise from the proposed use. The applicant has submitted documentation indicating the measures they proposed to undertake in order to alleviate noise generated by patrons and staff and the general operations of the eating house. The measures proposed include:

- Patio blinds around the outdoor dining area;
- Planter boxes with live trees/ bushes surrounding outdoor dining area to shield neighbours;
- Absorptive acoustic ceilings or acoustic baffles, (to create a more comfortable area for guests, this will also help to ensure guests keep voices low instead of having to talk over background noise);
- Music curfew or directional speakers in patio area; and
- Plastic or upholstered chairs instead of metal aluminium chairs (to prevent the clanking when setting up and packing up/cleaning).

The applicants have outlined that these measures have been based on other cafes with alfresco dining areas. The applicants in their response to the submissions received have also indicated that the eating house will be family friendly and that no smoking will be permitted in the area adjacent to the ROW therefore deterring patrons from loitering in this area and will be enforced through the use of signage. The applicant has also indicated that all doors and windows will be closed while the restaurant is being cleaned at the end of the night.

The information submitted as a means of alleviating or mitigating any noise concerns raised by the community is not considered to adequately address potential noise from the proposed use. Despite these proposed noise attenuation measures, the use of the subject site as a café until 10:00pm, particularly in the alfresco area, is considered to have an undue impact on the adjacent residential properties.

### Parking and Traffic

The proposal seeks approval for an eating house with capacity for up to 28 patrons. The deemed-to-comply standards of the City's Policy No. 7.1.1 – Parking and Access requires the provision of 3.58 (after the application of adjustment factors) on-site car parking bays. The proposed development incorporates two car parking bays which results in a two car parking bay shortfall.

Concerns that the lack of on-site car bays will exacerbate the already existing car parking issues in the street, was raised during the community consultation period. The submitters have outlined that the area is already congested due to the general lack of car parking in the area. Illegal parking and the illegal access of vehicles into Chelmsford Road which cannot be directly accessed from Beaufort Street, is also a highlighted issue in the area.

The applicant, in response to the submissions, has submitted a Traffic Impact Statement (TIS), which incorporates a parking occupancy survey to demonstrate that the operation of an additional eating house to the area would not adversely affect the availability of on-street parking, off-street parking in the nearby public car parks or traffic in general. The parking occupancy survey was based on 120 on street car bays on Chelmsford Road between Beaufort and William Streets and 56 car bays accommodated within the

Chelmsford Road Council owned public car park. The number of car bays along Chelmsford Road is an approximation only as there are no line markings on this street. The parking survey was conducted at intervals between 10:00am to 10:00pm for seven days. The results indicate that there is an average parking occupancy on weekdays of 62 percent, on weekends of 86 percent with a total average of 74 percent.

It has been noted that the peak occupancy occurs on Friday at 6:00pm (84 percent occupancy), 6:00pm on Saturdays (97 percent occupancy) and between midday to 2:00pm on Sundays (Average of 91 percent occupancy) which strongly correlate to the likely peak demand times of this proposal, being dinner time on the week nights, dinner time on Saturday and lunch time on Sunday. It is considered that the survey results illustrate an existing high occupancy particularly during the peak eating house times and it is considered likely that the proposed change of use will have a detrimental impact on the current car parking and congestion issues in the area.

There are existing two hour parking restrictions along this section of Chelmsford Road, which have been implemented in response to increased parking demands in the locality. The City has already received a number of car parking complaints in regard to vehicles in Chelmsford Road exceeding parking time limits, obstructing driveways, footpaths and ROWs and parking in no standing zones on Chelmsford Road. It is considered that the proposed development will contribute to the parking issues that already exist in this area.

The parking shortfall triggers the need to consider a cash-in-lieu contribution for the shortfall of 1.58 bays. The applicant as part of the TIS indicated a willingness to pay the cash-in-lieu for the shortfall and has outlined that the monies could contribute towards the construction of additional car parking bays in the area and demarcation of street bays on either side of Chelmsford Road which is currently unmarked. The rationale behind this suggestion is that the marking of bays will facilitate the orderly parking of cars on the street. Council may, at its discretion, waive the car parking requirements for change of use applications to provide additional on-site car parking. The proposal does not satisfy the criteria provided in the City's Policy No. 7.1.1 and the waiving of cash-in-lieu is not supported.

Given the above, it is considered that the parking shortfall will have an adverse impact on the amenity of Chelmsford Road as is not consistent with the zoning of the site due to its reliance on Chelmsford Road and the public car park for parking of its customers and staff, which is already nearing capacity.

#### Street Setback

The proposed alterations and additions to the front of the existing building accommodate an extension to the existing structure which has a setback 4.13 metres and a covered alfresco area which has a 2.0 metre setback to the front boundary.

The reduced street setback does not meet the deemed-to-comply requirements of the Built Form Policy and is required to be assessed using the design principles. In order to satisfy the design principles, the proposed building would be required to contribute to and be consistent with the 'established streetscape'. In this instance it is considered that the 'established streetscape' relates to the 'Residential' zone to which the subject lot is a part of and not on the existing development on the adjoining 'Commercial' zoned lot. The building setback is considered to be inconsistent with this 'existing streetscape', including the residential properties directly opposite and to the west on Chelmsford Road for the following reasons:

- The front setback in the 'Residential' zoned properties is significantly more than that proposed, being an average of 5.4 metres in lieu of the 2.0 metres proposed to the alfresco area;
- the appearance of the existing house will be diminished with the proposed additions and alfresco area which will no longer match the existing housing stock on the street; and
- the proposal does not adequately provide for parking and landscaping on site.

Given the above it is considered that the proposal does not meet the design principles of P5.2.1 of Clause 5.2 City's Policy No. 7.1.1 – Built Form and as a result the proposed reduction to the street setback is not supported.

#### Landscaping

The application has been assessed against the provisions of the Policy No. 7.1.1 – Built Form, which sets a deemed-to-comply standard of 15 percent of the site area as deep soil zone and 30 percent of the site area as canopy coverage at maturity. A total of 14.4 percent of the site area has been provided as deep soil zone.

The applicant has not provided a detailed landscaping plan and as a result the proposed canopy cover cannot be accurately determined. The landscaping provided consists of areas along the western boundary and a small area adjacent to the building entry. The existing vegetation in the front setback area, including an established "Callistemon" tree is to be removed to accommodate the proposed addition.

Although the proposal provides for deep soil zones aligned with the intent of the City's Policy, the removal of the existing vegetation in the front setback area combined with the absence of a detailed landscaping plan addressing canopy coverage, it does not demonstrate that the proposal will provide a positive contribution to the existing streetscape and minimise the impact of the development on the surrounding residential area.

Given the above it is considered that the proposal does not meet the design principles of P5.14.1 to P5.14.5 of Clause 5.14 City's Policy No. 7.1.1 – Built Form and as a result the proposed landscaping is considered insufficient.

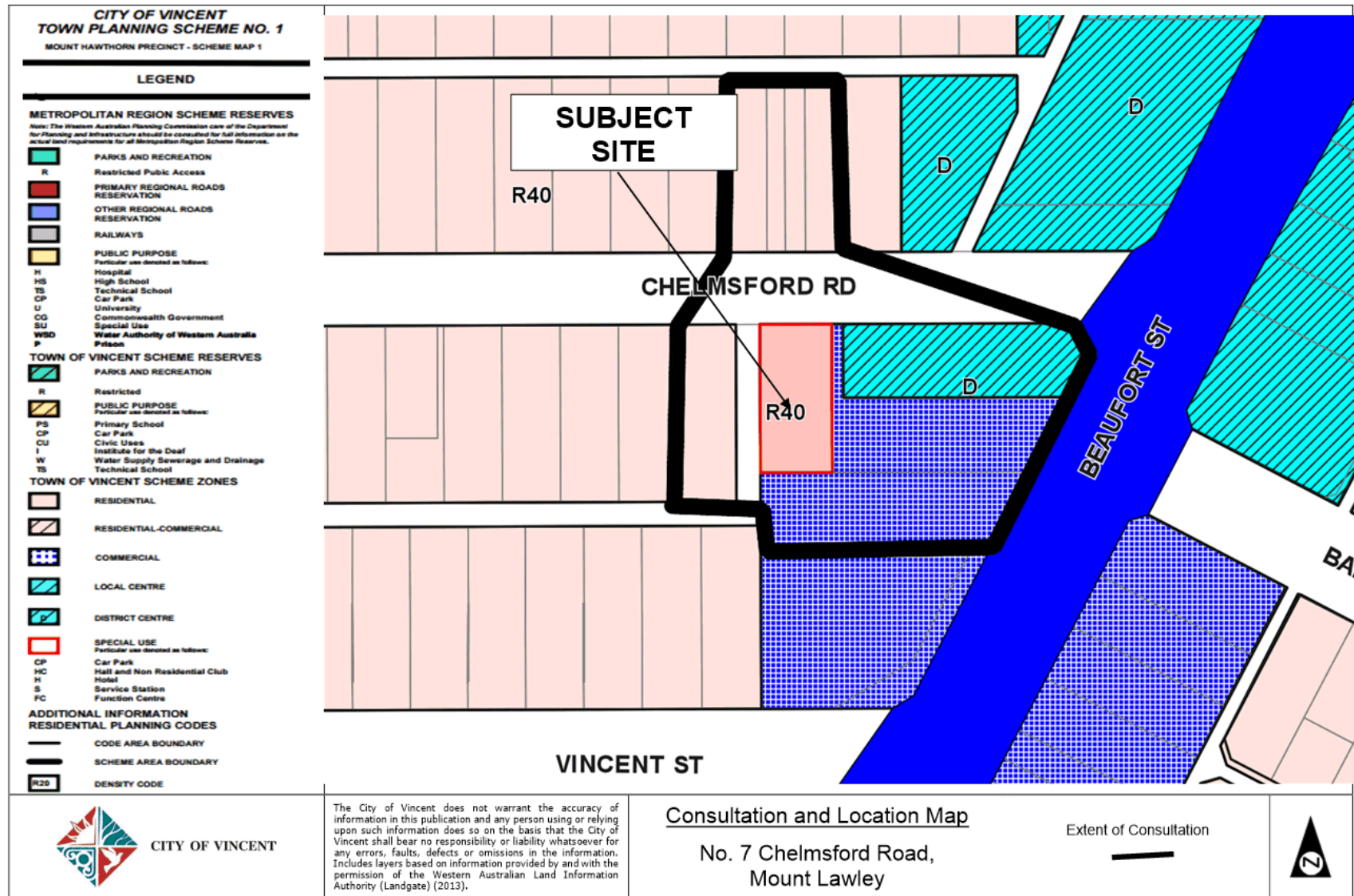
#### Bicycle Parking

The City's Parking and Access Policy bases the requirements for bicycle facilities on the public floor area of the eating house. In this instance a total of 5 spaces for bikes are required. No bike bays have been illustrated on the submitted plans for the proposed eating house and the lack of bicycle parking is not considered acceptable. There is sufficient opportunity to incorporate the required spaces and should Council consider approving the application it is recommended that a condition be applied requiring bicycle parking.

#### Conclusion

The proposed eating house is not considered to be compatible with the Residential zone or the residential area of Chelmsford Street, which it is a part of. The proposal seeks to depart from several deemed-to-comply standards of the Built Form Policy in terms of street setback, landscaping, parking and bicycle facilities. Furthermore, the application has not demonstrated it satisfies the applicable design principles and more broadly the relevant objectives of the City's current and proposed local planning scheme.

The lack of on-site car parking and bicycle parking will result in the eating house placing undue pressure on the existing on street parking and congestion issues in the area, the physical form of the eating house will detract from the existing residential area and the noise generated by the intended use will have a detrimental impact on the amenity of the residential area. It is considered that the proposal will have an adverse effect on the amenity of the locality and it is recommended that the application be refused.







04/10/2017

City of Vincent  
Administration & Civic Centre  
PO Box 82  
Leederville WA 6902

Dear Heidi,

**RE: Development Application extension of existing building and change of use from residential to café/restaurant at #7 Chelmsford Road, Mt Lawley**

KTR Creations acts on behalf of the Landowner at the above mentioned property.

I refer to the submissions received by the City of Vincent during the public advertising period in relation to the above matter and I have provided below a response to each of the concerns raised.

**Car Parking**

The City of Vincent's Planning Policy 7.7.1 – Parking and Access (LPP 7.7.1), Clause 1.2 Table 1 outlines the requirements for car parking. The required number of car bays for an Eating House is 1 space per 5 patrons. After calculating the adjustment factors set out in LPP 7.7.1 Clause 1.3 Table 2 it is found that this requirement can be reduced due to the close proximity this site has to a bus route, available off street public parking and being within the Town Centre. Therefore, the amount of parking bays required for this site is 4.5 car bays as opposed to 10 without the adjustment factors. It has been confirmed that there will be no onsite parking and that cash in lieu of parking will be applied and therefore there will be no congestion within the right of way (ROW). The cash in lieu payment can be utilized to look in to other ways the City can decrease parking pressures that may be present within the locality.

Opposite this site, approximately 20m to the North West lies 1 of 4 public car parking areas which has 56 car bays, plus Chelmsford Road allows for an additional 120 on street parking bays as well. Mt Lawley, especially Beaufort Street, has a high demand for restaurants and most patrons would get a taxi or Uber in to the precinct and walk to their destination. If people were to drive to this restaurant, it is also likely to be subject to multiple occupants per vehicle. Illegal parking is discouraged by my client, and if a problem was to occur in the locality, it would be encouraged that the City should increase regulatory approaches, including timed parking and prohibition or parking on verges. If the City was to implement higher measures on parking within the area, this would ease the residential occupants concerns.

A concern was raised that the space between the existing house and the ROW is already being used for parking. The property has not been sub-divided as yet and therefore there is 3m between the existing house and the ROW, allowing cars to park within this area. It is to be pointed out that these cars are parked there for the residence, and if this property's use was to be changed to an eating house, this area would no longer be utilized for parking.

Prior to any form of sub-division, the existing dwelling is setback 3m from the ROW boundary. Originally the application proposed 3 car bays located between the existing building and the ROW, however due to the loss of 0.5 meters, this space has become unavailable for this use.

Technical Services also pointed out that due to the traffic island located to the front of the property and the 2m x 2m truncation required at the front boundary line, no vehicles would be able to enter the site within the front setback area either.

This area that no longer can be used for parking, however, can be utilized as landscaping and also provides an opportunity to grow fresh produce for the restaurant. Any vegetation that grows within this area would also provide some screening between the restaurant, neighbours and will enhance the overall appearance of the property, laneway and the entire street.

The image below indicates that there are multiple public car parking areas within 200m of this property which will easily tolerate the car bays required as set out in LPP 7.7.1. This along with the property being walking distance from Beaufort Street and directly next door to another eating house proves that car parking should not be a worthy argument.



#### Issues Relating to Existing House to the Rear

The existing house to the rear does not form part of this application. This residence was approved through planning and according to the R-Codes does not unduly breach the clauses relating to overlooking or overshadowing. It is to be pointed out that the proposed eating house is separated from other residential properties with the ROW and is sandwiched next to a 3 story mixed use development. The proposed alterations for the existing building will positively contribute to the prevailing streetscape of Chelmsford Road. The main bulk of the building is setback 2.2m from the front boundary and only the open alfresco area will be placed on the front boundary, which is in line with the mixed used development next door. With the use of different materials the proposal provides articulation and allows for a smooth transition from commercial to residential areas, and compliments the surrounding properties, whilst upgrading the current façade and keeping within character of the area.

**Disturbance to Ambience of Neighbourhood**

The proposed eating house sits directly next door to “The Modern Eatery”, another restaurant that has an alfresco dining area within the verge. There have been no complaints or issues with regards to noise coming from this restaurant which is just 10m away from #7 Chelmsford Road. Nor has there been any damage to surrounding residences due to this café / restaurant being located here. There are only 3 tables located within the alfresco area and any noise from these tables can be reduced with the implementation of awnings should this subside any apprehension. The restaurant will be considered as family friendly and should not ascertain any antisocial behavior at the end of the night. It is proposed to be closed by 10pm, by which time patrons will either go home or extend their travels to the buzz on Beaufort Street rather than the quiet street of Chelmsford Road. There is only 1 door and 1 window on the western wall facing the residential properties which will minimize the noise coming from inside the restaurant. All doors and windows will be closed whilst the restaurant is being cleaned at the end of the night.

The restaurant will be nonsmoking and implementation of “No Smoking” signs will be installed to the area adjacent to the ROW to guarantee patrons from the restaurant will not loiter or litter this area. The Landowner of the rear residence and proposed eating house are one of the same, who I can ensure would also want to keep the ROW clean and tidy for the amenity of both of his properties.

Making this residence a more public place will provide additional lighting and will activate the ROW which will increase the security, reduce graffiti and eliminate antisocial behavior in the area and lane way.

**Over Supply of Eating Houses in the Area**

Mount Lawley is the social hub of Perth and the “go to” place for a meal or a drink. It’s not often that you see a restaurant empty within this precinct which implies that there isn’t an oversupply at all. There is a lack of quality family oriented restaurants within the area, most surrounding restaurants are predominantly franchised establishments which are sometimes run by inexperienced operators. It is in our best interest to create a community based restaurant that encourages artisan style food and not café fast food. This establishment will add value to the suburb which will look to use the local fresh produce from surrounding neighbors and also launch cooking classes broadening food knowledge to all generations.

There may not be much diversity in the different businesses in Mt Lawley, but it does however, provide a diversity of different cuisines in the area, giving patrons a choice of where to dine.

As mentioned previously, this property is sandwiched between a 3 story mixed use building and a public ROW. It is completely separated to the rest of the residential properties within the area and therefore will not look out of place being a restaurant, nor will it look like it is encroaching on a residential area.

The owner of this proposed eating house has 30 years’ experience and has won multiple hospitality awards. He opened one of the first restaurants on the Mt Lawley café strip “Monte Fiore” 20 years ago, and will forever be a historical asset to the area. This high standard of dining will be sustained to this eating house should it be approved.

**Streetscape**

It has been previously determined that although we are seeking approval for a reduced setback, the property is adjacent to a 3 story building which is located directly on the boundary. The proposed additions to the existing building are articulated with the main building being set back 2.2m from the front boundary. The alfresco area is further forward of the building façade which is open to natural light and ventilation which reduces building bulk on the streetscape. The image below shows the current streetscape along Chelmsford Road. The existing 3 story building provides no articulation and dining areas are located outside of the property boundary. The proposed eating house maintains all patrons within the constraints of the boundary lines and provides a smooth transition between commercial and residential areas. Overall the design compliments the existing streetscape, it has been designed to blend in to a residential environment and will be finished to suit the character and charm of the existing dwellings.

**Number of Employees**

As an experienced operator of other successful restaurants, the Landowner can confirm that only 3 employees plus he and one other family member would be required to operate such a facility. Both the Landowner and other family member live in the residence to the rear and therefore would not require additional car bays. This restaurant will not be using delivery platforms such as Deliveroo or Uber Eats and therefore will not contribute to possible traffic congestion.

**Encroachment of Commercial Uses and Loss of Residential Amenity and Value**

This property is divided from the residential dwellings along Chelmsford Road with the ROW, and is directly next to a mixed used building. If this property had been the other side of the ROW and in between two dwellings, these concerns would be legible. The building will be made to look like a residential home, only its use will be an eating house. As this will be a community based restaurant, the locality of this restaurant will only amplify the value and amenity of the surrounding properties as justified in previous comments above.

**Extreme Nature of the Application**

The only variation to the R-Codes this application has is the reduced front setback. For this to be a successful business and due to the spacing requirements between tables for safety reasons, the reduced front setback is required to allow for adequate seating & cooking arrangements within the restaurant. Compared to other applications the City may have assessed, this is a minor variation taking in consideration the mixed use property next door. It was not part of the plan to compromise on the layout after submitting the plans in to the council.

**Landscaping**

There will be no onsite parking, therefore there will be 2.5m between the house and the ROW that can be used for high quality landscaping. There is also a traffic island directly in front of the property which contains large trees which will be maintained.

**Signage**

The proposed sign faces Beaufort Street and any lighting will be low voltage. The canopy roof over the alfresco would block a lot of the light to the residential properties to the west. The illuminated sign would not any brighter than a street lamp post, which are located all the way down Chelmsford Road.

Should you have any questions or require further information, please feel free to contact me on the below written details.

Kind Regards,

Katie Shortland-Webb

Director | Building Designer

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05/10/2017

City of Vincent  
Administration & Civic Centre  
PO Box 82  
Leederville WA 6902

Dear Heidi,

**RE: Traffic Impact Statement - Development Application extension of existing building and change of use from residential to café/restaurant at #7 Chelmsford Road, Mt Lawley**

This report has been compiled to provide supplementary information in relation to parking, for the development application for # 7 Chelmsford Road, Mt Lawley (subject site).

The proposal seeks to extend and renovate the existing single story character home and change the use to an artisan family orientated eating house. The property is currently approved as a residential dwelling on land zoned 'Residential R40' under the City of Vincent's Town Planning Scheme No. 1.

**Base Requirements**

The City of Vincent's Planning Policy 7.7.1 – Parking and Access (LPP 7.7.1), Clause 1.2 Table 1 outlines the requirements for car parking. The required number of car bays for an Eating House is 1 space per 5 patrons. The proposal seeks approval for a maximum number of 28 patrons, meaning a total of 5.6 car bays are required excluding any adjustment factors noted below.

**Adjustment Factors**

LPP 7.7.1 Clause 1.3 Table 2 sets out potential development scenarios in which adjustment factors may be applied in order to reduce the required number of car bays. In this instance three development scenarios apply.

Development Scenario No. 2 which has an adjustment factor of 0.80, applies when the development is located within 400 meters of a bus route.

The subject site is within close proximity to a number of bus stops, with two being within 120 meters from the property. The closest bus stops are Beaufort Street after Harold Street (Stop ID 12138) and Beaufort Street before Grosvenor Road (Stop ID 12139). This examination clearly meets the requirements for Development Scenario No. 2.

Development Scenario No 3A, which also has an adjustment factor of 0.80, applies when the development is located within 200 meters of an existing off-street public car park with in excess of 50 car bays.

The subject site has several existing public car bays within the vicinity that are closer than 200 meters away. The image below indicates that there are 3 public car parks with additional on street parking along Chelmsford Road, Vincent Street, Beaufort Street and Grosvenor Road. The public car park directly opposite the subject site contains 56 car bays, the public carpark between Grosvenor Road and Raglan Road contains approximately 90 bays and the car park that is located at the intersection of Barlee Street and Beaufort Street contains 54 car bays. These figures do not take in to consideration the on street car bays which contribute further to the total amount of accessible car

bays within the area. It is therefore clear that this adjustment factor can be used when calculating the car parking requirements for the subject site.



Development Scenario No. 4 applies when a development is located in a Town Centre shown in Appendix 1 of LPP7.7.1. This has an adjustment factor of 0.90.

The subject site falls just outside of the Mt Lawley/Highgate Town Centre (Map 3), with the boundary line being between the mixed use development and the subject site. With the property being in such close proximity to the Town Centre and being separated from all other residences in the area by a ROW, it is argued that although this has not been used to calculate the car bay requirements, this adjustment factor could also be applied also to this property.

After calculating the adjustment factors as described above, it is found that this requirement can be reduced to 3.584 on site car bays. The plans have been amended significantly to allow for 2 onsite car bays, therefore the shortfall of car bays will only be 1.584, which is marginal and can easily be accommodated by the surrounding public and on street car bays surrounding the subject site.

#### **Parking Constraints**

The location and layout of the subject site pose a number of constraints to the provision of parking.

Prior to any form of sub-division, the existing dwelling is setback 3m from the ROW boundary. Originally the application proposed 3 car bays located between the existing building and the ROW, however due to the loss of 0.5 meters, this space has become unavailable for this use.

Granted that this area can no longer be used for parking, it can however, be utilized as landscaping and it also provides an opportunity to grow fresh produce for the restaurant. Any vegetation that grows within this area would also provide some form of screening between the restaurant and neighbours and will enhance the overall appearance of the property, laneway and the entire street.

Technical Services highlighted that due to the traffic island located to the front of the property and the 2m x 2m truncation required at the front boundary line, no vehicles would be able to enter the site within the front setback area without the removal of the traffic island and mature trees which is undesirable to all parties.

The plans have been modified from the original application to allow for 2 on site car bays located in front of the existing building, making the shortfall only 1.584. It has been confirmed by the City that a cash in lieu of parking will be applied to this shortfall which can be utilized by the City to look in to other ways parking pressures, which may be currently present within the locality, can be decreased.

#### Parking Assessment Summary

The following table calculates the proposed shortfall in parking requirements, in accordance with LPP 7.7.1.

Proposed Parking	
Car Parking Requirements	2 on site car bays
Eating House (28 Patrons) = 5.6	
Total after adjustments 2 & 3A = 5.6 x 0.8 x 0.8	3.584
Onsite Parking Bays Required	2
Shortfall (cash in lieu proposed)	1.584

For an Eating House of 28 patrons, after adjustments as calculated above, a total of 1.584 car bays are required, for which we are seeking a cash in lieu payment if approved by the City.

#### Parking Survey of Existing Nearby Public Carparks & On Street Parking

At the City's request, we have undertaken a detailed Parking Occupancy Survey which specifies the number of car bays, both on street and within the nearby public car parking lot, which are available at various time between 10:00am and 10:00pm, Monday to Sunday.

In total, there are approximately 120 on street car bays on Chelmsford Road between Beaufort Street and William Street, which is an easy walking stretch of approximately 400 meters. Additionally, the carpark located just 20 meters from the subject site contains 56 car bays. Therefore the approximate number of 176 bays is utilized for the percentage breakdowns of each count conducted. The occupancy figures of these car bays have been outlined in the table below:

Day	Time	Parking Count (Occupied)	Percentage of Occupancy (%)
<b>Monday</b>	<b>10:00</b>	94	53
Monday	12:00	96	55
Monday	14:00	88	50
Monday	16:00	98	56
Monday	18:00	115	65
Monday	20:00	128	73
Monday	22:00	98	56
<b>Tuesday</b>	<b>10:00</b>	92	52
Tuesday	12:00	98	56
Tuesday	14:00	91	52
Tuesday	16:00	100	57
Tuesday	18:00	126	72
Tuesday	20:00	135	77
Tuesday	22:00	107	61
<b>Wednesday</b>	<b>10:00</b>	95	54
Wednesday	12:00	105	60
Wednesday	14:00	94	53
Wednesday	16:00	91	52
Wednesday	18:00	134	76
Wednesday	20:00	128	73

Wednesday	22:00	97	55
<b>Thursday</b>	<b>10:00</b>	90	51
Thursday	12:00	112	64
Thursday	14:00	92	52
Thursday	16:00	95	54
Thursday	18:00	130	74
Thursday	20:00	135	77
Thursday	22:00	97	55
<b>Friday</b>	<b>10:00</b>	98	56
Friday	12:00	122	69
Friday	14:00	118	67
Friday	16:00	109	62
Friday	18:00	148	84
Friday	20:00	138	78
Friday	22:00	125	71
<b>Saturday</b>	<b>10:00</b>	129	73
Saturday	12:00	145	82
Saturday	14:00	156	89
Saturday	16:00	163	93
Saturday	18:00	171	97
Saturday	20:00	157	89
Saturday	22:00	141	80
<b>Sunday</b>	<b>10:00</b>	141	80
Sunday	12:00	156	89
Sunday	14:00	163	93
Sunday	16:00	153	87
Sunday	18:00	155	88
Sunday	20:00	148	84
Sunday	22:00	128	73
<b>Average Parking Occupancy (Weekdays)</b>	(3819/35)	<b>109</b>	<b>62</b>
<b>Average Parking Occupancy (Weekend)</b>	(2106/14)	<b>150</b>	<b>85</b>
<b>Total Average</b>	(5925/49)	<b>121</b>	<b>69</b>

In relation to the above, we consider that this data is accurate, and representative, given that every day of the week has been surveyed over a 12 hour period on each day.

At an average occupancy of 69%, it is clear that there are no parking issues and that there are always some car bays available, even in the busiest times of the day and week. Knowing that only 1.584 car bays are actually required as stated in LPP 7.7.1. it is evident that these required car bays are available to be used at any time of the day as indicated above.

It is to be noted that when conducting the survey, it was apparent that the on street car bays were not formally individually marked and that larger gaps between vehicles were being left, meaning less cars would be able to park along the street in these areas. A cash in lieu payment could potentially allow the city to upgrade the allowed parking areas with individual parking bays to ensure maximized parking availability.

It may also be suggested that the City implements tougher restrictions on verge parking to encourage people to use the readily available public transport provided to the area which so many other suburbs miss out on.

It is widely known that people come from all over the Perth metropolitan area to dine on the Café Strip in Mt Lawley. It is also a fact that many people want to live in this area to be part of this popular atmosphere and to be just

walking distance to their favourite cuisines. It is due to this that Mt Lawley is naturally a busy suburb and congestion is bound to occur in such close proximity to Beaufort Street.

This survey did not take in to consideration the many other readily available public car parks or verge parking within a 200 meter radius of the subject site. It is suggested that this should be contemplated when evaluating if the current parking facilities are sufficient to accommodate an additional artisan Eating House in the area of Mt Lawley.

#### **Cash in Lieu**

In accordance with LPP 7.7.1 Clause 2.2, the owner proposes to pay cash in lieu of parking payment for the shortfall of onsite car parking bays. As discussed, the proposed shortfall is 1.584 bays, therefore a fee of \$8,553.60 would be payable as a cash in lieu of parking, at \$5,400 per bay as per the City's 2017/18 Fees and Charges.

#### **Regulation & Management**

The bulk of the parked vehicles in the area are those of residents, demonstrated by the consistently high number of parked vehicles along surrounding streets outside of operating hours. This shows that a substantial proportion of parking issues in the area are due to residential parking, not business overflow issues.

It appears that most residences have access to a ROW for vehicle access and most of which also have a garage backing on to the lane way too. However, a lot of these homes also have a crossover and paved driveway within the front setback area. This observation highlights if the existing structures facing the relevant ROW's are actually being used for car parking purposes, or if they are just being used for storage in general, and therefore the heavy congestion could possibly be due to residents & visitors parking on the verge in lieu of on their own property.

If the City was to encourage residents of the area to use their existing car parking facilities on their own property, and to remove any obsolete or unused crossover and driveway within the front setback area, more verge parking would become available. It would also encourage more planting of street trees creating an attractive streetscape.

With regards to issues of any parking overflow which have previously been mentioned by the City, we would suggest a regulatory approach. If parking within the immediate locality surrounding the development is an issue, the City has the ability to undertake initiatives such as timed or permit parking.

The locality's close proximity to the popular precinct of Mt Lawley, which does attract significant traffic, would further justify the City's consideration of moderate parking restrictions in the area.

Alternatively, the City could plan to build more public parking areas which would relieve any current parking pressures in the area. As Vincent becomes a busier and more socially active City, funds received by cash in lieu payments, parking permits and timed parking bays, could be utilized for such planning and construction within the area of Mt Lawley. As the CBD is ever growing, existing parking facilities will eventually need to be upgraded, whether it be on multiple levels or with additional more sporadic single level car parks within the vicinity.

Eventually, a balance and understanding is required from all occupants of the locality. Businesses need to understand that a payment may be required to achieve additional public car parking facilities will become available for their customers & staff; Customers need to appreciate their surroundings and respect others when choosing where to park and pay rightfully for their space; Residents need to comprehend that they live in a naturally growing, busy environment that sometimes comes with traffic congestion; and the City needs to plan, look to the future and realize this area is a community that so many others want to be a part of, whether permanently to live or temporarily to dine or shop.

#### **Conclusion**

As detailed in the above commentary of this report, the proposal is seeking to extend and renovate the existing single story character home and change the use to an artisan family orientated eating house with a maximum patronage of 28. Given the statements above, the following conclusions have been made:

- The number of off-site car parking bays required for this establishment is 1.584. It has been demonstrated that these bays will be available throughout various times of the day and week.
- There are several existing large public car parks within 200 meters of the subject site, along with a multitude of verge parking on the surrounding streets and is also in close proximity to public transport routes.
- Generally, people enjoy walking along the café strip and don't necessarily have to park in close proximity to the restaurant.
- With alcohol testing and with Uber becoming more popular, less people are driving to go out for dinner and have an alcoholic beverage. A taxi rank is also only 800m away from the subject site. These forms of transport are encouraged by the Landowner.
- The proposed establishment is an upmarket family restaurant, not a coffee house/café where there would be more traffic implied to the site.
- The Landowner envisages that a large number of the patrons will be local residents and therefore would walk to the restaurant rather than drive.
- The subject site is sandwiched between a three story mixed use development which contains cafes, shops and residential premises, and a public ROW, separating the subject site from all other residential properties along Chelmsford Road.
- The proposal is consistent with the existing amenity of the locality and is likely to upgrade the amenity and security of the lane way and surrounding properties.
- 2 on site car bays have been provided, however to be form any more bays would require significant removal of parts of the existing building, which would be detrimental.
- The proposed extension and renovation to the existing structure have been designed to blend in with the character and charm of the existing neighbourhood along Chelmsford Road. The proposal will enhance the current streetscape and forms a subtle transition between commercial and residential zones which will successfully harmonize its surroundings.

As such, we contend that the proposal meets the objectives of the City's parking policy LPP 7.7.1, whilst successfully managing a number of other site constraints and maintaining the amenity of the locality. The proposal is therefore reasonable and should be supported.

Should you have any questions or require further information, please feel free to contact me on the below written details.

Kind Regards,

Katie Shortland-Webb  
Director | Building Designer  
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W | [www.ktrcreations.com.au](http://www.ktrcreations.com.au)

#### Flexshield Recommendations for 7 Chelmsford rd café

For some recommendations based on previous experiences with café's and patio dining please see the below list of improvements that are effective in reducing the noise impact caused by people, equipment and entertainment.

- Patio blinds around the outdoor dining area (great noise barrier, we recommend PVC blinds, potentially up to 2mm thick clear)
- Planter boxes with live trees/ bushes surrounding outdoor dining area to shield neighbours
- Absorptive acoustic ceilings or acoustic baffles, (to create a more comfortable area for guests, this also helps to ensure guests keep voices low instead of having to talk over background noise)
- Music curfew or directional speakers in patio area
- Plastic or upholstered chairs instead of metal aluminium chairs. (to prevent the clanking when setting up and packing up/cleaning)

These points are based on what we have been presented with in the form of plans and from previous projects, knowledge and product research. We have not taken any noise level readings of ambient atmosphere; each idea listed above would have a range of effect on the noise impact involving the neighbours in the surrounding areas.



Regards

Ronnie Flintoff

0428045589

Flexshield.com.au

wa@flexshield.com.au

**SC DRAFTING**

ABN: 48 365 708 393

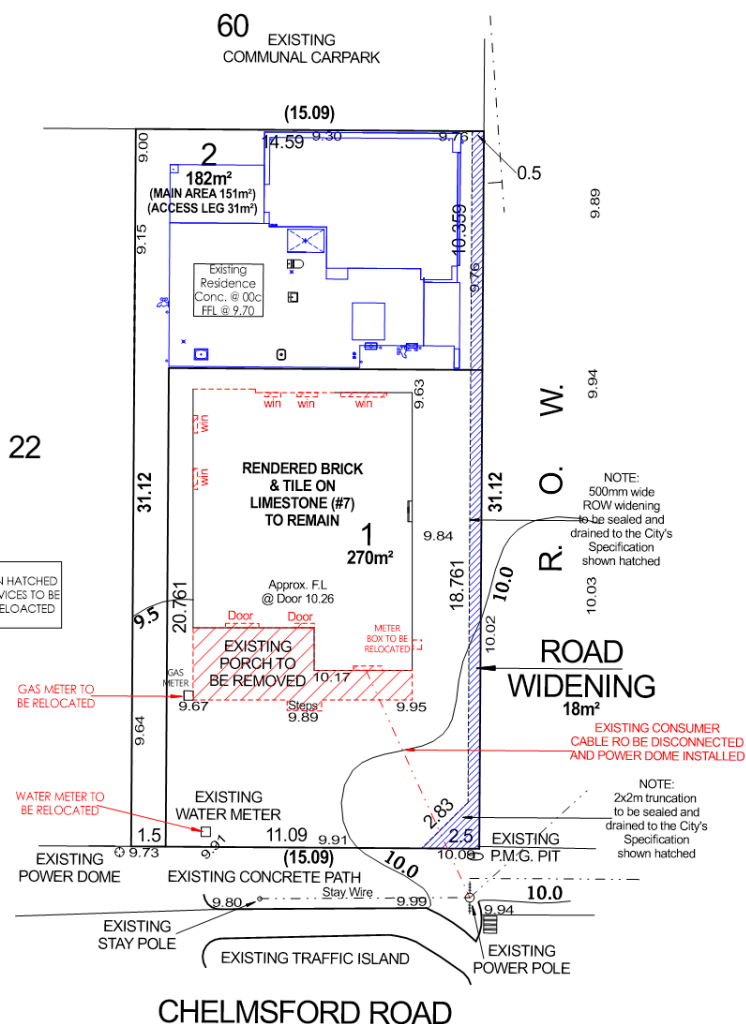
**FEATURE SURVEY****DRAWN:** S.C. **SURVEYOR:** G.K.**EMAIL:** shaun.currey@gmail.com**JOB DETAILS****JOB #** 00585**CUSTOMER** -**LOT** 31**STREET** (#7) Chelmsford Road**SUBURB** Mt. Lawley**LOCAL AUTH.** Town Of Vincent**PLAN** 2861(2)**VOL./FOLIO** 1127/116**LOCATION** SWAN**MAP REF** 343 - 27/52**DATE** 9/9/13**MISCLOSE** 0.000m**AREA** 470m<sup>2</sup>**COASTAL** NO**SERVICES****ELEC.** O/HEAD / U/GROUND**WATER** YES**SEWER** YES**GAS** YES (CHECK ALINTA)**PHONE** YES**F'PATH** CONCRETE**ROAD** BITUMEN**KERB** MT.**DRAINAGE** GOOD**SOIL** SANDCharles (Bush) Parker  
Licensed Surveyor

A.B.N 81906881373

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

PHONE/FAX (08) 9447 4427  
MOBILE 0418 887 478

N

CITY OF VINCENT  
RECEIVED  
01 DEC 2017**NOTE:**  
ALL DOTTED  
BUILDINGS,  
STRUCTURES,  
FENCES  
& RETAINING  
WALLS TO  
BE DEMO.NOTE: THIS IS A PROPOSED SKETCH ONLY, AND  
SHOULD NOT BE USED FOR FINAL DIMENSIONS AND  
AREAS FOR SELLING PURPOSES OR FOR DESIGNING  
A NEW HOUSE(S) TO FIT THE PROPOSED LOTS.NOTE: PROPOSED LOT NUMBERS, ANGLES, DIMENSIONS, AND AREAS  
ARE ALL SUBJECT TO SURVEY AND TITLES OFFICE EXAMINATIONNOTE:  
ALL STRUCTURES SHOWN HATCHED  
TO BE DEMOLISHED. SERVICES TO BE  
DISCONNECTED AND RELOADED  
AS NOTEDPROPOSED BUILT-STRATA SUBDIVISION  
OF LOT 31 (#7) CHELMSFORD ROAD, MT LAWLEY.  
TOWN OF VINCENT

PLAN 2861(2) VOL. 1127 FOL. 116

DATE 24/09/2013 SCALE 1:200 @A3

CLIENT: Mr. Rocco Macri

JIN: 0058P

Charles (Bush) Parker  
Licensed Surveyor

A.B.N 81906881373

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

PHONE/FAX (08) 9447 4427  
MOBILE 0418 887 478**ORIGINAL AREAS**LOT 31 = 470m<sup>2</sup>

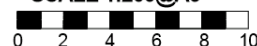
ZONING = R40

No. OF EXISTING LOTS = 1

No. OF PROPOSED LOTS = 2

PROPOSED BOUNDARIES

SCALE 1:200@A3



MACRI

LOT 31 (#7) CHELMSFORD ROAD  
MT LAWLEY

CITY OF VINCENT

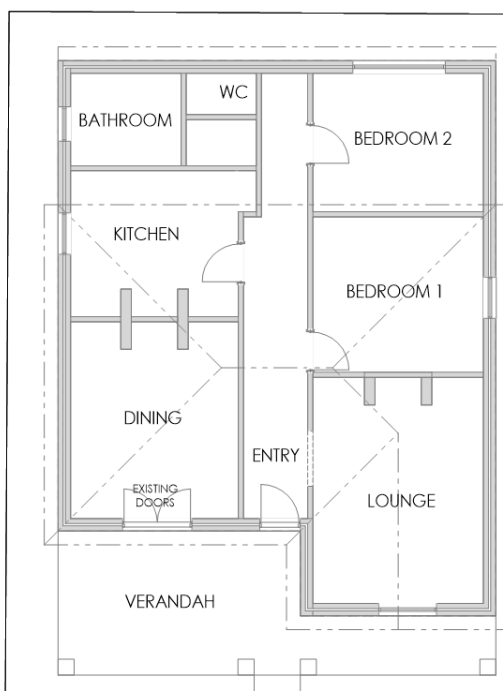
JOB NUMBER		DRAWING NAME	
1645		EXISTING SITE PLAN	
DATE	revision description	date	
NOVEMBER 2017	Planning Drawings	12/04/17	
SHEET 01 of 06	Council Changes - Rev A	10/08/17	
	Council Changes - Rev B	29/11/17	
SCALE	REVISION		
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Please check plans,  
specification and addenda carefully.  
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CITY OF VINCENT  
RECEIVED  
01 DEC 2017

LOT 2  
(RESIDENTIAL)

7  
8



LOT 1  
(RESIDENTIAL)

6  
5

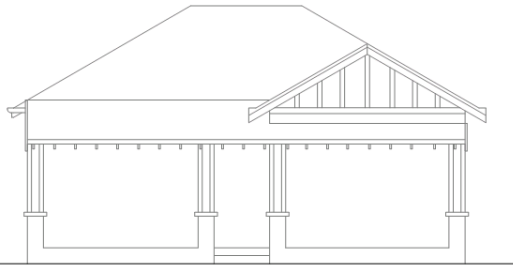


MACRI

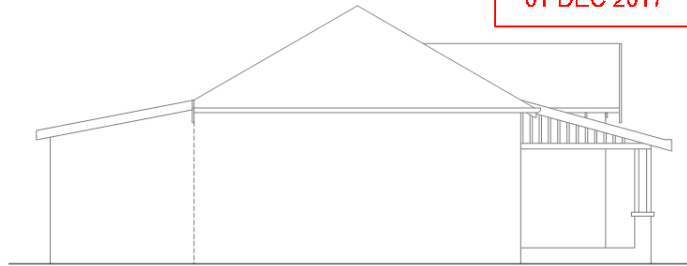
LOT 31 #7 CHELMSFORD ROAD  
MT LAWLEY  
CITY OF VINCENT

JOB NUMBER		DRAWING NAME		Please check plans carefully. All dimensions to take preference over scaling.  COPYRIGHT This plan shall remain the sole property of KTR Creations and must not be given, lent, resold or otherwise disposed or copied without the permission in writing.
1645		EXISTING FLOOR PLAN		
DATE	Revision Description		Date	
NOVEMBER 2017	Planning Drawings		12/04/17	
SHEET 05 of 06	Council Changes - Rev A		10/08/17	
SCALE 1:100	REVISION B	Council Changes - Rev B		29/11/17

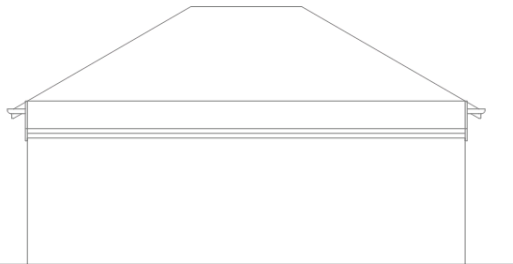
CITY OF VINCENT  
RECEIVED  
01 DEC 2017



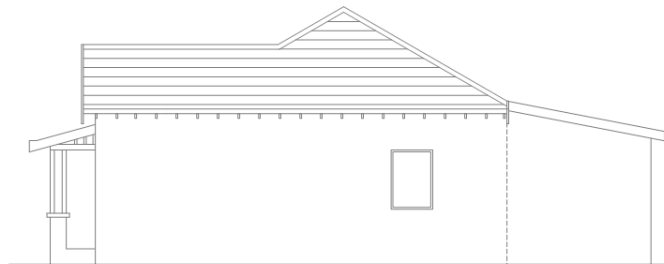
**EXISTING  
ELEVATION 5**



**EXISTING  
ELEVATION 6**



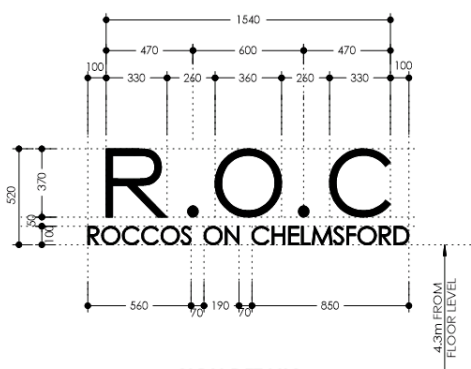
**EXISTING  
ELEVATION 7**



**EXISTING  
ELEVATION 8**



**SIGN ELEVATION**



TOTAL AREA: 0.82m<sup>2</sup>  
PERCENT OF FACADE: 2.1%

**SIGN DETAILS  
SCALE 1:25**



**MACRI**

LOT 31 #7 CHELMSFORD ROAD  
MT LAWLEY  
CITY OF VINCENT

JOB NUMBER		DRAWING NAME		Please check plans carefully. All dimensions to take preference over scaling.
1645		EXISTING ELEVATIONS & SIGNAGE		
DATE	Revision Description	Date		
NOVEMBER 2017	Planning Drawings	12/04/17		
SHEET	A3	Council Changes - Rev A		COPYRIGHT This plan shall remain the sole property of KTR Creations and must not be given, lent, resold or otherwise disposed or copied without the permission in writing.
06 of 06		Council Changes - Rev B		
SCALE	REVISION			
1:100	B			

ABN: 48 365 708 393

## FEATURE SURVEY

## FEATURE SURVEY

<b>DRAWN:</b> S.C	<b>SURVEYOR:</b> G.K.
<b>EMAIL:</b> shaun.currey@gmail.com	

### JOB DETAILS

JOB #	<b>0058S</b>
CUSTOMER	-
LOT	<b>31</b>
STREET	<b>#71 Chelmsford Road</b>
SUBURB	<b>Mt. Lawley</b>
LOCAL AUTH.	<b>Town Of Vincent</b>
PLAN	<b>2861(2)</b>
VOL./FOLIO	<b>1127/116</b>
LOCATION	<b>SWAN</b>
MAP REF	<b>343 - 27/52</b>
DATE	<b>9/9/13</b>
MISCLOSE	<b>0.000m</b>
AREA	<b>470m<sup>2</sup></b>
COASTAL	<b>NO</b>
<b>SERVICES</b>	
ELEC.	<b>0/HEAD / U/GROUND</b>
WATER	<b>YES</b>
SEWER	<b>YES</b>
GAS	<b>YES</b> (CHECK ALINTA)
PHONE	<b>YES</b>
F'PATH	<b>CONCRETE</b>
ROAD	<b>BITUMEN</b>
KERB	<b>MT.</b>
DRAINAGE	<b>GOOD</b>
SOIL	<b>SAND</b>

Charles (Bush) Parker  
Licensed Surveyor  
A.B.N 81906881373

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

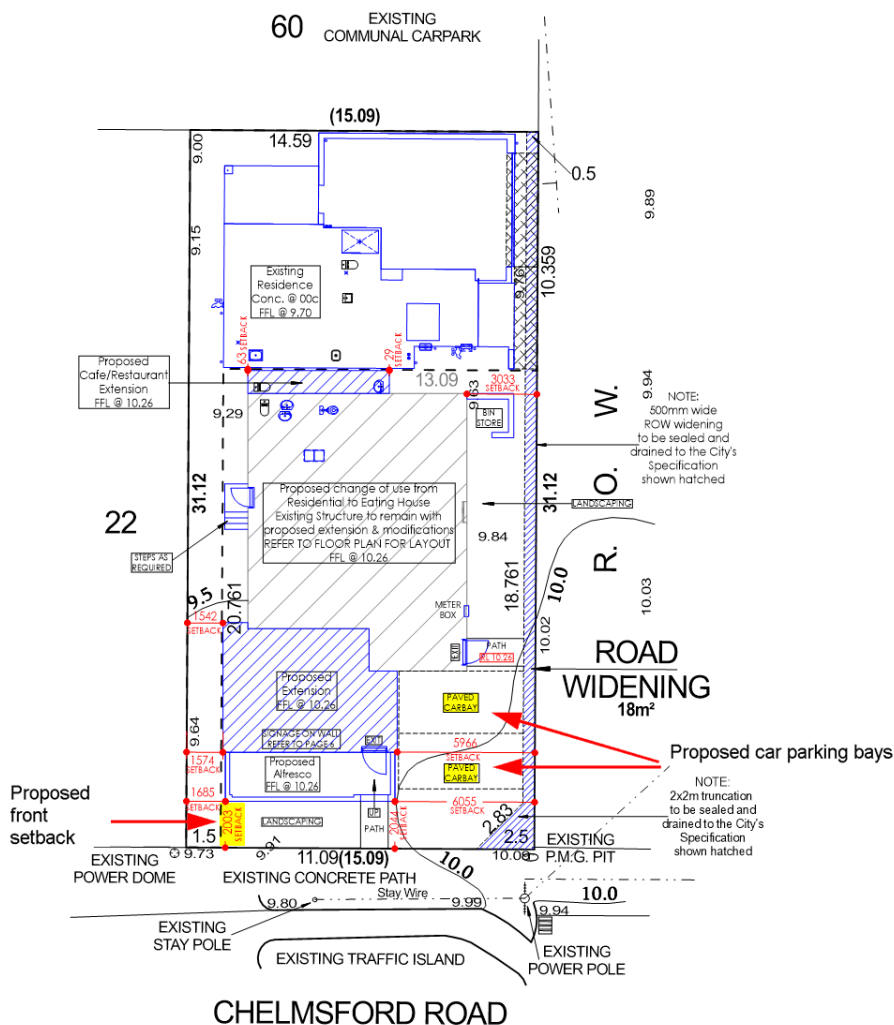
PHONE/FAX (08) 9447 4427  
MOBILE 0418 887 478



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RECEIVED  
01 DEC 2017

NOTE: THIS IS A PROPOSED SKETCH ONLY, AND SHOULD NOT BE USED FOR FINAL DIMENSIONS AND AREAS FOR SELLING PURPOSES OR FOR DESIGNING A NEW HOUSE(S) TO FIT THE PROPOSED LOTS.

**▲ NOTE:** PROPOSED LOT NUMBERS, ANGLES, DIMENSIONS, AND AREAS ARE ALL SUBJECT TO SURVEY AND TITLES OFFICE EXAMINATION



PROPOSED BUILT-STRATA SUBDIVISION  
OF LOT 31 (#7) CHELMSFORD ROAD, MT LAWLEY.  
TOWN OF VINCENT

PLAN 2861(2) VOL. 1127 FOL. 116  
DATE 24/09/2013 SCALE 1:200 @A3

CLIENT: Mr. Rocco Macri

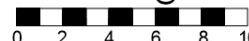
J/N: 0058P

Charles (Bush) Parker  
Licensed Surveyor  
A.B.N 81906881373

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

PHONE/FAX (08) 9447 4427  
MOBILE 0418 887 478

**SCALE 1:200@A3**



MACRI

LOT 31 (#7) CHELMSFORD ROAD  
MT LAWLEY  
CITY OF VINCENT

JOB NUMBER <b>1645</b>		DRAWING NAME <b>SITE PLAN</b>		Please check client. specification and addenda carefully. All dimensions to take preference over scaling.
DATE <b>NOVEMBER 2017</b>		revision description		COPYRIGHT This plan shall remain the sole property of ECR Creations and must not be given, lent, resold or otherwise disposed of, copied without the permission of ECR.
		date		
		Planning Drawings: 12/04/17		
		Council Changes - Rev A 10/08/17		
SHEET 02 OF 06	<b>A3</b>	Council Changes - Rev B 29/11/17		
SCALE	REVISION			

Please check plans,  
specification and addenda carefully.  
All dimensions to take preference  
over scaling.

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**NOTE:**  
LOCATION OF FLOOR WASTES  
TO WET AREA'S TO BE DETERMINED  
ON SITE TO PLUMBERS DISCRETION

**EXISTING FACE BRICK AND  
RENDERED BRICKWORK**  
REFER TO ELEVATIONS FOR LOCALITY

**EXISTING TILED ROOF TO REMAIN  
NEW TILED ROOF TO NEW BUILDING  
PITCH TO MATCH EXISTING  
(APPROX 30°)**

NON - COASTAL ZONE APPLIES  
WIND CLASSIFICATION  
AS PER ENGINEER'S  
CERTIFICATE OF INSPECTION

**NOTE:**  
ALL EXISTING DOOR SIZES ARE TO  
BE CHECKED/REMOVED/REPLACED  
TO CONFIRM COMPLIANCE WITH  
AUSTRALIAN STANDARDS

**NOTE:**  
ROOM SIZES AND FEATURES  
TO BE CONFIRMED PRIOR TO  
CONSTRUCTION DRAWING  
COMMENCEMENT

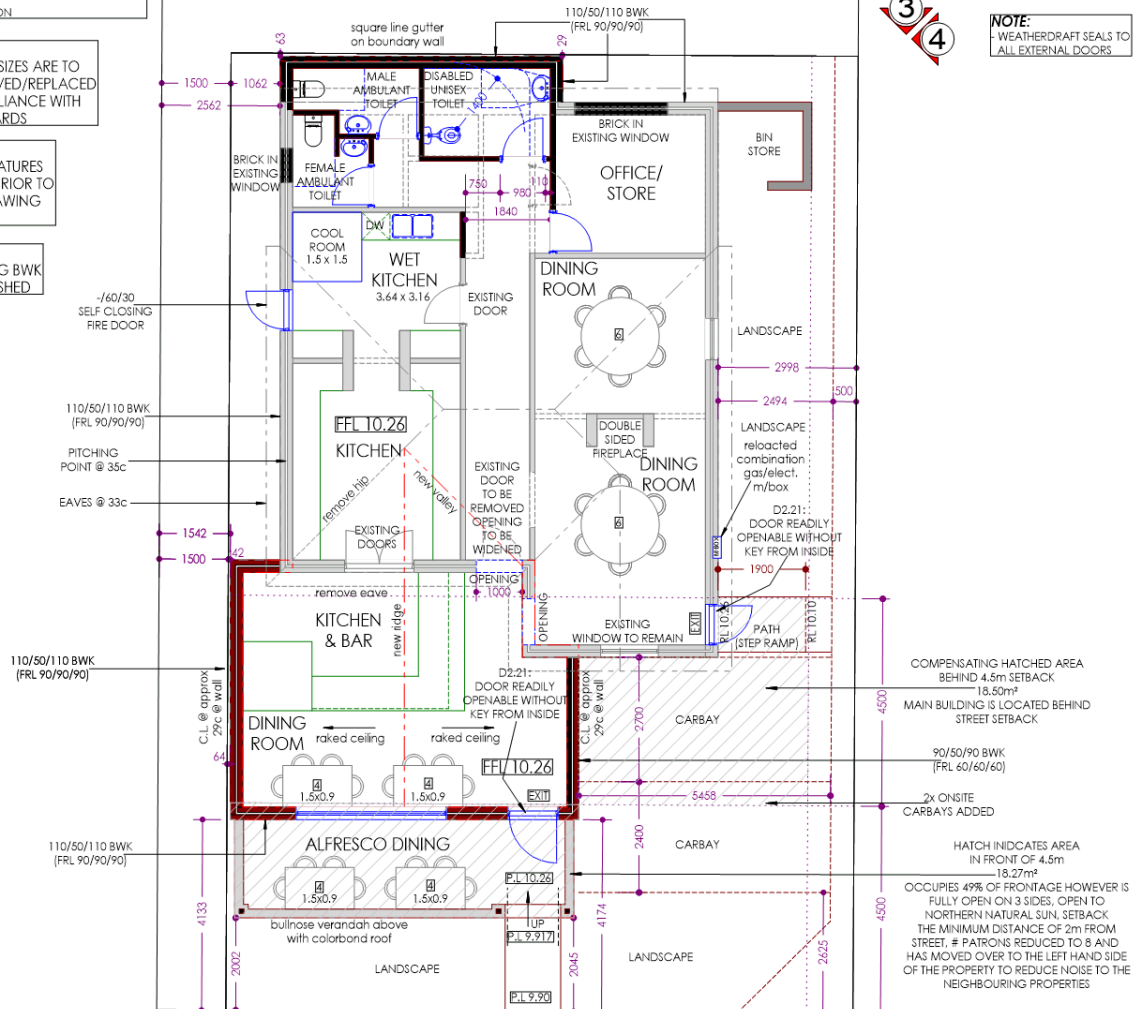
**NOTE:**  
REMOVE ALL EXISTING BWK  
& ROOF SHOWN DASHED

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<b>AREAS:</b>	
EXISTING BUILDING	104.600m <sup>2</sup>
KITCHEN/DINING	38.515m <sup>2</sup>
ALFRESCO	15.656m <sup>2</sup>
EXTENSION (WCs)	6.130m <sup>2</sup>
<b>TOTAL AREA</b>	<b>164.900m<sup>2</sup></b>
SITE AREA	282.150m <sup>2</sup>
SITE COVER	149.244m <sup>2</sup> (53%)
OPEN SPACE	132.906m <sup>2</sup> (47%)



**NOTE:**  
WEATHERDRAFT SEALS TO  
ALL EXTERNAL DOORS



DENOTES STRUCTURAL  
COLUMN &/or WIND POSTS  
(REFER ENGS.)

<b>CEILING NOTE:</b>	
CEILING LEVELS @ 35c + PL UNLESS NOTED OTHERWISE	
DINING	RAKED/EXPOSED
ALFRESCO	EXPOSED

Ⓢ DENOTES SMOKE DETECTOR

**NOTE:**  
LOCATION OF DOWNPIPES ARE  
INDICATIVE ONLY & MAY BE CHANGED  
ON SITE TO PLUMBERS DISCRETION

**NOTE:**  
LAYOUT INDICATES A CAPACITY OF  
28 PATRONS

**PARKING REQUIREMENTS:**  
1 SPACE PER 5 PERSONS  
**PLUS ADJUSTMENT FACTORS:**  
2) WITHIN 400m OF BUS ROUTE (0.8)  
3A) WITHIN 200m OF OFF STREET CAR  
PARK WITH > 50 BAYS (0.8)

**THEREFORE 0.640 SPACES PER 5 PATRONS**

28 PATRONS / 5 PATRONS = 5.6  
**5.6 x 0.64 = 3.584 CARBAYS REQUIRED**

**2x ON-SITE CAR BAY PROVIDED  
THEREFORE OF 1.584 CARBAYS**

**KTR**  
creations  
IMAGINE • CREATE • CONSTRUCT  
Ph - 9381 2106  
www.ktrcreations.com.au

**MACRI**

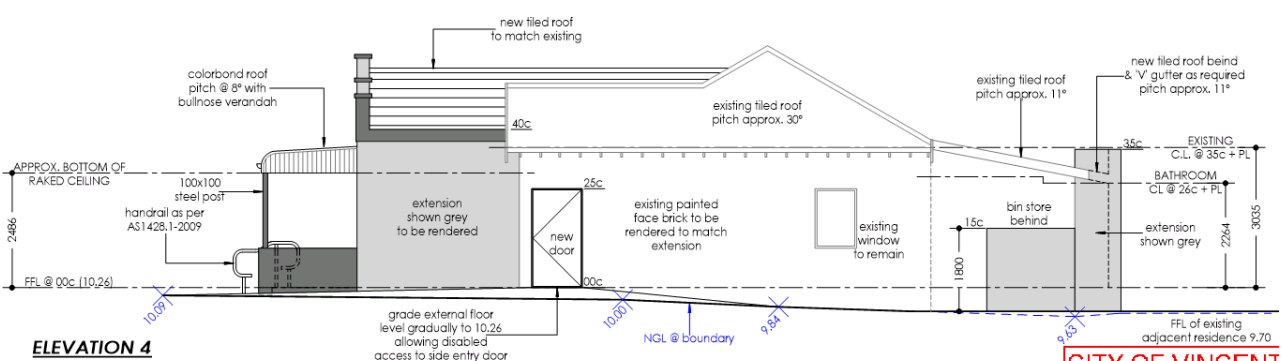
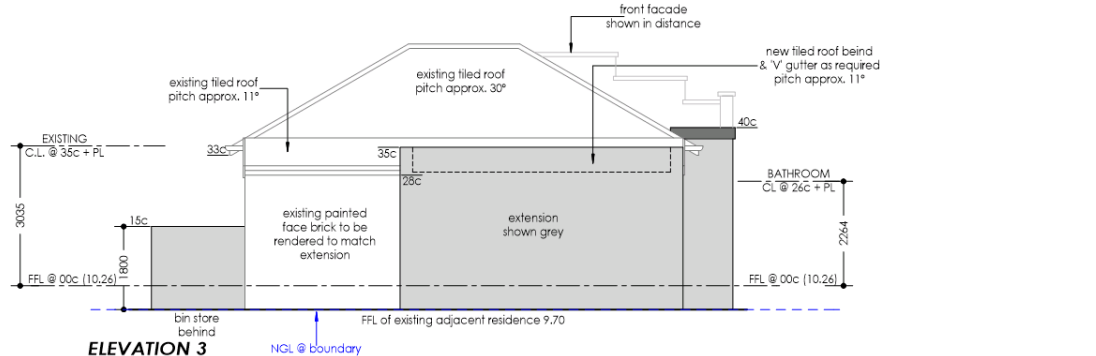
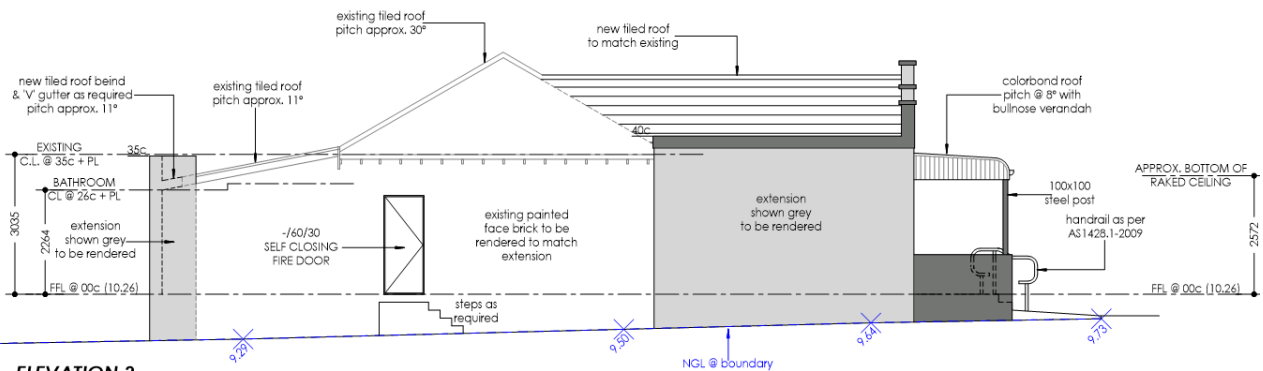
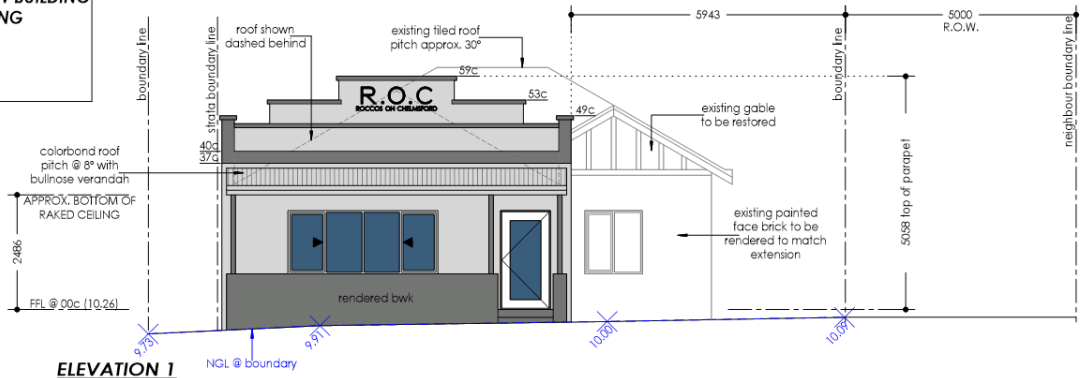
LOT 31 #7 CHELMSFORD ROAD  
MT LAWLEY  
CITY OF VINCENT

JOB NUMBER <b>1645</b>		DRAWING NAME <b>PROPOSED FLOOR PLAN</b>	
DATE NOVEMBER 2017	Revision Description Planning Drawings	Date 12/04/17	
SHEET 03 of 06	A3	Council Changes - Rev A	10/08/17
SCALE 1:100	REVISION 8	Council Changes - Rev B	29/11/17

Please check plans carefully.  
All dimensions to take preference  
over scaling.

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permission in writing.

**EXISTING TILED ROOF TO REMAIN  
NEW TILED ROOF TO NEW BUILDING  
PITCH TO MATCH EXISTING  
(APPROX 30°)**  
NON - COASTAL ZONE APPLIES  
WIND CLASSIFICATION  
AS PER ENGINEER'S  
CERTIFICATE OF INSPECTION



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01 DEC 2017**



**MACRI**

LOT 31 #7 CHELMSFORD ROAD  
MT LAWLEY  
CITY OF VINCENT

JOB NUMBER		DRAWING NAME		Please check plans carefully. All dimensions to take preference over scaling.	
1645		ELEVATIONS		Copyright This plan shall remain the sole property of KTR Creations and must not be given, lent, resold or otherwise disposed or copied without the permission in writing.	
DATE	Revision Description	Date			
NOVEMBER 2017	Planning Drawings	12/04/17			
SHEET 04 of 06	A3	Council Changes - Rev A		10/08/17	
SCALE 1:100	REVISION 8	Council Changes - Rev B		29/11/17	

Our Ref: 17-1061

30 November 2017



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

Attention: Rana Murad – Senior Urban Planner

Dear Rana

**NO. 7 CHELMSFORD ROAD, MOUNT LAWLEY – DEVELOPMENT APPLICATION FOR CHANGE OF USE TO EATING HOUSE – PROVISION OF SUPPORTING JUSTIFICATION**

TPG + Place Match is pleased to provide the following town planning justification on behalf of the landowner and applicant for the development application seeking a change of use to 'Eating House', and modifications to the existing building at No. 7 Chelmsford Road, Mount Lawley (subject site).

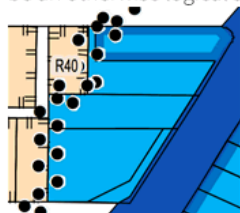
**Town Planning Context**

It is noted that the subject site is zoned 'Residential R40' under the City of Vincent Town Planning Scheme No. 1 (TPS 1), as are the properties to the west and north, with land zoned 'Commercial' and 'District Centre' abutting the site to the south and east and being properties which form part of the Beaufort Street activity corridor. Despite the surrounding residential properties, the subject site does not abut any neighbouring dwellings, being physically separated along its western boundary by a right of way, and the existing dwelling to the rear being located on the same lot and in the same ownership.

It is also noted that the opposite site, at No. 4, is similarly zoned 'Residential' but operates as a commercial business.

In this regard, despite the 'Residential' zoning, the site represents a transition or buffer site, between the various commercial uses and zonings of the Beaufort Street activity corridor, and the residential area to the west along Chelmsford Road. The existing context is therefore considered to one of mixed-use, which is not strictly defined by the extent of the residential and commercial zonings, in that commercial businesses exist within the residential zone, and similarly residential apartments exist within the commercial zonings along Beaufort Street.

The zoning of the site could furthermore be seen as an anomaly, as when viewed in the context of the City's TPS 1 map (extract below), it does appear as a stand-alone residential site, within what would appear to be an otherwise logical street block of 'Commercial' and 'District Centre' zoned land.



**PERTH OFFICE**

Level 18, 191 St Georges Terrace  
Perth Western Australia 6000

PO Box 7375 Cloisters Square  
Perth Western Australia 6850

Telephone +61 8 9289 8300  
planning@tpgwa.com.au  
www.tpgwa.com.au

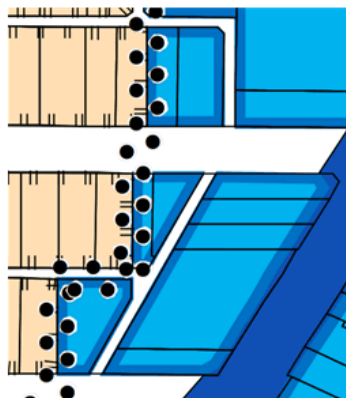
The Planning Group Australia Pty Ltd  
ABN 36 097 273 222

Rana Murad – Senior Urban Planner  
City of Vincent



NO. 7 CHELMSFORD ROAD, MOUNT LAWLEY – DEVELOPMENT APPLICATION FOR CHANGE OF USE TO EATING HOUSE – PROVISION OF SUPPORTING JUSTIFICATION

This proposition is further supported when contrasted with the zoning interface of the street blocks to the north (extract below), where commercial zoned properties fronting Beaufort Street directly abut residential zoned properties fronting Chelmsford Road and Grosvenor Road to the west.



Notwithstanding this, the existing zonings are acknowledged, as is the retention of the residential zoning for the subject site under the City's draft Town Planning Scheme No. 2, and the proposed change of use must be considered having regard to the potential amenity impacts on the locality.

#### Justification and Planning Merit

Firstly it is acknowledged that in response to the submissions received, the proposed Eating House has been scaled down significantly, as detailed in the correspondence from KTR Creations dated 29 November 2017, but most fundamentally, from a capacity of 49 patrons originally proposed, to now 28 patrons. As a measure of the intensity of the proposal, this could be appropriately applied as a condition of any planning approval by the City, so as to limit the number of patrons being served at any one time.

The concept of a café/restaurant within the 'Residential' zone has been considered by the City previously, and found to be appropriate, noting the following examples located nearby the subject site:

- Mt Etna Café & Pizzeria at 360 Stirling Street, Perth (approximately 420 metres southeast)
- Longlae Thai Cuisine at 104 Grosvenor Rd, Mount Lawley (approximately 570 metres northwest)
- Chu Bakery at 498 William Street, Highgate (approximately 650 metres southwest)
- Pearl of Highgate bakery at 189 Lincoln Street, Highgate (approximately 670 metres southwest)
- Lincolns 102 Café at 102 Lincoln Street, Highgate (approximately 620 metres south)

All of these existing café/restaurants are on sites zoned 'Residential', and are located within areas that are more predominantly residential in nature, as distinct from the subject site which abuts the Beaufort Street activity corridor. Whilst each application needs to be considered on its own merits, and with regard to the particular context of the site, the point is that the City of Vincent has an established practice of supporting local hospitality businesses within residential streets, that are of an appropriately small scale, and serve the local population. This collection of businesses contribute to the character, vitality and desirability of the City of Vincent as a local government area, and the inner-urban nature of Mount Lawley on and adjacent Beaufort Street; and the proposal for the subject site, being a family-run small scale restaurant is consistent with this established approach and will further enhance the established character of the locality.

Rana Murad – Senior Urban Planner  
City of Vincent



NO. 7 CHELMSFORD ROAD, MOUNT LAWLEY – DEVELOPMENT APPLICATION FOR CHANGE OF USE TO EATING HOUSE – PROVISION OF SUPPORTING JUSTIFICATION

This established positive approach of the City to appropriately scaled café/restaurants within residential areas, along with the requested support for this application is consistent with the general objectives of the City's TPS 1, and in particular:

- (c) to ensure the use and development of land is managed in an effective and efficient manner within a flexible framework which –*
  - (i) recognises the individual character and needs of localities within the Scheme zone area; and*
  - (ii) can respond readily to change;*

The immediate interface with the neighbouring dwelling to the west is characterised by the existing right of way (ROW) and the paved side setback area of the existing building on the subject site which provide a physical separation. In terms of managing this interface, the proposed restaurant has been oriented away from the dwelling, and towards Beaufort Street, through the location of car bays and a landscape zone along the boundary with the ROW.

Specifically with regard to the required car parking, the City's Parking and Access Policy requires 1 car parking bay per 5 patrons before any adjustment factors are taken into account. So for 28 patrons 5.6 car bays would be required. Applying adjustment factors 2 and 3A (proximity to bus routes and existing off-street public car parking bays) reduces the required car parking to 3.584 bays. It should be acknowledged that the site sits just outside of, and abuts the boundary of the Mt Lawley/Highgate Town Centre as identified by the Policy, and whilst this adjustment factor of 0.8 has not been applied, an argument could be made that a reduced adjustment factor of 0.9 would be appropriate. Notwithstanding, the two bays proposed onsite this represents a shortfall of 1.584 bays. This shortfall is considered very minor in the context of the locality, and in particular the 195 existing public off-street bays within the City of Vincent Raglan Road, Chelmsford Road and Barlee Street car parks, plus additional on-street bays, and furthermore the demonstrated availability of public/on-street car parking bays as per the KTR Traffic Impact Statement prepared and dated 5 October 2017. This survey found that there was an average availability of 31% of the surveyed 176 bays, meaning that there is existing capacity of an average of 55 bays that would comfortably accommodate both the reduced shortfall of 1.584 bays, and the shortfall of 3.6 bays without applying the adjustment factors.

Given the location of the site, it is expected that customers will typically enter and exit on foot from Beaufort Street, owing to this being the established activity corridor provided with public transport bus stops and public car parking; or from the north, for customers utilising the public car parks between Chelmsford Road and Raglan Road. Owing to the limited ability to provide on-site car parking bays, this will have the effect of reducing vehicle movements to and from the site, and reducing the associated impacts, given that visitors to the Beaufort Street activity corridor more generally will typically tend to park once within a public or on-street car park, and then walk to the desired destination. This form of reciprocal parking, being the "park once and walk" approach, is considered entirely appropriate within an established and mature town centre such as Beaufort Street that is characterised by older buildings typically built to the boundary, from an era before private vehicle ownership became the norm. This therefore limits the ability to provide parking onsite, as evidenced by the extent of the existing building on the subject site, and the limited open space that could accommodate car parking.

As to the wider area and other considerations, potential amenity impacts associated with the proposal are considered to be: hours of operation, noise and light spill, pedestrian traffic, and liquor licensing, all of which are matters which can be appropriately controlled via conditions of any planning approval, and via compliance with other regulations.

The proposed restaurant seeks to serve customers until 10pm, which is a standard closing hour for restaurants, and is considered reasonable in the context of the site location adjacent the Beaufort Street

Rana Murad – Senior Urban Planner  
City of Vincent



NO. 7 CHELMSFORD ROAD, MOUNT LAWLEY – DEVELOPMENT APPLICATION FOR CHANGE OF USE TO EATING HOUSE – PROVISION OF SUPPORTING JUSTIFICATION

activity corridor. Furthermore, noise associated with the proposed use will be subject to compliance with the *Environmental Protection (Noise) Regulations 1997* in any case. With regard to liquor licensing and customer management, subject to obtaining planning approval, a further approval would be required from the Department of Local Government, Sport and Cultural Industries (formerly the Department of Racing, Gaming and Liquor) for a restaurant liquor licence, with responsible service of alcohol and customer management practices to be appropriately controlled via this separate process.

In summary, the proposal is considered to be of sufficiency small scale, and that the potential amenity impacts can be appropriately addressed via conditions of any planning approval. Having regard to the uniqueness of the site zoning, location and context, just outside of the Beaufort Street activity corridor, along with the City's established practice of supporting appropriately scaled local café/restaurants within residential areas, it is considered that the proposal warrants approval.

Yours sincerely

TPG + PLACEMATCH

A handwritten signature in blue ink, appearing to read 'Dan Lees'.

Dan Lees  
Associate

01/12/2017

City of Vincent  
Administration & Civic Centre  
PO Box 82  
Leederville WA 6902

Dear Rana,

**RE: Development Application extension of existing building and change of use from residential to eating house at #7 Chelmsford Road, Mt Lawley**

KTR Creations acts on behalf of the Landowner at the above-mentioned property.

I refer to the submissions received by the City of Vincent during the public advertising period in relation to the above matter and I have provided below a response to each of the concerns raised. Additionally, after reviewing the submissions and noticing the impact the deviation of the R-Codes may cause, the proposed plans have been redesigned to realign and comply with the R-Codes & Local Planning Policies and have also allowed for 2 on site car bays. The changes have been summarized below:

- Total number of patrons reduced from 49 to 28 (43% reduction), reducing the required amount of on-site car bays to 3.6 in lieu of 4.5 (after adjustment factors).
- 2 on site car bays have been added, making the parking shortfall just 1.6 bays.
- Internal Dining/Kitchen extension has been reduced from 69.517m<sup>2</sup> to 38.515m<sup>2</sup>. The front setback has been increased and is now setback 4.1m from the front boundary which is in accordance with the R-Codes.
- Alfresco Dining and Internal Dining has been relocated to the left-hand side of the property, creating a larger distance between the eating house and the neighbouring properties. The alfresco is also setback 2m from the front boundary and the number of patrons has also been reduced within the alfresco dining area.
- The increased setbacks now conforms to an average setback of 4.5m.
- Open space has increased from 36.11% to 47%.
- Roof design has been changed so that the original roof structure and tiles remain. The front facade has been altered to look like a character shop front and is less obtrusive to the streetscape. A bullnose verandah softens the overall appearance.
- The illuminated signage has been removed, signage will now be placed on the parapet wall facing the street.

Please review the plans enclosed and read in conjunction with the below responses to the submissions.

**Car Parking**

The City of Vincent's Planning Policy 7.7.1 – Parking and Access (LPP 7.7.1), Clause 1.2 Table 1 outlines the requirements for car parking. The required number of car bays for an Eating House is 1 space per 5 patrons. After calculating the adjustment factors set out in LPP 7.7.1 Clause 1.3 Table 2 it is found that this requirement can be reduced due to the close proximity the subject site has to bus routes and available off street public parking. The plans have been amended significantly to allow for 2 onsite car bays, therefore the amount of parking bays required for this site is 3.584 as opposed to 5.6 without the adjustment factors. The shortfall of car bays will only be 1.584,

which is marginal and can easily be accommodated by the surrounding off site car bays surrounding the subject site. It has been confirmed that a cash in lieu of parking will be applied to this shortfall. This payment can be utilized by the City to look in to other ways parking pressures, which may be currently present within the locality, can be decreased.

Opposite the subject site, approximately 20m to the North West lies 1 of 4 public car parking areas which has 56 car bays, plus Chelmsford Road allows for an additional 120 on street parking bays as well. Mt Lawley, especially Beaufort Street, has a high demand for restaurants and most patrons would get a taxi or Uber in to the precinct and walk to their destination. If people were to drive to this restaurant, it is also likely to be subject to multiple occupants per vehicle. Illegal parking is discouraged by my client, and if a problem was to occur in the locality, it would be encouraged that the City should increase regulatory approaches, including timed parking and prohibition of parking on verges. If the City was to implement higher measures on parking within the area, this would ease the residential occupant's concerns.

A concern was raised that the space between the existing house and the right of way (ROW) is already being used for parking. The property has not been sub-divided and therefore there is 3m between the existing house and the ROW, allowing cars to park within this area. It is to be pointed out that these cars are parked there for the residence, and if this property's use was to be changed to an eating house, this area would no longer be utilized for parking.

This area that can no longer can be utilized for parking between the eating house and the ROW, can be adapted for the use of landscaping and provides an opportunity to grow fresh produce for the eating house. Any vegetation that grows within this area would also provide some screening between the eating house and its neighbours which will enhance the overall appearance of the property, laneway and the entire street.

The image below indicates that there are multiple public car parking areas within 200m of this property which will easily tolerate the car bays required as set out in LPP 7.7.1. This along with the property being walking distance from Beaufort Street and directly next door to another eating house proves that car parking should not be a worthy argument with the additional 2 on site car bays provided.



**Issues Relating to Existing House to the Rear**

The existing house to the rear does not form part of this application. This residence was approved through planning and according to the R-Codes does not unduly breach the clauses relating to overlooking or overshadowing. It is to be pointed out that the proposed eating house is separated from other residential properties with the ROW and is sandwiched next to a 3 story mixed use development. The proposed alterations for the existing building will positively contribute to the prevailing streetscape of Chelmsford Road. The main bulk of the building is setback 4.1m from the front boundary and the open alfresco area is setback 2m, which is behind the building line of the mixed use development next door which has a nil setback to the front boundary.

With the use of different materials the proposal provides articulation and allows for a smooth transition between commercial and residential areas. The new façade compliments the surrounding properties, with half the existing residence front elevation still visible from the street. The addition of the dining room and alfresco upgrades the current façade and maintains the existing character charm of the neighbourhood.

**Disturbance to Ambience of Neighbourhood**

The proposed eating house sits directly next door to “The Modern Eatery”, another restaurant that has an alfresco dining area within the verge. There have been no complaints or issues with regards to noise coming from this restaurant which is just 10m away from the subject site. Additional to this, there have been no past or current cases relating to damage to surrounding residences due to this café / restaurant being located here. The plans have been adjusted so that the Alfresco is further separated from the neighbouring residential properties and now only seats 8 patrons rather than 11. Any noise from these tables can be reduced with the implementation of awnings should this subside any apprehension.

The eating house will be considered as family friendly and should not ascertain any antisocial behavior at the end of the night. It is proposed to be closed by 10pm, by which time patrons will either go home or extend their travels to the buzz on Beaufort Street rather than the quiet street of Chelmsford Road. There is only 1 proposed door and 1 existing window on the western wall facing the residential properties which will minimize the noise coming from inside the restaurant. The front entry faces Chelmsford Road which would be the door mainly used for all patrons, whereas the side entry door accessed from the ROW is mainly for the disabled with wheel chairs or parents with prams. All doors and windows will be closed whilst the restaurant is being cleaned at the end of the night.

The restaurant will be nonsmoking and implementation of “No Smoking” signs will be installed to the area adjacent to the ROW to guarantee patrons from the restaurant will not loiter or litter this area. The Landowner of the rear residence and proposed eating house are one of the same, who I can ensure would also want to keep the ROW clean and tidy for the amenity of both of his properties.

Making this residence a more public place will provide additional lighting and will activate the ROW which will increase the security, reduce graffiti and eliminate antisocial behavior in the area and lane way.

**Over Supply of Eating Houses in the Area**

Mount Lawley is the social hub of Perth and the “go to” place for a meal or a drink. It’s not often that you see a restaurant empty within this precinct which implies that there isn’t an oversupply at all. There is a lack of quality family oriented restaurants within the area, most of the surrounding restaurants are predominantly franchised establishments which are sometimes run by inexperienced operators. It is in our best interest to create a community based restaurant that encourages artisan style food and not café fast food. This establishment will add value to the suburb which will look to use the local fresh produce from surrounding neighbors and also launch cooking classes broadening food knowledge to all generations.

There may not be much diversity in the different businesses in Mt Lawley, but it does however, provide a diversity of different cuisines in the area, giving patrons a choice of where to dine.

As mentioned previously, this property is sandwiched between a 3 story mixed use building and a public ROW. It is completely separated to the rest of the residential properties within the area and therefore will not look out of place

being an eating house, nor will it look like it is encroaching on a residential area, due to the physical separation the ROW provides.

The owner of this proposed eating house has 30 years' experience and has won multiple hospitality awards. He opened one of the first restaurants on the Mt Lawley café strip "Monte Fiore" 20 years ago, and will forever be a historical asset to the area. This high standard of dining will be sustained to this eating house should it be approved.

The building could easily be converted back to a residential property should a future buyer wish to. There are all the essential facilities and rooms within this building that could be rehabilitated back to a 3x2. The kitchen and internal dining area would transform to an open plan kitchen/living/dining area which would have direct access to the outdoor living area which is compliant in both dimension, size and orientation. The 3 rooms on the right hand side would be bedrooms, the wet kitchen would be converted to a laundry and the bathrooms could easily be renovated to accommodate a family sized bathroom. There is now the minimum amount of car bays for a single dwelling, therefore the development would be fully compliant if it was to be converted back to having a residential purpose.

### Streetscape

The plans have been amended to provide an average front setback of 4.5m. The property is adjacent to a 3 story building which is located directly on the front boundary which then also has an awning over the verge area. The proposed additions to the existing building are articulated with the main building being set back 4.1m from the front boundary. The alfresco area is 2.1m further forward of the building façade which is open to natural light and ventilation which reduces building bulk on the streetscape. The image below shows the current streetscape along Chelmsford Road. The existing 3 story building provides no articulation and dining areas are located outside of the property boundary. The proposed eating house maintains all patrons within the constraints of the boundary lines and provides a smooth transition between commercial and residential areas. Overall the design compliments the existing streetscape, it has been designed to blend in to a residential environment and will be finished to suit the character and charm of the existing dwellings.



### Number of Employees

As an experienced operator of other successful restaurants, the Landowner can confirm that only 3 employees plus he and one other family member would be required to operate such a facility. Both the Landowner and other family member live in the residence to the rear and therefore would not require additional car bays. This restaurant will not be using delivery platforms such as Deliveroo or Uber Eats and therefore will not contribute to possible traffic congestion.

**Encroachment of Commercial Uses and Loss of Residential Amenity and Value**

This property is divided from the residential dwellings along Chelmsford Road with the ROW, and is directly next to a mixed use building. If this property had been the other side of the ROW and in between two dwellings, these concerns would be legible. The building will be made to look like a residential home, only its use will be an eating house. As this will be a community based restaurant, the locality of this eating house will only amplify the value and amenity of the surrounding properties as justified in previous comments above.

**Extreme Nature of the Application**

Although it was not ideal, the plans have been dramatically compromised to comply with the Residential Design Codes of WA and City of Vincent Local Planning Policies. As summarized above, setbacks & open space have been increased, on site car bays have been provided and the number of patrons have been reduced. It is our belief that this eating house will positively contribute to the existing streetscape and will enhance the neighbourhood in a positive manner.

**Landscaping**

Since the plans have been altered, there is now 47% of open space. Approximately 50m<sup>2</sup> is dedicated to landscaping which is located in front of the alfresco & nominated car bays and between the building and ROW. This landscaping will soften the overall streetscape and will provide a smooth transition between public and private areas. The onsite parking will use pavers which are predominantly used within the area for driveways and carports. There is also a traffic island directly in front of the property which contains large trees which will be maintained.

**Signage**

The new proposed sign faces Chelmsford Road, however the illuminated signage has been removed from the proposed application. The signage will be bold, but subtle and will be more traditional to match other historical buildings within the locality.

Should you have any questions or require further information, please feel free to contact me on the below written details.

Kind Regards,

Katie Shortland-Webb

Director | Building Designer

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**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 Support:	Officer Technical Comment:
<u>Land Use</u>  <ul style="list-style-type: none"> <li>- The proposal looks great and the submitter considers that there should be more of this community café style.</li> </ul>	Support noted.
Comments Received in Objection:	Officer Technical Comment:
<u>Traffic and Car Parking</u>  <ul style="list-style-type: none"> <li>- Chelmsford Street is virtually one way with street parking. The property has no front street parking and in front of it is a traffic island. The number of vehicles abusing the one way modified would increase.</li> <li>- Traffic on the street will increase as a result of the development.</li> <li>- Concerned by the impact of customers on the right of way accessing car park of property 591 Beaufort Street.</li> <li>- The area is already a major source of conflict with the neighbourhood due to important unauthorised parking.</li> <li>- There is a shortfall of car parking.</li> <li>- The street currently has limited on-street car parking for other residents and visitors.</li> <li>- Lack of parking will lead to an increased amount of vehicles accessing the adjoining laneway. The parking provide is situated such that vehicles will have to enter and exit the two car bays via the adjoining laneway.</li> <li>- The laneway does not have adequate lighting and vehicles manoeuvring in this laneway is a safety hazard.</li> <li>- Increased traffic movements will result in more noise which will impact the residential properties.</li> <li>- The increase of traffic (vehicle and foot) - many more people will drive through and use the 'no entry ' point to park outside the proposed restaurant which would preventing visitors and residents from using the street outside their house to park after work. It will also increase the number of people walking by, removing any sort of privacy I have</li> <li>- Concern that the area between the existing front dwelling and the ROW is already being utilised for car parking.</li> </ul>	<ul style="list-style-type: none"> <li>- The shortfall in the required number of car parking bays has been considered by Administration and is not supported.</li> <li>- All instances of unlawful parking should be referred to the City's Ranger Services for immediate action.</li> <li>- It is noted that, in accordance with the Western Australian Planning Commission's (WAPC) Transport Impact Assessment Guidelines a Transport Impact Statement (TIS) is required to be submitted where an eating house proposes 100 – 1,000 patrons (seats) or 200 – 2,000m<sup>2</sup> gross floor area. The proposal incorporates less than 100 patrons and 200m<sup>2</sup> of gross floor area and is therefore, considered to be low impact and a TIS is not required. Notwithstanding, the applicant has provided a TIS in order to justify the car parking shortfall and the increased traffic movements which will result from the proposed development. It is considered by Administration that this TIS has not adequately addressed the car parking shortfall and is therefore, not supported.</li> </ul>

**Summary of Submissions:**

Comments Received in Objection:	Officer Technical Comment:
<p><u>Relating to Existing House to the Rear</u></p> <p>Concern that the bulk and scale of the existing house to the rear of the subject lot does not match in with that of the existing houses in the area. This house has had a negative impact on the adjoining residential area in terms of overlooking, and overshadowing.</p> <p>The point has been raised that the house to the rear of the property will not be affected by the proposed Eating House unlike the houses in the surrounding area which front Chelmsford Street.</p>	<p>The grouped dwelling to the rear of the subject lot was approved by Council at its OCM on 22 July 2014. The visual privacy of the dwelling was found to be compliant at assessment stage. In addition to this, the existing dwelling can only cast a shadow to its south and as a result it overshadows a portion of the existing car parking of the commercial premises to the south of the subject lot.</p> <p>The impact of the proposed eating house on the amenity of the surrounding residential area has been taken in to consideration when assessing the application.</p>
<p><u>Land Use</u></p> <ul style="list-style-type: none"> <li>- Submitter questions the need for another restaurant near Beaufort Street.</li> <li>- The amended proposal is superficial and fail to address the significant and fundamental problems associated with changing a residential home, in a residential neighbourhood, into a commercial restaurant.</li> <li>- The proposal will result in loss of residential neighbourhood and amenity.</li> <li>- Property is located on a quiet residential street. A restaurant with patrons attending into late hours is not compatible with the existing land use (and the assigned land use of nearby houses).</li> </ul>	<p>Administration agrees with the objections received which question the appropriateness of the land use in the Residential zone. It is considered that:</p> <ul style="list-style-type: none"> <li>- The proposed use will increase the scale and intensity of non-residential uses in the residential zone and Chelmsford Road. It is considered that the proposed use and scale is beyond what would normally be expected within a residential area;</li> <li>- The proposed use is incompatible with the residential nature and character of the area and is also inconsistent with to the objectives of TPS 1 and the objectives of the Residential zone under Draft LPS 2. The scale and intensity of the proposed use will have an adverse impact on the amenity of the residential area as it is incompatible with the residential nature and character of the area.</li> </ul>
<p><u>Objectives of Town Planning Scheme No. 1 (TPS1)</u></p> <ul style="list-style-type: none"> <li>- The proposal does not achieve objective 3(a) of TPS1. There is no legitimate evidence which can demonstrate the area lacks any of the diversity of demands, interest or lifestyle choices which could possible justify approval of this application.</li> <li>- It is doubted that the proposal can be shown to meet objective 3(c) of TPS1.</li> </ul>	<p>It is considered that the proposal does not meet some of the objectives of TPS1, specifically Clause 6(3) and therefore, it is recommended that Council refuse the application.</p>
<p><u>Bicycle Parking</u></p> <ul style="list-style-type: none"> <li>- The lack of bicycle parking will result in people seeking alternative method of transport to the subject site such as vehicles which will impact the surrounding residents.</li> </ul>	<p>The proposal does not incorporate any bicycle parking. Notwithstanding, there is sufficient opportunity to incorporate the required spaces and should Council consider approving the application a condition would be recommended.</p>

**Summary of Submissions:**

Comments Received in Objection:	Officer Technical Comment:
<p><u>Street Setback</u></p> <ul style="list-style-type: none"> <li>- The street is a quiet and narrow street with many character homes. A change in the setback affect that visible streetscape.</li> <li>- The proposed alterations to the façade of the dwelling is out of character with the locality.</li> <li>- The proposed setback of 2.0m to the alfresco area is too close to the street. This will increase the impact of the noise emanating from the patrons.</li> <li>- The reduced setback will increase the perception of building bulk.</li> </ul>	<p>It is considered that the proposed street setback does not meet the local housing objectives of the City's Built Form Policy and the reduced street setback is not supported by Administration for the following reasons:</p> <ul style="list-style-type: none"> <li>- The reduced front setback is not consistent with the established existing street setback;</li> <li>- The appearance of the existing house will be diminished with the proposed additions and alfresco area which will no longer match the existing housing stock on the street; and</li> <li>- The proposal does not adequately provide for parking and landscaping on site.</li> </ul>
<p><u>Miscellaneous</u></p> <ul style="list-style-type: none"> <li>- We also wish to make the observation that the applicant has again been tactical in the timing of their application so that the subsequent community consultation period coincides with the annual Christmas, New Year and school holiday period when many affect residents are likely to be away and/or preoccupied and therefore less likely to voice their objections.</li> <li>- The proposal will result in a harmful precedent.</li> <li>- There a number of suitable nearby restaurant locations available.</li> <li>- The proposal results in commercial encroachment.</li> <li>- The proposal will result in a loss of residential value.</li> <li>- Smokers will be forced into the adjoining laneway, thus resulting in second hand smoking and litter.</li> <li>- Drunks and associated unruly behaviour may result in disturbances (noise) and possible damage to nearby properties.</li> <li>- Patrons not wanting to wait for a toilet may urinate in the laneway.</li> <li>- The eating house will result in excessive rubbish.</li> <li>- The deliveries to the proposed eating house will cause a disturbance to the nearby residential properties.</li> <li>- Smoke and other fumes emanating from the cooking may affect resident's health, including those with allergies.</li> <li>- The bar and over 50% of the eating area open onto the street directly facing bedrooms of the adjacent residence. This will lead to a direct impact of noise and smell generated and will adversely impact on the quality of life of the residents.</li> </ul>	<ul style="list-style-type: none"> <li>- Noted. Community consultation was undertaken in accordance with the City's Policy and the consultation period commenced on 10 January 2018 in order to accommodate for the public holidays.</li> <li>- The amenity of the adjacent residents has been taken into account and the proposal is being recommended for refusal.</li> <li>- There is no evidence to suggest that an eating house in close proximity to residential dwellings will devalue the surrounding properties.</li> </ul>

**Summary of Submissions:**

Comments Received in Objection:	Officer Technical Comment:
<u>Extreme Nature of the Application</u>  There is a concern that the applicant has submitted an application with several departures from the Deemed to Comply in the hope that a scaled down development and business will be approved (and therefore be regarded as a compromise).	Every development application lodged with the City is assessed against the requirements of Council's Town Planning Scheme No. 1, the relevant Council and State policies. The applicant has submitted amended plans since the application was initially advertised however, for the reasons discussed in the body of the report, the City is not satisfied that the amended development application satisfies the relevant legislation and policies.

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

<b>5.7</b>	<b>LATE REPORT: NO. 34 (LOT: 51; D/P: 2931) CLEAVER STREET, WEST PERTH - PROPOSED FOUR GROUPED DWELLINGS</b>
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REPORT TO BE ISSUED PRIOR TO COUNCIL BRIEFING 27 FEBRUARY 2018.

**5.8 OUTCOMES OF ADVERTISING - POLICY NO. 7.7.1 - NON-RESIDENTIAL DEVELOPMENT PARKING REQUIREMENTS**

**TRIM Ref:** D17/152333

**Authors:** Stephen Schreck, Strategic Planning Officer

Stephanie Smith, Manager Policy and Place

**Authoriser:** John Corbellini, Director Development Services

**Attachments:**

1. Attachment 1 - Current Policy No. 7.7.1 - Parking and Access [!\[\]\(ee7b9fa6b20ea1406629876fa214e881\_img.jpg\)](#) [!\[\]\(f2964d5f8681caf8cd7b31fced8b58bd\_img.jpg\)](#)
2. Attachment 2 - Advertised Draft Local Planning Policy No. 7.7.1 - Non-Residential Development Parking [!\[\]\(6482ab42577bbb464ea1f1444036eb07\_img.jpg\)](#) [!\[\]\(0ec39f693e816b573598b47eb7027a55\_img.jpg\)](#)
3. Attachment 3 - Summary of Submissions [!\[\]\(23bd85d336ef6d0dfe234ad250e4bd19\_img.jpg\)](#) [!\[\]\(2693f26ea823d54cf1af9b4cd4263e93\_img.jpg\)](#)
4. Attachment 4 - Revised Draft Policy No. 7.7.1 - Non-Residential Development Parking Requirements (Tracked Changes) [!\[\]\(645e1f7e45c0385be6067733eb45dc29\_img.jpg\)](#) [!\[\]\(96dd919e210a7d8a65e1b473b2dd6528\_img.jpg\)](#)
5. Attachment 5 - Revised Draft Policy No. 7.7.1 - Non-Residential Development Parking Requirements (Final) [!\[\]\(6ec1c0481c4d385cee8b6641b2a131a0\_img.jpg\)](#) [!\[\]\(521238bc121cbd17c242219ea12a4a91\_img.jpg\)](#)
6. Attachment 6 - Amended Page 6.13 Schedule of Fees and Charges 2017/2018 (Tracked Changes) [!\[\]\(26add15ee83b97f809506af68265c412\_img.jpg\)](#) [!\[\]\(75a68a10e877fc6e0ae213e22c340792\_img.jpg\)](#)
7. Attachment 7 - Amended Page 6.13 Schedule of Fees and Charges 2017/2018 (Final) [!\[\]\(d3c0bb7221c4d88332c035f3f219c32a\_img.jpg\)](#) [!\[\]\(0c5622c97f8f0f720f079a44e6d950fc\_img.jpg\)](#)

#### RECOMMENDATION:

That Council:

1. **PROCEEDS** with and **ADOPTS** draft Local Planning Policy No. 7.7.1 included as Attachment 5 pursuant to Clause 5 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*;
2. **AMENDS BY ABSOLUTE MAJORITY** the Schedule of Fees and Charges 2017/2018, as shown in Attachment 7, in accordance with Section 6.16(3)(b) of the *Local Government Act 1995*; and
3. **ENDORSES** Administration's responses to submissions in relation to the advertising of draft Local Planning Policy No. 7.7.1 included in Attachment 3; and
4. **NOTES** that Administration will publish a notice of adoption of Local Planning Policy No. 7.7.1 pursuant to Clause 5 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

#### PURPOSE OF REPORT:

To consider the outcomes of community consultation on draft Local Planning Policy No. 7.7.1 – Non-Residential Development Parking Requirements and to finally consider the revised draft Policy.

#### BACKGROUND:

The City has an existing Local Planning Policy No. 7.7.1 – Parking and Access which provides guidance on the assessment of parking for development applications in the City of Vincent. A copy of this Policy is included as **Attachment 1**.

The City conducted a review of this Policy in 2016 to ensure that the Policy was meeting contemporary parking needs. Council endorsed a new draft Local Planning Policy No. 7.7.1 – Non-Residential Development Parking Requirements for the purpose of advertising for public comment at its meeting on 18 October 2016 (Item 9.1.12). A copy of the advertised draft Policy is included as **Attachment 2**.

The draft Policy was advertised between 12 November 2016 and 27 January 2017 in accordance with Council's resolution. During the advertising period a number of submissions were received detailing a range of issues. As a result of these submissions the City has extensively reviewed the advertised draft Policy and made a number of detailed modifications to the overall policy structure, application and land uses listed in Table 1. These changes were tested comprehensively with previous and current development applications to ensure that the

revised draft Policy will achieve the intended outcomes of the draft Policy. This process is now complete and the revised draft Policy is now being presented to Council to consider its final adoption.

#### DETAILS:

The City received eight submissions during the consultation period which raised three key issues. A full summary of submissions and responses is included as **Attachment 3**. The three key issues are summarised below:

#### 1. Policy Structure/Application

The advertised draft Policy proposed to assess all applications for non-residential development against the parking standards in Table 1 unless the proposed development was a small scale alteration or addition, or a change of use that also met the criteria in Clause 1.2. The advertised draft Policy also proposed to remove the adjustment factors that are currently in the existing Policy and incorporate the relevant adjustment factors into the Car Parking Minimum standards in Table 1 for specific Built Form Areas.

The City received one submission regarding the removal of the adjustment factors during consultation. The submitter explained that the current adjustment factors are preferred as they take into account the availability of public transport and public parking spaces when the City determines the amount of parking that a development is required to provide. Concern was raised that without accounting for these adjustment factors applicants would be forced into providing excessive car parking.

The City agrees that it is important to consider the surrounding factors such as the availability of public transport and public parking spaces. The advertised parking standards were proposed to simplify the process of determining the parking required for a development by embedding the adjustment factors into the Car Parking Minimum standards in Table 1 for each Built Form Area. As part of the advertised policy, it was proposed that where a development did not meet the standards set out in Table 1 and did not meet the change of use exemption requirements, that applicants could justify the level of parking provided through a Parking Management Plan. In addition the advertised Policy retained Car Parking Maximum standard in Table 1 to ensure that excessive parking was not permitted.

As a result of this submission the City reviewed the overall application of the draft Policy to development applications. It was identified that there was little guidance in the policy for applications that proposed less parking than the standards in Table 1 and that the change of use exemption would result in applications which generate additional parking demand not requiring a parking assessment. As a result, the additional parking demand generated may have a negative impact on the amenity of the surrounding area for both local businesses and residents. It was also identified that there may be circumstances where an application proposes an ancillary use that does not generate additional parking demand and it was unclear how these types of applications would be dealt with in a streamlined and flexible way.

To address the above issues it is recommended that the advertised Clause 1.1 and 1.2 be modified and two new definitions be added for 'Ancillary Use' and 'Predominant Use'. The new Clauses require all non-residential development to be assessed against Table 1. Where the requirements of Table 1 are not met then the application will be assessed against a series of principles, included as Clause 1.2. In these circumstances the applicant will be required to explain the parking demand that is generated by the proposal and justifying how this parking demand will be addressed either through alternative transport infrastructure, reciprocal parking, cash-in-lieu or any alternative arrangement that will not adversely impact the amenity of the surrounding area. The decision maker will also consider if the proposal is for an ancillary use that is subsidiary to the existing approved use, in which case no additional parking will be required, provided the ancillary use does not:

- Contribute to additional floor area;
- Remove existing on site car parking;
- Extend outside of the hours of operation for the predominant use;
- Propose a floor area greater than that of the predominant land use.

This modification will ensure that the City's policy framework is flexible enough to reflect the evolving nature of town centre land uses and will streamline the development assessment process in these instances.

#### 2. Table 1

The advertised draft Policy proposed to modify the number of land uses and the parking requirements in Table 1 compared with the current Policy. It grouped together land uses that were deemed to generate consistent demand for parking and provided a consistent parking standard for these grouped land uses. Where a land use was not specifically mentioned in Table 1 it was proposed that the applicant would be required to provide a PMP, in accordance with the framework set out in the revised draft Policy.

One submitter expressed concern with the number of land uses in Table 1 that would be required to provide a PMP and the grouping of 'Hotel' and 'Motel' uses. The submitter was concerned that the requirement for applicants to provide a PMP was onerous and would be a significant cost to developers. The submitter also expressed that Motels often generated a high demand for parking, whereas Hotel users are more likely to use alternative transport methods and as a result it is inappropriate to group these two land uses.

The City agrees that the reduced number of land uses in Table 1 may requirement applicants to prepare a PMP in many circumstances which may be overly onerous. The addition of more land uses in Table 1 would reduce the instances where a PMP is required and simplify the application process. As a result of this submission, the City has reviewed the land uses listed in Table 1 and reintroduce these land uses proposed to be removed by the draft Policy. The reintroduction of these land uses allows the City to have a baseline parking standard for the majority of land uses and reduces the number of land uses that would need to submit a PMP. The City has also reconciled the land uses in Table 1 with those in Local Planning Scheme No. 2 (LPS2). Where a land use listed in LPS2 is not listed in Table 1 of the revised draft Policy a PMP will be required that details the parking demand for the use, the amount of parking to be provided and justification for why this is the case. This is consistent with the City's current process for unlisted land uses.

In relation to the submission on 'Hotels' and 'Motels' it is agreed that they may generate different parking requirements and it is recommended that they be separated in the revised draft Policy. It is recommended that Motels be removed from Table 1 as the parking generated from this use depends on its scale, intensity and location. Instead an applicant would be required to provide a PMP and the City could then assess the proposal on its merits and determine the impact on the surrounding area. Hotels are proposed to remain in Table 1 as the parking requirement prescribed is considered appropriate.

### 3. Cash-In-Lieu

The advertised draft Policy proposed to retain a cash in lieu provision which states that for developments over three million dollars the City would charge double the prescribed cash-in-lieu for parking fee as listed in the City's Fees and Charges.

Two submissions were received explaining that charging double cash-in-lieu for developments over three million dollars was unjustified and was objected to.

The payment of cash-in-lieu is intended to reflect the cost of the City providing additional transport infrastructure to service the shortfall in parking demand generated from the use. This cost is not considered to have any relation to the value of a development which generates this parking demand. The appropriated place to include the required fee is in the City's Fees and Charges, adopted as part of the annual budget.

Given this, it is recommended that this requirement be removed from the advertised draft Policy. It is also recommended that the City's Schedule of Fees and Charges be amended to remove the requirement for double the amount of cash-in-lieu to be paid for large scale development and ensure that the cash-in-lieu rate is consistent for all development, regardless of its value.

It is noted that the City is currently reviewing the operation and application of cash-in-lieu of parking as part of a separate project under Item 4.10 of the City's Corporate Business Plan 2017/18 – 2020/21.

In addition to the changes proposed as a result of the submissions, a number of minor changes are proposed to update the Purpose and Application section of the Policy; introduce a new Policy Structure section; and update the Policy Objectives. A number of minor editorial modifications are also proposed throughout the revised draft Policy. A copy of the revised draft Policy with track changes is included as **Attachment 4** and a clean version is included as **Attachment 5**. A copy of the amended page 6.13 of the City's Schedule of Fees and Charges 2017/2018 with track changes is included as **Attachment 6**, and a clean version is included as **Attachment 7**.

**CONSULTATION/ADVERTISING:**

The draft Policy was advertised between 12 November 2016 and 27 January 2017. During the advertising period a notice was published on the City's website and in local newspapers, and a letter was sent to State Government Agencies and industry representatives inviting comments. The City received eight submissions, which are discussed in the Details section above.

**LEGAL/POLICY:**

- *Planning and Development (Local Planning Schemes) Regulations 2015;*
- City of Vincent Town Planning Scheme No. 1;
- City of Vincent Local Planning Scheme No. 2;
- City of Vincent Local Planning Strategy;
- Policy No. 4.1.5 – Community Consultation;
- Local Planning Policy No. 7.1.1 – Built Form; and
- Local Planning Policy No. 7.7.1 – Parking and Access.

**RISK MANAGEMENT IMPLICATIONS:**

Nil.

**STRATEGIC IMPLICATIONS:**

2016/17 Corporate Business Plan Item 4.2.

The City's Strategic Community Plan 2013-2023, Objective 1.1.1 states:

*"1.1.1 Develop and implement a Town Planning Scheme and associated policies, guidelines and initiatives that deliver the community vision".*

The Council Priorities for 2017/18 include:

*"Thriving & Creative Town Centres*

*Our town centres are vibrant and thriving, each with their own unique character and identity. We want to make sure it stays that way by promoting high quality development outcomes and supporting our town centres and the creativity and culture they offer."*

**SUSTAINABILITY IMPLICATIONS:**

The City's Sustainable Environment Strategy 2011 – 2016 states:

*"1.13 Employ a demand management approach to car parking within the City to encourage the use of alternative transport modes".*

**FINANCIAL/BUDGET IMPLICATIONS:**

The costs associated with publishing the adoption of the Policy will be met by the City's existing operational budget.

**COMMENTS:**

The revised draft Policy, with the proposed modifications, will provide clarity to applicants on the parking standards for the City, while also allowing sufficient flexibility to assess applications on their merits in line with relevant planning principles. The Policy has been revised to align with the structure and application of Local Planning Policy No. 7.1.1 – Built Form, to create a consistent and legible planning framework.

It is recommended that Council adopt the revised draft Policy and the amended Page 6.13 of the City's Schedule of Fees and Charges 2017/2018.

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CITY OF VINCENT PLANNING AND BUILDING POLICY MANUAL  
PARKING AND ACCESS  
POLICY NO: 7.7.1  
PARKING AND ACCESS

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**POLICY NO: 7.7.1**

**PARKING AND ACCESS**

**INTRODUCTION**

This policy consolidates the City of Vincent's onsite parking and access requirements, and outlines its approach to the provision of adequate parking facilities.

The City's approach is based on the need to meet community expectation for parking supply, maintain high environmental standards, protect local amenity and support a shift toward more active and sustainable transport modes.

The policy is to be read in conjunction with the City's Town Planning Scheme and Residential Design Codes, and applies to all development applications located outside the Perth Parking Management Area (PPMA).

Where this policy is inconsistent with the provisions of an adopted Structure Plan, Design Guidelines or Local Development Plan applying to a particular site or area, the provisions of that document shall prevail to the extent of the inconsistency.

**OBJECTIVES**

1. To define parking requirements that will meet the needs of the users of developments without resulting in the oversupply of parking.
2. To ensure safe, convenient, and efficient access for pedestrians, cyclists and motorists.
3. To promote a high standard of design for parking areas.
4. To ensure that parking and access facilities do not prejudice the environmental and amenity objectives of the City's Town Planning Scheme.
5. To promote alternate transport modes by including requirements to provide bicycle parking and reducing parking requirements where alternatives exist.
6. To enable the payment of cash-in-lieu for parking shortfalls and to provide a set of guidelines to enable the calculation of cash-in-lieu to be determined in a consistent and transparent manner.
7. To ensure long term viability of parking proposals by defining the circumstances in which Parking Management Plans are required and providing guidelines for their content.

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## DEFINITIONS

For the purpose of this policy, the following definitions apply:

<b>Adjustment Factor:</b>	A location, site or design factor identified in Table 2 that reduces the total gross parking demand for a development following a parking demand assessment as calculated using Table 1 of this policy.
<b>End of Trip Facilities:</b>	Facilities which enable cyclists to shower and change at the beginning or end of their journey to and from work. The facilities include separate male and female change rooms, showers and storage lockers.
<b>Net Lettable Area (NLA):</b>	The area of all floors within the internal finished surfaces of permanent walls of a building, but excludes all car parking areas, stairs, toilets, cleaner's cupboards, lift shafts, motor rooms, escalators, tea rooms, plant rooms, alfresco areas located off-site, lobbies between lifts facing other lifts serving the same floor, and areas set aside as public space or thoroughfares and not for the exclusive use of occupiers of the floor or building.
<b>Public Floor Area (PFA):</b>	The publicly accessible areas at premises such as bars, lounges, dining areas, function areas, beer gardens and areas predominately used for entertainment and the like, and excludes alfresco areas located off-site, areas occupied by lifts, stairways, ramps, escalators, passages, hallways, corridors, lobbies, fixtures, kitchens, stages, sanitary areas, and staff areas including those staff areas behind counters.
<b>Persons:</b>	The number of persons approved for a licensed premises or public building under the provisions of the Health Act 1911 and Health (Public Buildings) Regulations 1991.
<b>Reciprocal Parking:</b>	Parking facilities serving separate uses or in a mixed use development that are shared, but not concurrently.
<b>Transport Infrastructure:</b>	<p>The works and undertakings described below for the purpose of providing public transport infrastructure, walking and cycling infrastructure, parking infrastructure and demand management:</p> <ol style="list-style-type: none"> <li>1. Public transport stops, shelters and stations, signs, land designated for public transport, vehicles, track and catenary, priority signals and any associated works/designs.</li> <li>2. Paths, signs, bikes, end of trip facilities (showers and lockers), pedestrian and cycling crossing and any associated works/designs.</li> <li>3. On and off street parking bays, parking machines, parking signs, shelters and any associated works/designs and technologies.</li> </ol>

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## POLICY STATEMENT

### 1. CAR PARKING REQUIREMENTS

#### 1.1 Residential Development

Car parking facilities for the residents and visitors of Dwellings shall be provided onsite and in accordance with relevant provisions of the Residential Design Codes and the City's Policies.

#### 1.2 Commercial Development

Car parking for commercial development shall be provided onsite and in accordance with Table 1, unless otherwise approved by the Council.

**Table 1: Gross Car Parking Requirements**

Activity	Car Parking Spaces <sup>(1)</sup>
Office, Bank, Amusement Centre, Funeral Parlour, Exhibition Centre	1 space per 50m <sup>2</sup> NLA
Bed and Breakfast	1 space per two guest bedrooms in addition to the R Codes requirements for the dwelling
Caretaker's Residence	1 space per residence
Hotel	1 space per 4 rooms
Motel	1 space per room
Lodging House, Private Hostel	1 space per 4 beds
Serviced Apartments	As per the R Codes for a Multiple Dwelling
Short Term Dwelling	As per the R Codes for the dwelling type
Home Occupation/Business	1 space in addition to the R Codes requirements for the dwelling type. This provision may be waived if the applicant can demonstrate they have no staff or customers attending the premises.
Betting Agency, Restricted Premises, Local Shop <sup>(2)</sup> , Shop <sup>(2)</sup>	1 space per 20m <sup>2</sup> NLA
Fish/Meat/Pet Shop <sup>(2)</sup>	
Market	3 spaces per stall
Family Day Care, Centre-Based Child Care	1 space per 5 children
Cinema, Theatre	1 space per 6 seats
Civic Use <sup>(2)</sup>	1 space per 100m <sup>2</sup> NLA
Commercial Hall, Place of Worship, Club Premises, Function Centre	1 space per 5 persons (based on persons approved for the site)
Consulting Rooms/Vet Centre	3 spaces per consulting room or consultant, whichever is lesser
Dry-cleaning Premises, Laundrette	1 space per 30m <sup>2</sup> NLA
Educational Establishment	
- Primary/Secondary School	1.25 spaces per classroom
- Tertiary/Technical School	3 spaces per classroom
- Vocational School	1 space per 4 students
Fuel/Transport Depot	1 space per 100m <sup>2</sup> NLA
Industry, Light Industry	
Warehouse, Showroom	

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Activity	Car Parking Spaces <sup>(1)</sup>
Hospital/Institution	1 space per 3 patient beds
Motor Vehicle Wash, Service Station, Motor/Boat Vehicle Repairs	1 space per working/wash bay
Open Air Display, Storage Yard, Auction Mart, Motor Vehicle/Boat Sales	1 space per 100m <sup>2</sup> NLA
Eating House <sup>(2)</sup> , Fast Food Outlet <sup>(2)</sup> , Nightclub, Tavern, Small Bar	1 space per 5 persons (based on persons approved for the site)
Recreational Facility	1 space per 4 persons (based on persons approved for the site)

**Notes:**

1. The parking requirement shall be calculated by rounding to two decimal points.
2. Refer to Adjustment Factor 7.
3. The parking demand for mixed use developments is calculated based on the aggregated demand for all uses on the site, which applies even if there is a change to only one use.

### 1.3 Car Parking Adjustment Factors

The car parking requirement for commercial land uses shall be partly reduced if the Applicant can demonstrate the proposed development reflects particular site and design factors outlined in the Adjustment Factor Table shown in Table 2.

**Table 2: Adjustment Factors**

#	Adjustment Factor <sup>(1)</sup>	Development Scenario
1A or 1B	0.80 (20%) or 0.85 (15%)	The development is located within 400 metres <sup>(2)</sup> of a rail station; or The development is located within 800 metres <sup>(2)</sup> of a rail station.
2	0.80 (20%)	The development is located within 400 metres <sup>(2)</sup> of a bus route.
3A or 3B or 3C or 3D	0.80 (20%) or 0.85 (15%) or 0.90 (10%) or 0.95 (5%)	The development is located within 200 metres <sup>(2)</sup> of an existing off-street public car park with in excess of 50 car bays; or The development is located within 400 metres <sup>(2)</sup> of an existing off-street public car park with in excess of 75 car bays; or The development is located within 400 metres <sup>(2)</sup> of an existing off-street public car park with in excess of 50 car bays; or The development is located within 400 metres <sup>(2)</sup> of an existing off-street public car park with in excess of 25 car bays.
4	0.90 (10%)	The development is located in a Town Centre shown in Appendix 1.
5	0.80 (20%)	The development proposes a mix of residential and commercial uses, provided at least 50% of the total plot ratio is residential.
6	0.90 (10%)	The development provides on-site End of Trip Facilities exceeding the minimum requirements of this policy <sup>(3)</sup> .

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#	Adjustment Factor <sup>(1)</sup>	Development Scenario
7A	0.80 (20%)	The development proposes a small scale (less than 80 square metres of NLA) 'active use' (as indicated as (2) in table 1) and is located on the ground floor of a building in a Town Centre (see Appendix 1).
or	<u>or</u>	
7B	0.80 (20%)	The site cannot reasonably accommodate onsite parking required for the development due to the presence of a building listed on the City's Municipal Heritage Inventory and/or a tree listed on the Trees of Significance Inventory.

**Notes:**

1. The maximum Adjustment Factor (rounded up to 4 decimal points), where all factors are applied to the maximum extent is 0.2654 ( $0.80 \times 0.80 \times 0.80 \times 0.90 \times 0.80 \times 0.90 \times 0.80$ ).
2. The distance is measured from the pedestrian entrance to the development along footpaths to:
  - the rail station entrance (Adjustment Factors 1A-1B)
  - the road that contains the bus route (Adjustment Factor 2)
  - the lot boundary of the car park (Adjustment Factors 3A-3D)
3. Refer to clause 2.1 for the minimum End-of-Trip Facilities requirements of this policy.
4. Adjustment Factors may be separately calculated and applied to each use on a property. For example: where a development contains an office which provides extra end of trip facilities for its employees, and an eating house that does not have access to those facilities, Adjustment Factor 6 will only be applied to the office component.

#### 1.4 Existing Car Parking Shortfalls

After multiplying the car parking requirement by the relevant Adjustment Factors, the total car parking requirement may be further reduced by any existing car parking shortfalls for the site except in the case where parking shortfalls have been granted under Clause 2.4.

An existing car parking shortfall does not apply where the proposed development is located on vacant land or where 75 percent or more, of the existing gross floor area is demolished and rebuilt. For example, if a building contained 100 square metres of gross floor area of commercial and 75 square metres was demolished, the existing car parking shortfall would not apply.

For developments proposing a change of use or building work less than 75 percent redevelopment, the existing car parking shortfall is to be calculated by completing an existing car parking assessment, using the existing land uses, floor areas/number of persons approved and current parking ratios and adjustment factors. This total number, after subtracting the existing parking that is provided on site, becomes the existing car parking shortfall and is then subtracted from the car parking requirements (after adjustment factors).

#### 1.5 Commercial Car Bays in Excess of 50

Where the total number of commercial car bays required (after adjustment factors) is greater than 50 car bays, the number of car bays in excess of 50, shall be reduced by 50 percent.

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## 1.6 Example of a Car Parking Calculation

The following commercial car parking calculation provides an example of how car parking would be calculated in the following instances:

- Where more than one land use is proposed;
- Where the 'End of Trip Facilities' adjustment factor applies to the shop and office only; and
- Where there is an excess of 50 car bays required.

Car Parking	
Car parking requirement (nearest whole number) • Shop – 1 bay per 20 square metres of net lettable area Gross Floor Area = 500 square metres (requires 25 car bays) • Office – 1 bay per 50 square metres of net lettable area Gross Floor Area = 700 square metres (requires 14 car bays) Total car bays required = 39 car bays	= 39 car bays
Apply the adjustment factors. • 0.80 (within 400 metres of a bus route) • 0.85 (within 400 metres of a public car parking place with in excess of 75 car parking spaces) • 0.90 (within a Town Centre area) • 0.90 (provides end of trip facilities)	(0.5508) x 39  = 21.48 car bays
Car parking requirement (nearest whole number) • Eating House – 1 bay per 5 square metres of public floor area Public Floor Area = 300 square metres (requires 60 car bays) Total car bays required = 60 car bays	
Apply the adjustment factors. • 0.80 (within 400 metres of a bus route) • 0.85 (within 400 metres of a public car parking place with in excess of 75 car parking spaces) • 0.90 (within a Town Centre area)	(0.612 x 60)  = 36.72 car bays
<b>Total Number of Car Bays Required (after adjustment factors)</b>	<b>= 58.2 car bays</b>
Number of Car Bays in excess of 50 = 8.2 car bays (8.2 x 0.5) + 50	54.1 car bays
Minus the car parking provided on-site	49 car bays
<b>Resultant shortfall</b>	<b>5.1 car bays</b>

## 2. CAR PARKING SHORTFALL

The City may, in the pursuit of orderly and proper planning and the preservation of the amenities of the locality, refuse a proposed development where a shortfall of on-site parking has been proposed.

Notwithstanding the above, the City may approve a commercial car parking shortfall in terms of the provisions of this policy relating to Reciprocal Car Parking and/or Cash in Lieu of Car Parking.

## 2.1 Reciprocal Car Parking

Reciprocal parking arrangements may be considered acceptable where the City of Vincent is convinced that demand for parking by the uses proposed will not unreasonably coincide.

Reciprocal car parking requirements is calculated by separating the day-time/night-time or week-day/weekend uses and providing separate car parking calculations as per the above table. These separate car parking calculations should individually comply with the car parking requirements, however in the event that a shortfall is proposed, a cash-in-lieu payment may be required for the car parking calculation with the greatest shortfall.

The City may consider Reciprocal Parking where:

- 2.1.1 The Applicant submits a Peak Parking Demand Table (see Table 4) and a Parking Management Plan (refer to clause 8), and the City is satisfied that demand will not unreasonably coincide;
- 2.1.2 The parking facilities serving the proposed uses will be located on the one lot, or where located on separate lots, the parking arrangements are permanent (e.g. easement, amalgamation, legal agreement, restrictive covenant or any other formal arrangement the City may require); and
- 2.1.3 Parking demand in the immediate and long term can be satisfied.

**Table 4: Peak Parking Demand Table**

Calculating Peak Demand for Developments				
Proposed Use	Weekday		Weekend	
	Daytime (8am – 6pm)	Evening (6pm-12am)	Daytime (8am-6pm)	Evening (6pm-12am)
Use 1				
Use 2				
Use 3				
Total Demand				

Notes:

1. The demands shown are to be the raw demands for the use as calculated using the Non-Residential Parking Requirement Table (Table 1) and after application of relevant Adjustment Factors (Table 2).
2. The applicant may use different time periods other than those shown however the parking requirement for the listed uses will be the maximum total demand of the time periods that are shown.

## 2.2 Cash-in-Lieu of Car Parking

Cash-in-lieu of parking can be considered at the discretion of the City where developments have a shortfall of parking according to the total parking requirement.

The payment of cash-in-lieu is not to be seen as an alternative to providing sufficient parking on site, but rather as a mechanism to enable otherwise desirable developments to proceed where it can be demonstrated that it is not possible to provide sufficient parking on site.

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The following provisions will apply where cash-in-lieu is considered acceptable:

- 2.2.1 Cash-in-lieu contributions may comprise all or part of the shortfall in onsite parking proposed for a development.
- 2.2.2 The contribution rate per bay is a 'one-off payment' and is to be determined annually by the Council when adopting the Fees and Charges set out in the Annual Budget.
- 2.2.3 The applicant/owner may enter into an agreement with the City to pay all or part of the amount of cash-in-lieu by instalments over a period not exceeding five (5) years. An interest rate based on the long term bond rate is to be determined at the discretion of the Director Corporate Services.
- 2.2.4 The contribution is to be held in a Reserve Account for the purpose of providing and/or upgrading existing and proposed Transport Infrastructure as defined in this policy. Confirmation of the agreement of the contribution is to be made within 28 days of the date of development approval.
- 2.2.5 For new developments over \$3 million where a shortfall of car parking is proposed on-site, the City will impose double the standard cash-in-lieu contribution rate as shown in the annual Fees and Charges.  
  
The \$3 million threshold is equal to the opt-in value for proposals to be assessed by the Development Assessment Panel and is therefore considered a significant development.
- 2.2.6 Where cash-in-lieu is proposed or required, the City will apply the monetary amount as a condition of development approval, in addition to the requirement to lodge a bond/bank guarantee for the payment.
- 2.2.7 Where a proposed development is able to reasonably meet the car parking requirements on site but elects not to provide this parking, this application will be referred to the Council for determination.

### 2.3 Minimum Number of Car Parking Bays

Notwithstanding clauses 2.1 and 2.2, the following minimum number of car parking bays must be provided within the development:

- 2.3.1 If the total requirement (after adjustment factors and previously approved shortfalls have been taken into account) is between 11 - 40 bays, a minimum of 15 per cent of the required bays is to be provided.
- 2.3.2 If the total requirement (after adjustment factors and previously approved shortfalls have been taken into account) is between 41 – 70 bays, a minimum of 25 per cent of the required bays is to be provided.

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- 2.3.3 If the total requirement (after adjustment factors and previously approved shortfalls have been taken into account) is above 71 bays, a minimum of 40 per cent of the required bays is to be provided.

## 2.4 Waiving of Car Parking Requirements

- 2.4.1 The City may, at its discretion, waive the car parking requirements for change of use applications to provide additional on-site car parking, including waiving cash-in-lieu requirements in the following instances:

- a) where the application does not involve the reduction of existing on-site car parking bays as part of the application;
- b) where the application does not involve any building works that contribute to additional floor area that would be subject to parking requirements; and
- c) where a current planning approval required payment of cash-in-lieu but that approval has not been acted upon in any way including payment of cash-in-lieu in part or in full.

- 2.4.2 Clause 2.4.1 does not apply to any new building completed with an occupation certificate issued on or after 1 January 2014 unless:

- a) the change of use application is the second or subsequent application after the initial approval; and
- b) a minimum period of 12 months has elapsed between the first and subsequent change of use applications.

- 2.4.3 These provisions do not apply to any change of use applications to Tavern or Small Bar.

## 3. CAR PARKING SURPLUS

### 3.1 Maximum Number of Car Parking Bays

The City may in the pursuit of orderly and proper planning and the preservation of the amenities of the locality refuse a proposed development where an oversupply of car parking has been provided. Any proposed development shall not exceed the maximum number of car parking bays, in accordance with the following table:

**Table 5: Maximum Number of Car Parking Bays**

Car Parking Requirement Adjusted Parking Requirement *)	Maximum Surplus (Percentage of the Car Parking Requirement)
0-15.99 car bays	Maximum surplus of 50% of car parking requirement
16-30.99 car bays	Maximum surplus of 40% of car parking requirement
31-45.99 car bays	Maximum surplus of 30% of car parking requirement
46-99.99 car bays	Maximum surplus of 20% of car parking requirement
100+ car bays	Maximum surplus of 10% of car parking requirement

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### 3.2 Allocation of Car Parking in a Mixed Use Development

In a development that contains a mix of both residential and commercial uses, the car parking is to be initially allocated to the commercial component in accordance with requirements identified in Clause 1 of this policy.

Any remaining car parking is then to be allocated to the residential component in accordance with the minimum Deemed-to-Comply provisions of the Residential Design Codes.

## 4. SCOOTER/MOTORCYCLE PARKING REQUIREMENTS

For every 15 commercial car bays required (after adjustment factors), the 15<sup>th</sup> car bay shall be replaced with two scooter/motorcycle parking bays to be designed in accordance with relevant standards.

**Table 6: Scooter/Motorcycle Parking Requirements**

Car Bays Required	Scooter/Motorcycle Bays Required	Total Number of Car and Scooter/Motorcycle Bays Required
0-14	0	Car Bays Required (as per standards)
15-29	2	Car Bays Required Minus 1 Scooter/Motorcycle Bays = 2
30-44	4	Car Bays Required Minus 2 Scooter/Motorcycle Bays = 4
45-59	6	Car Bays Required Minus 3 Scooter/Motorcycle Bays = 6
60-74	8	Car Bays Required Minus 4 Scooter/Motorcycle Bays = 8
75-89	10	Car Bays Required Minus 5 Scooter/Motorcycle Bays = 10

## 5. BICYCLE PARKING REQUIREMENTS

### 5.1 Commercial Bicycle Parking Requirements

Bicycle parking facilities are to be provided in addition to the calculated car parking requirement at the rate specified in Table 7.

**Table 7: Commercial Bicycle Parking Requirements**

Activity	Bicycle Parking Spaces
Office, Bank, Amusement Centre,	1 space per 100m <sup>2</sup> NLA
Hotel, Motel	1 space per 4 rooms
Lodging House, Private Hostel	1 space per 8 beds
Serviced Apartments	As per the R Codes for a Multiple Dwelling
Short Term Dwelling	As per the R Codes for the dwelling type
Local Shop, Shop Fish/Meat/Pet Shop	1 space per 40m <sup>2</sup> NLA
Market	1 space per stall
Cinema, Theatre	1 space per 20 seats
Civic Use, Public Utilities,	1 space per 200m <sup>2</sup> NLA

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Activity	Bicycle Parking Spaces
Commercial Hall, Place of Worship Club Premises, Small Bar	1 space per 20 persons
Consulting Rooms, Vet Centre	1 space per consulting room
Dry-cleaning Premises, Recreational Facility,	1 space per 60m <sup>2</sup> NLA
Eating House, Fast Food Outlet	1 space per 20m <sup>2</sup> PFA
Educational Establishment	1 space per classroom
Showroom, Warehouse	1 space per 200m <sup>2</sup> NLA
Hospital/Institution	1 space per 20 patient beds

## 5.2 Bicycle Parking Allocation

- 5.2.1 35 percent of the required number of bicycle parking spaces is to be allocated to class 1 or 2 facilities; and
- 5.2.2 65 percent of the required number of bicycle parking spaces is to be allocated to class 3 facilities.

Class 1 facilities – Fully enclosed individual lockers

Class 2 facilities – Locked compounds fitted with class 3 facilities

Class 3 facilities – Facilities to which the bicycle frame and wheels can be locked. Generally in the form of an upside down 'U' shaped bar. It is noted that two bicycles can be locked to one upside down 'U' shaped bar. Where a class 3 facility is provided on the footpath, it is required to conform to the City of Vincent specifications.

## 5.3 End of Trip Facilities

All developments that are required to provide 5 or more bicycle parking bays in accordance with clause 5.1 of this policy are required to provide End-of-Trip Facilities, which are to be designed in accordance with the following criteria:

- 5.3.1 A minimum of one female shower and one male shower, located in separate change rooms or a minimum of two separate unisex shower and change rooms;
- 5.3.2 Additional shower facilities to be provided at a rate of one female shower and one male shower for every additional 10 bicycle parking bays, to a maximum of five female and five male showers per development;
- 5.3.3 The end of journey facilities should be located as close as possible to the bicycle parking facilities;
- 5.3.4 Secure change rooms capable of being locked; and
- 5.3.5 A locker for every bicycle parking bay provided.

## 6. SPECIFIC PURPOSE BAYS

### 6.1 Service Bays

In commercial or mixed-use developments with a total commercial gross floor area of 1000 square metres or more, at least one of the required bays will be permanently set aside and marked for the exclusive use of service, delivery and/or courier vehicles.

### 6.2 Drop Off/Pick Up Bays

In addition to the parking bays required for a child care facility and a school, a separate area shall be provided for the adequate setting down and picking up of children.

### 6.3 ACROD Bays

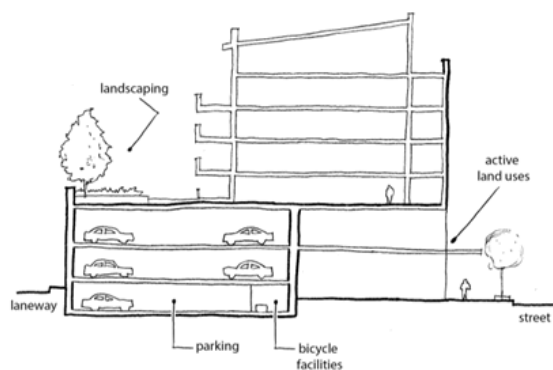
The City of Vincent will also require the provision of bays marked exclusively for use by drivers with disabilities at the rate specified in the National Construction Code Series and relevant Australian Standards and in accordance with ACROD standards.

## 7. DESIGN AND LOCATION OF PARKING FACILITIES

### 7.1 Layout and Dimensions of Parking Facilities

7.1.1 All parking facilities shall be designed in accordance with AS 2890.1.

7.1.2 Onsite parking for a development shall be located at the rear of, or beneath buildings (see Diagram 1).



**Diagram 1: Above ground parking is located to the rear behind active land uses**

### 7.2 Open Air Car Parking

7.2.1 All open-air parking areas are to be landscaped at a rate of one tree per four car bays.

7.2.2 The perimeter of all open-air parking areas are to be landscaped by a planting strip of at least 1.5m width.

7.2.3 The landscaping is to be approved by the City and implemented prior to occupation of the use on site.

### 7.3 Enclosed Parking

- 7.3.1 Enclosed car parks are required to incorporate active land uses, for example, shop and eating house, that generate pedestrian activity along the ground floor street frontage, for at least 75% of all street frontages.
- 7.3.2 Enclosed car parks are to be designed and finished to complement existing adjacent buildings.
- 7.3.3 The height and setbacks for enclosed car parks are to be consistent with the relevant Precinct Policy.

### 7.4 Temporary Parking

The City may support the use of land or buildings for temporary parking facilities in the case of special events or circumstances relating to a particular or regular use of a site. Planning Approval will be required and the application will be assessed in accordance with parking requirements of this policy and special conditions of approval may apply.

### 7.5 Paid Parking and Time Limited Car Parks

The City requires an application for Planning Approval where paid parking is proposed for an on-site private car park. This application is subject to approval by the Council and will be considered on a case-by-case basis.

The City will consider, however is not limited to, the following aspects when determining applications for paid parking:

- Location of the proposed paid car park;
- Surrounding land uses;
- Existing car parking issues within the area;
- The structure of the fees;
- Time periods of paid parking restrictions;
- Proposed length of use operation; and
- The City of Vincent Car Parking Strategy.

### 7.6 Mechanical Parking Devices (Car Stackers)

- 7.6.1 In addition to compliance with the provisions of AS2890.1 – 'Off Street Parking', the applicant is required to clearly demonstrate in a Parking Management Plan that all proposed mechanical parking devices (car stackers) comply with the following:

A	Car bay width*	2.5m – 2.9m
B	Minimum car bay length	5.2m
C	Minimum height clearance	2.0m (entry point only)
D	Preferred car bay weight capacity Minimum car bay weight capacity <sup>(1)</sup>	2,500kg 2,000kg
E	Preferred aisle (manoeuvring) width Minimum aisle (manoeuvring) width <sup>(3)</sup>	7m 6m
F	All vehicle queuing areas being located onsite.	

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G	Fully screened from the street and adjoining properties.
H	A minimum of 20% of all the onsite car bays provided (including the number within the stacker) shall be provided without requiring the use of a mechanical parking device (car stacker). The 20% can include at-grade car bays within the car stacker.
I	Mechanical parking devices (e.g. car stackers) shall be for tenants/owners and not visitors of a development, and be maintained as operational for the life of the building, including in the event of a power failure.
J	All pit and/or rotating mechanical parking devices (car stackers) will be required to be fitted with sliding doors/safety barriers).

**Notes:**

1. *The bay width will be assessed on a case by case basis depending on the type of stacker, the presence of pillars and the aisle width (refer to E above).*
2. *Where a car stacker weight capacity is less than 2,500kg, a Section 70A notification under the Transfer of Land Act will be required to advise future owners and occupiers of the limitation.*
3. *Where a car stacker proposes an aisle width less than 7 metres, a Section 70A notification under the Transfer of Land Act will be required to advise future owners that multiple manoeuvres may be required to enter and exit the car stacker bay.*

7.6.2 Variations to 7.6.1 may be considered where the applicant can clearly demonstrate that site constraints prohibit compliance, and the City is satisfied that the mechanical parking device (car stacker) will not be unduly impractical in use in comparison to a regular parking area or adversely affect the amenity of the locality.

7.6.3 The City will apply conditions of development approval to all development applications involving mechanical parking devices to ensure:

7.6.3.1 Ongoing compliance with operational specifications is achieved as outlined in a Parking Management Plan.

7.6.3.2 Owners and prospective purchasers are aware of their obligations with respect to the use of mechanical parking devices (e.g. car stackers).

## 7.7 Adjoining development

When considering the impact of parking facilities on adjoining properties the City will take into consideration:

7.7.1 The location of parking spaces and structures, lights and signs on the site and their effect on the amenities of adjacent development, including the potential effect if parking spaces should later be roofed or covered; and

7.7.2 The extent to which parking spaces are located within required building setback areas and the resulting impact on adjacent properties.

The City may apply conditions of approval in relation to parking and access to ensure the protection of the amenity of adjoining development.

## **7.8 Vehicle Access**

### **7.8.1 Residential Development**

Vehicle access to dwellings shall be in accordance with the Residential Design Codes.

### **7.8.2 Commercial and Mixed Use Developments**

Vehicular access points to parking areas are to be located and designed so that:

7.8.2.1 Entry/exit points minimise traffic or pedestrian hazards, conflict with pedestrian/cyclist pathways, the impact on nearby residential uses, traffic congestion and interference with public transport facilities;

7.8.2.2 The number of entry/exit points is kept to a minimum. Where possible, new parking areas and vehicular access points are to be linked to existing parking facilities;

7.8.2.3 Access is obtained away from major traffic streets where possible, but not if this necessitates access from a residential street where undue disturbance to residential amenity would result;

7.8.2.4 Entry and exit points and vehicle circulation patterns should be clearly indicated; and

7.8.2.5 Redundant crossovers to the street will be required to be removed and the verge reinstated at the developer's expense.

## **7.9 Traffic Movement**

The City of Vincent will require traffic circulation and manoeuvring areas within parking areas to be designed so that:

7.9.1 Adequate provision is made to enable all vehicles to enter and leave the land in a forward direction where the City believes that the nature of a development, its relation to adjoining streets or the nature of those streets makes it necessary to do so, and an access point from parking spaces to the street serves more than two spaces;

7.9.2 Vehicles are able to queue, if necessary, within the parking area and not on the street; and

7.9.3 Parking areas are not used as traffic thoroughfares to facilities that they do not serve.

## **7.10 Signposting**

7.10.1 In a mixed-use development, car bays should be clearly signposted differentiating between the residential car bays and the commercial car bays.

7.10.2 Where on-site parking provided for customer/client use is not directly visible from the adjacent street, adequate signage is to be provided to promote public knowledge of and direction to the car park. This signage is to comply with the requirements of the City's Policy relating to Signs and Advertising.

## **7.11 Lighting**

Lighting is required to be provided in a car parking area that is located at the rear of a building, however should not have a detrimental impact on adjoining residential properties or other uses.

## **7.12 Safety**

The City will expect pedestrian, cyclist and motorist safety to be a priority in the design and operation of parking facilities, ensuring that:

7.12.1 Pedestrian pathways through a parking area are clearly defined, well lit and signposted, where required, with direct access to the street or facilities served;

7.12.2 Traffic access to, and circulation within parking areas, is separated, where practicable, from pedestrian and cyclist paths or pedestrian access points to or through a parking area; and

7.12.3 Driver sightlines are not obstructed by signs, fencing or any other obstacle.

## **7.13 Strata Plan**

The car parking area for commercial car bays shall be shown as 'common property' on any strata plan or subdivision for the property and these car bays shall be made available for the owners or occupiers and visitors of the residential component outside normal business hours.

# **8. PARKING MANAGEMENT PLAN**

## **8.1 Requirement for a Parking Management Plan**

A Parking Management Plan shall be prepared to the satisfaction of the City and shall form part of the planning approval for any development application that proposes 20 or more parking spaces or applies alternative methods to achieve parking requirements under this policy (e.g. car stackers). The City will require compliance with a Parking Management Plan as a condition of development approval. In addition, the City will require notifications to be lodged under section 70A of the Transfer of Land Act notifying proprietors and/or prospective purchasers of the property of their obligations with respect to onsite parking.

## 8.2 Information to be Included

A Parking Management Plan should outline in detail how parking for the proposed development will be managed and identify practical strategies to minimise parking conflicts between users. A Parking Management Plan should include:

- property information such as address, land use and contact details of the responsible person(s) for the day to day management of parking (if known);
- number of parking spaces per category (for example tenant/staff spaces, customer spaces, spaces for persons with a disability, loading spaces, motorcycle/scooter spaces and bicycle spaces);
- strategies to be employed to manage parking demand for the site; and
- where car stackers are proposed, details on how the system will be operated to the satisfaction of the City.

## 8.3 Notification of Specific Parking bays on Planning Approval

The allocation of bays as specified in the Parking Management Plan shall be included in the development application and planning approval. This may include specific allocations of residential, commercial and visitor parking.

## 8.4 Amendments to an Approved Plan

A Parking Management Plan forms part of the planning approval. Any proposed amendments to an approved Parking Management Plan are therefore submitted and processed as an amended development application to the Council. The Council may delegate this approval to the Chief Executive Officer.

<b>Date Initially Adopted:</b>	27 March 2001
<b>Date Amended:</b>	20 November 2001, 24 September 2002, 26 October 2004, 23 May 2006, 12 August 2008, 8 October 2013, 8 December 2015
<b>Date of Next Review:</b>	October 2016

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**APPENDIX 1: TOWN CENTRES**



**Map 1: Mount Hawthorn Town Centre**

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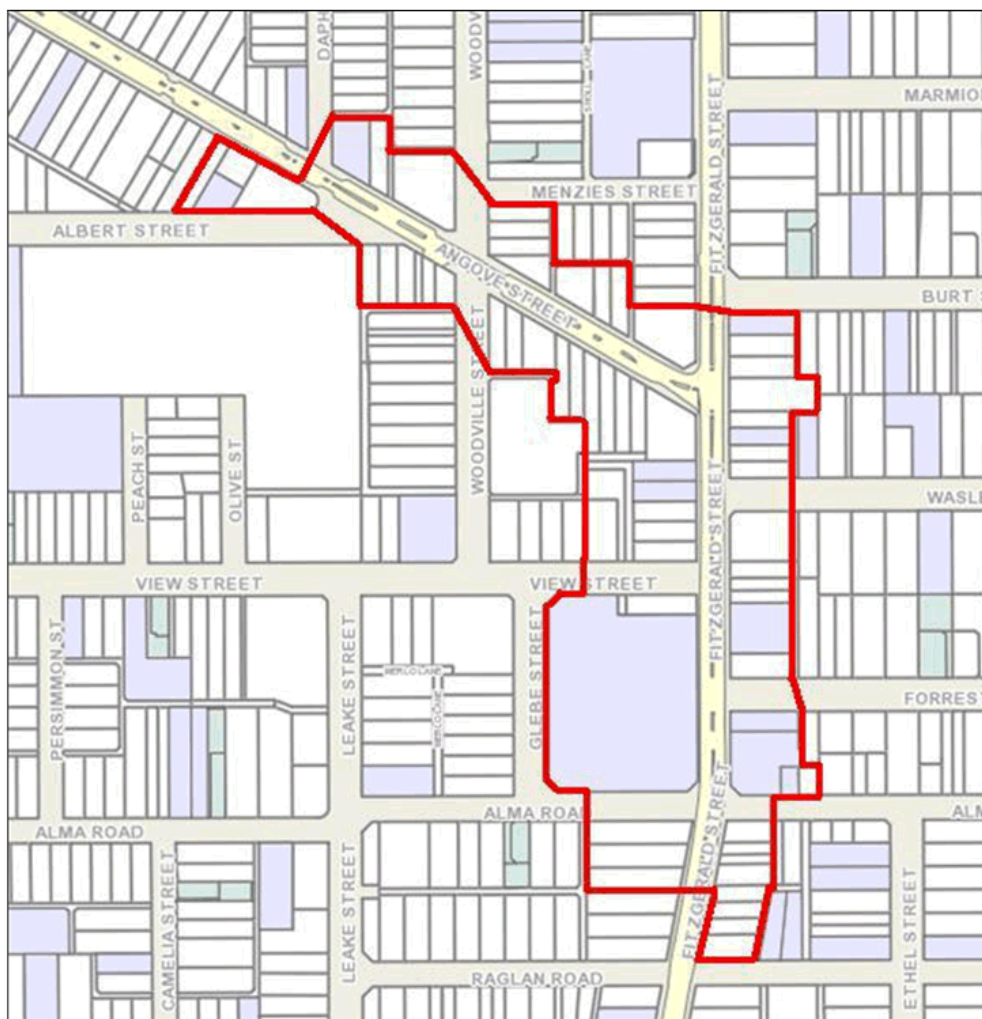
Map 2: Leederville Town Centre

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Map 3: Mt Lawley/Highgate Town Centre

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Map 4: North Perth Town Centre

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Map 5: William Street Town Centre

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**POLICY NO: 7.7.1**

## NON-RESIDENTIAL DEVELOPMENT PARKING REQUIREMENTS

### 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*.

#### POLICY OBJECTIVES

1. To define parking requirements that will meet the needs of the users of developments without resulting in the oversupply of parking.
2. To support a shift toward more active and sustainable transport modes.
3. To facilitate the payment of cash-in-lieu for parking shortfalls and to provide a set of guidelines to enable the calculation of cash-in-lieu to be determined in a consistent and transparent manner.
4. To ensure long term viability of parking proposals by defining the circumstances in which Parking Management Plans are required and providing guidelines for their content.

#### RELATIONSHIP TO OTHER DOCUMENTS

This Local Planning Policy forms part of the City of Vincent local planning 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 Local Development Plan, Activity Centre Plan or Structure Plan prevails.

This Policy is to be read in conjunction with the Australian Standards. Where this Policy is inconsistent with the provisions of a specific Policy applying to a particular site or area (e.g. Character Retention Area Local Planning Policy), the provisions of that specific Policy shall prevail.

#### DEFINITIONS

For the purpose of this Policy, the following definitions apply:

<b>Bicycle Parking Facilities:</b>	Bicycle parking facilities are defined in Australian Standard AS 2890.3:2015, Section 1.3, Clause 1.3.4.
<b>Built Form Areas:</b>	The areas set out in Appendix 2.
<b>End of Trip Facilities:</b>	A single unisex shower with associated change room and a single individual locker.
<b>Long Term Bicycle Parking Facilities:</b>	Long term bicycle parking facilities include those of a security Level A and B in accordance with AS 2890.3:2015, Table 1.1.

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<b>Major Redevelopment:</b>	Development where 75% or more of the existing Net Lettable Area on a site is demolished and rebuilt.
<b>Net Lettable Area (NLA):</b>	The area of all floors within the internal finished surfaces of permanent walls of a building, but excludes all car parking areas, stairs, toilets, cleaner's cupboards, lift shafts, motor rooms, escalators, tea rooms, plant rooms, alfresco areas located off-site, lobbies between lifts facing other lifts serving the same floor area, and areas set aside as public space or thoroughfares and not for the exclusive use of occupiers of the floor or building.
<b>Parking Management Plan:</b>	A document prepared by a qualified traffic consultant in accordance with Appendix 1.
<b>Persons:</b>	The number of persons approved for a licensed premises or public building under the provisions of the Health Act 1911 and Health (Public Buildings) Regulations 1991
<b>Reciprocal Parking:</b>	Parking facilities serving separate uses or in a mixed use development that are shared, but not concurrently.
<b>Short Term Bicycle Parking Facilities:</b>	Short term bicycle parking facilities include those of a security Level C in accordance with AS 2890.3:2015, Table 1.1.
<b>Transport Infrastructure:</b>	<p>The works and undertakings described below for the purpose of providing public transport infrastructure, walking and cycling infrastructure, parking infrastructure and demand management:</p> <ol style="list-style-type: none"> <li>1. Public transport stops, shelters and stations, signs, land designated for public transport, vehicles, track and catenary, priority signals and any associated works/designs.</li> <li>2. Paths, signs, bike, pedestrian and cycling crossing and any associated works/designs.</li> <li>3. On and off street parking bays, parking machines, parking signs, shelters and any associated works/designs and technologies.</li> </ol>

### APPLICATION OF POLICY & DEVELOPMENT STANDARDS

#### 1. Application

- 1.1. Part 2 applies to all applications for development approval that propose non-residential development located outside the Perth Parking Management Area (PPMA), pursuant to Part 7 of Schedule 2, of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

#### 2. Development Standards

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- 2.1. The decision-maker shall not refuse to grant approval to an application where the application satisfies the Policy Provision in Part 2 of this Policy and the relevant provisions of the scheme and any relevant local planning policy.

DRAFT

## PART 2 – POLICY PROVISIONS

### 1. PARKING REQUIREMENTS

#### 1.1. Non-Residential Development

- (a) Parking for non-residential development shall be provided onsite and in accordance with subclause 1.2 and Table 1, unless otherwise approved by the Council.
- (b) Where the applicable standard set out in Table 1 results in a parking requirement that is not a whole number the parking requirements is the next highest whole number.
- (c) Non-residential development located in a Residential 'Built Form Area', as shown in Appendix 2, the minimum car parking requirements are to be calculated using the 'car parking maximum' column of Table 1.

#### 1.2. Application of Table 1

- (a) Table 1 applies to all non-residential development except changes of land use, alterations and/or additions that:
  - (i) do not constitute major redevelopment; and
  - (ii) do not propose or require the removal of approved on-site car parking bays; and
  - (iii) do not propose or require any building works that contribute to more than a 25% increase in Net Lettable Area of that tenancy; and
  - (iv) are not the first change of use after any new development's initial development approval; and
  - (v) have not been lodged within 12 months of the first change of use approved for a new development; and
  - (vi) are not a change of land use to a Tavern or Small Bar; and
  - (vii) are not subject to a previous Council decision for the same use.

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Table 1: Non-Residential Parking Requirements

Land Use	Car Parking Minimum				Car Parking Maximum	Bicycle Parking Minimum		Unit of Measure
						Short Term	Long Term	
Built Form Area (refer Appendix 2)	Town Centre	Transit Corridor	Activity Corridor	Mixed Use				
Medical Centre, Consulting Room	2.5	3.5	3.5	3	4	0.7	0.3	spaces per consulting room
Office	1.5	2	2.2	2	2.5	0.2	0.8	spaces per 100sqm NLA
Restaurant, Reception Centre, Small Bar, Tavern	0.15	0.25	0.22	0.2	0.25	1 per 53 persons	1 per 24 persons	spaces per persons
Hotel Motel Short Term Accommodation	0.5	0.75	0.75	0.5	1.0	0.3 per 4 rooms	0.7 per 4 rooms	spaces per bedroom
Fast Food, Lunch Bar	0.1	0.15	0.15	0.1	0.15	1 per 25 persons	1 per 17 persons	spaces per persons
Shop, Convenience Store, Home Store	3.5	5	4.5	4	5	1.6	0.9	spaces per 100m <sup>2</sup> NLA
Showroom	1.2	2	1.8	1.5	2	N/A	1	spaces per 100m <sup>2</sup> NLA
Other uses listed in the Scheme	To be determined by the City on a site specific Parking Management Plan.							
Use not listed in the Scheme								
Motorcycle/ Scooter Bays	1 motorcycle/scooter bay per 20 car parking bays. No Motorcycle/scooter bays required where parking is provided at less than 20 bays.							

## 2. BICYCLE PARKING REQUIREMENTS

### 2.1. End of Trip Facilities Guidelines

Bicycle parking facilities are to be provided in accordance with Australian Standard 2890.3:2015 Table 1.1.

Where long term bicycle parking is required in accordance with subclause 1.2 and Table 1 of this policy, end-of-trip facilities must also be provided as follows:

- (a) One end-of-trip facility where one long term bicycle parking bay is required;
- (b) Two end-of-trip facilities where between two and five long term bicycle parking bays are required;
- (c) Where more than five long term bicycle parking bays are required, two end-of-trip facilities for the first five long term bicycle parking bays required and one additional end-of-trip facility for every additional five long term bicycle parking bay required thereafter; and
- (d) Located as close as practicable to the bicycle parking facilities.

## 3. CAR PARKING SHORTFALL

The City may, in the pursuit of orderly and proper planning and the preservation of the amenities of the locality, refuse a proposed development where a shortfall of on-site parking has been proposed or where an existing shortfall has been approved.

Notwithstanding the above, the City may approve a commercial car parking shortfall in terms of the provisions of this policy relating to Reciprocal Car Parking and/or Cash in Lieu of Car Parking.

### 3.1. Reciprocal Car Parking

Reciprocal parking arrangements may be considered acceptable where the City of Vincent is convinced that demand for parking by the uses proposed will not unreasonably coincide.

Reciprocal car parking requirements is calculated by separating the day-time/ night-time or week-day/weekend uses and providing separate car parking calculations as per the above table. These separate car parking calculations should individually comply with the car parking requirements, however in the event that a shortfall is proposed, a cash-in-lieu payment may be required for the car parking calculation with the greatest shortfall.

The City may consider Reciprocal Parking where:

- (a) The Applicant submits a Peak Parking Demand Table (see Table 3) and a Parking Management Plan (refer to clause 6), and the City is satisfied that demand will not unreasonably coincide;
- (b) The parking facilities serving the proposed uses will be located on the

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one lot, or where located on separate lots, the parking arrangements are permanent (e.g. easement, amalgamation, legal agreement, restrictive covenant or any other formal arrangement the City may require); and

- (c) Parking demand in the immediate and long term can be satisfied.

**Table 4: Peak Parking Demand Table**

<i>Calculating Peak Demand for Developments</i>				
Proposed Use	Weekday		Weekend	
	Daytime (8am – 6pm)	Evening (6pm-12am)	Daytime (8am-6pm)	Evening (6pm-12am)
Use 1				
Use 2				
Use 3				
Total Demand				

**Notes:**

1. The demands shown are to be the raw demands for the use as calculated using the Non-Residential Parking Requirement Table (Table 1).
2. The applicant may use different time periods other than those shown however the parking requirement for the listed uses will be the maximum total demand of the time periods that are shown.

### 3.2. Cash-in-Lieu of Car Parking

Cash-in-lieu of parking can be considered at the discretion of the City where developments have a shortfall of parking according to the total parking requirement in accordance with Table 1.

Where cash-in-lieu has been paid for a previous shortfall, the current application will only be charged cash-in-lieu for the new shortfall.

The payment of cash-in-lieu is not to be seen as an alternative to providing sufficient parking on site, but rather as a mechanism to enable otherwise desirable developments to proceed where it can be demonstrated that it is not possible to provide sufficient parking on site.

Cash-in-lieu will be charged for the shortfall proposed on site and is not to be rounded to the nearest whole number.

The following provisions will apply where cash-in-lieu is considered acceptable:

- (a) Cash-in-lieu contributions may comprise all or part of the shortfall in onsite parking proposed for a development.
- (b) The contribution rate per bay is a 'one-off payment' and is to be determined annually by the Council when adopting the Fees and Charges set out in the Annual Budget.
- (c) The applicant/owner may enter into an agreement with the City to pay all or part of the amount of cash-in-lieu by instalments over a period

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not exceeding five years. An interest rate based on the long term bond rate is to be determined at the discretion of the City.

- (d) The contribution is to be held in a Reserve Account for the purpose of providing and/or upgrading existing and proposed Transport Infrastructure as defined in this Policy. Confirmation of the agreement of the contribution is to be made within 28 days of the date of development approval.
- (e) Where cash-in-lieu is proposed or required, the City will apply the monetary amount as a condition of development approval, in addition to the requirement to lodge a bond/bank guarantee for the payment.
- (f) For new developments over \$3 million where a shortfall of car parking is proposed on-site, the City will impose double the standard cash-in-lieu contribution rate as shown in the annual Fees and Charges.

The \$3 million threshold is equal to the opt-in value for proposals to be assessed by the Development Assessment Panel and is therefore considered a significant development.

#### **4. MIXED USE DEVELOPMENT**

##### **4.1. Allocation of Car Parking in a Mixed Use Development**

In a development that contains a mix of both residential and commercial uses, the car parking is to be initially allocated to the non-residential component in accordance with requirements identified in Table 1 of this policy.

Any remaining car parking is then to be allocated to the residential component in accordance with the minimum Deemed-to-Comply provisions of the Residential Design Codes.

#### **5. SPECIFIC PURPOSE BAYS**

##### **5.1. Service Bays**

Where parking is required in accordance with subclause 1.2 and Table 1 of this policy, a service bay is to be provided in addition to the minimum number of car parking bays required under Table 1 unless it can be demonstrated that a service bay may be located off site, through a parking management plan.

##### **5.2. Drop Off/Pick Up Bays**

Where parking is required in accordance with subclause 1.2 and Table 1 of this Policy for a child care facility and a school, a separate area shall be provided for the adequate setting down and picking up of children and identified through a parking management plan.

#### **6. PARKING MANAGEMENT PLAN**

A Parking Management Plan shall be prepared, in accordance with the framework set out in Appendix 1 to the satisfaction of the City and lodged with

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any development application which:

- is required to submit a Parking Management Plan under Table 1 of this Policy; and/or
- proposes 20 or more parking spaces (inclusive of car, bicycle and motorcycle/scooter); and/or
- applies alternative methods to achieve parking requirements under this policy (e.g. car stackers, tandem bays); and/or
- proposes parking that is not visible from the primary street (e.g. basement parking); and/or
- proposes parking that has obstructed access from the primary street (e.g. roller door, gate).

The City will require compliance with a Parking Management Plan as a condition of development approval.

In addition, the City will require notifications to be lodged under section 70A of the Transfer of Land Act notifying proprietors and/or prospective purchasers of the property of their obligations with respect to onsite parking.

Proposed car stackers are required to be in accordance with Australian Standards AS 2890 and other relevant standards, unless otherwise agreed upon by the City. Car Stackers are to provide all visitor and disabled parking at grade and in accordance with AS 2890.

A Parking Management Plan forms part of the planning approval. Any proposed amendments to an approved Parking Management Plan are therefore submitted and processed as an amended development application to the Council. The Council may delegate this approval to the Chief Executive Officer.

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## APPENDIX 1 – PARKING MANAGEMENT PLAN FRAMEWORK

<b>Owner/Applicant Details</b>	
<b>Name:</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>Email:</b>	
<b>Applicant Signature:</b>	

<b>Property Details</b>	
<b>Lot Number:</b>	
<b>Address:</b>	

### Parking Allocation:

The following table should be prepared in conjunction with this Parking Management Plan to outline the parking available for the different users of this development application.

<b>Parking Allocation</b>	
<b>Total Number Car Parking Spaces:</b>	
<b>Total Number Short Term Bicycle Parking Spaces:</b>	
<b>Total Number Long Term Bicycle Parking Spaces:</b>	
<b>Total Number Other Bays:</b>	

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Development Type	Development Users	Parking Allocation			
		Type / Duration	No. Car spaces	No. Bicycle Spaces	No. Other Spaces
E.g. Private Recreation Town Centre	Staff	Employee (> 3 hours)	2	1	-
	Customers	Visitor (< 3 hours)	7	2	-
	Other	Service (15 minute)	-	-	1
	Other	Disabled	-	-	1

Note: In a mixed use development the parking allocation for residential and non-residential portions must be provided separately in the above table.

#### Alternative Transport:

The following table should be prepared in conjunction with this Parking Management Plan to outline the alternative transport options available to users of this development application.

Transport Option	Type & Level of Service
Public Transport	
Train	

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Bus	
<b>Pedestrian</b>	
Paths	
Facilities	
<b>Cycling</b>	
Paths	
Facilities	
Secure Bicycle Parking	
Lockers	
Showers/Change Room	

**Public Parking:**

Identify the number of on street and off street public parking in the vicinity in the following table.

	No. Marked Spaces	Location	Parking Restrictions
On Street Parking			
Off Street Parking			

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### **Parking Management Strategies**

Parking management strategies must be provided to ensure that the 'Parking Allocation' is used as demonstrated in this Parking Management Plan.

The allocation of bays as specified in the Parking Management Plan shall be included in the development application and planning approval.

The following information shall be provided, where applicable, to the Parking Management Plan:

1. Details of who will be responsible for management, operation and maintenance of parking (inclusive of car stackers);
2. Management of allocation of parking bays as specified in this parking management plan including signage and enforcement;
3. Management of Tandem Parking for staff/tenants;
4. Way finding measures to ensure efficient use of parking facilities; and
5. Promotion of alternative transport modes such as the provision of well-maintained bicycle and end of trip facilities, use of Travel Smart initiatives or public transport promotion.

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## APPENDIX 2: BUILT FORM AREAS



## Attachment 3 – Summary of Submissions – Local Planning Policy No. 7.7.1 – Non-Residential Development Parking Requirements

	Issue	Submitter	Administration Response	Recommended Modification
<b>1.</b>	<b>Policy Structure &amp; Application</b>			
1.1.	The submitter explained that the current adjustment factors are preferred as they take into account the availability of public transport and public parking spaces when the City determines the amount of parking that a development is required to provide. Concern was raised that without accounting for these adjustment factors applicants would be forced into providing excessive car parking.	Submitter 2	<p>The City agrees that it is important to consider the surrounding factors such as the availability of public transport and public parking spaces. The advertised parking standards simplify the process of determining the parking required for a development by embedding the adjustment factors into the Car Parking Minimum standards in Table 1 for each Built Form Area. In addition the revised draft Policy will ensure that excessive parking is not permitted by including a Car Parking Maximum standard in Table 1. No modification is proposed to this approach.</p> <p>As a result of this submission the City reviewed the overall application of the draft Policy to development applications. It was identified that the change of use exemption may create a negative impact on the amenity of the surrounding area. It was also identified that there may be circumstances where an application proposes an ancillary use that does not generate additional parking demand and it was unclear how these types of applications would be dealt with in a streamlined and flexible way.</p>	To address the above issues it is recommended that the advertised Clause 1.1 and 1.2 be modified. The new Clauses require all non-residential development to be assessed against Table 1, unless an ancillary use which meets the prescribed requirements is proposed. If the requirements of Table 1 are unable to be met or the applicant is proposing a different amount of parking then the application will be assessed against a series of principles.

## Attachment 3 – Summary of Submissions – Local Planning Policy No. 7.7.1 – Non-Residential Development Parking Requirements

	Issue	Submitter	Administration Response	Recommended Modification
<b>2.</b>	<b>Table 1</b>			
2.1.	The submitter was concerned that the requirement for applicants to provide a Parking Management Plan (PMP) was onerous and would be a significant cost to developers.	Submitter 4	The City agrees that the reduced number of land uses in Table 1 may require applicants to prepare a PMP in many circumstances which may be overly onerous. It is proposed to introduce additional land uses in Table 1 to reduce the instances where a PMP is required and simplify the application process.	Include additional land uses in Table 1 in the appropriate categories.
2.2.	The submitter was concerned that Hotel and Motel land uses were grouped together in Table 1. Motels often generate a high demand for parking, whereas Hotel users are more likely to use alternative transport methods and as a result it is inappropriate to group these two land uses.	Submitter 2	The City agrees that 'Hotels' and 'Motels' may generate different parking requirements and it is recommended that Motels be removed from Table 1 as the parking generated from this use depends on its scale, intensity and location. Instead, an applicant would be required to provide a PMP and the City could then assess the proposal on its merits and determine the impact on the surrounding area. Hotels are proposed to remain in Table 1 as the parking requirement prescribed is still considered appropriate, however two parking requirements will be provided to clarify guests and visitors of hotels.	Modify Table 1 to delete 'Motel' and provide parking requirements for 'Hotel' split by spaces per bedroom and spaces per person.
2.3.	The submitter was concern about implications on small business and sporting venues. Sporting clubs have the same operational requirements as a small business. New developments often result in greater demand for parking space which puts pressure on existing facilities which is exacerbated by the City taking parking bays from the street to provide bike paths. The City needs to	Submitter 3	The City agrees that adequate parking needs to be provided for sporting clubs.  The revised draft Policy has been aligned with the land uses in the City's Local Planning Scheme No. 2 and Table 1 now includes a parking requirement for 'Club Premises' which will provide a required baseline for sporting clubs.	Include 'Club Premises' in Table 1 of the revised draft Policy.

## Attachment 3 – Summary of Submissions – Local Planning Policy No. 7.7.1 – Non-Residential Development Parking Requirements

	Issue	Submitter	Administration Response	Recommended Modification
	ensure there is adequate parking particularly for sporting clubs.			
2.4.	The submitter was unclear of the purpose of the "Car Parking Maximum" column in Table 1.	Submitter 5	The 'Car Parking Maximum' column in Table 1 allows the City to ensure that a development does not provide an oversupply of parking.	No recommended modification.
2.5.	The submitter suggested that Table 1 be amended to include a column for the Residential Built Form Area.	Submitter 5	<p>Agreed. The draft Policy is proposed to focus entirely on the parking requirements for non-residential development, including non-residential development proposed in the Residential Built Form Area.</p> <p>It is intended that development in the Residential Built Form Area be required to provide the maximum amount of parking onsite. This will ensure that non-residential development will have minimal impact on surrounding residential areas. Clause 1.1(c) in the advertised draft Policy explained this, however it is recommended that this clause be removed and the heading in Table 1 'Car Parking Maximum' be updated to also include reference to 'Residential Built Form Area Minimum'.</p>	Include "Residential Built Form Area Minimum" in the heading of Table 1 to clarify the parking requirement for non-residential development in Residential Built Form Areas.

## Attachment 3 – Summary of Submissions – Local Planning Policy No. 7.7.1 – Non-Residential Development Parking Requirements

	Issue	Submitter	Administration Response	Recommended Modification
<b>3.</b>	<b>Cash In Lieu</b>			
3.1.	The submitter was concerned with the requirement to charge double the cash in lieu rate under Clause 3.2(f) for developments over three million. This is not supported as there is no clear justification.	Submitter 4 and 5	<p>The payment of cash-in-lieu is intended to reflect the cost of the City providing additional transport infrastructure to service the parking demand generated from the use and does not depend on the value of a development. It is not appropriate for a local planning policy to prescribe the fee to be paid as cash-in-lieu, rather the appropriated place to include the required fee is in the City's Fees and Charges, adopted as part of the annual budget.</p> <p>It is recommended that this requirement be removed from the advertised draft Policy. It is also recommended that the City's Schedule of Fees and Charges be amended to remove the requirement for double the amount of cash-in-lieu to be paid for large scale development and ensure that the cash-in-lieu rate is consistent for all development, regardless of its value.</p>	Delete Clause 6(f) in the Advertised draft Policy from the revised draft Policy.
3.2.	The submitter suggested that where it is demonstrated through a parking demand assessment that the parking required for a development is less than that specified in Table 1, the cash in lieu payment should be based on the parking demand assessment.	Submitter 4	<p>The City agrees that cash in lieu should be charged for the demonstrated parking demand.</p> <p>To clarify this position, it is recommended that the revised draft Policy allow applicants to demonstrate the parking demand in accordance with Clause 1.2. Cash-in-lieu is then calculated and collected on the agreed parking demand.</p>	Modify Part 2, Clause 1.2 to allow applicants to demonstrate the parking demand for each development. Delete Clause 3.2, paragraph one from the advertised draft Policy.

## Attachment 3 – Summary of Submissions – Local Planning Policy No. 7.7.1 – Non-Residential Development Parking Requirements

	Issue	Submitter	Administration Response	Recommended Modification
3.3.	The submitter suggested that cash in lieu should only apply to proposed intensification of use.	Submitter 4	Where an existing development has been approved with a reduced number of parking bays in comparison to the number of parking bays required under the Policy this should be considered in the assessment of cash in lieu. Wording to this effect was included in Clause 3.2, paragraph two of the advertised draft Policy however it is recommended that the wording be modified to clarify this intent.	Modify Clause 3.2 paragraph two in the advertised draft into a new Clause 6.2 in the revised draft Policy.
3.4.	The submitter was concerned that the cash in lieu provision allows developers who fail to provide adequate parking to create further parking problems for residents using on street and public parking.	Submitter 6	The provision of cash in lieu allows the City to consider development applications that are unable to provide parking onsite. The City uses the collected cash in lieu to provide transport infrastructure that is intended to address the shortfall in parking demand.  The City is currently reviewing the operation and application of cash-in-lieu of parking as part of a separate project under Item 4.10 of the City's Corporate Business Plan 2017/18 – 2020/21	No recommended modification.
4.	<b>General Comments</b>			
4.1.	The submitter suggested that reciprocal parking would provide greater benefit than purely evening and daytime or weekend and weekday.	Submitter 4	Agreed. The evening and daytime or weekend and weekday guidelines for reciprocal parking allow compatible land uses to share the parking where it is demonstrated that the parking demand is generated at different times.	No recommended modification.
4.2.	The submitter questioned the distinction between the Transit Corridor and Activity Corridor appears arbitrary.	Submitter 4	Activity corridors are intended to provide more commercial and mixed use development, whereas Transit Corridors are	No recommended modification.

## Attachment 3 – Summary of Submissions – Local Planning Policy No. 7.7.1 – Non-Residential Development Parking Requirements

	Issue	Submitter	Administration Response	Recommended Modification
			intended to provide more residential development so the areas have different parking requirements.	
4.3.	The submitter was concerned that areas such as Carr Street, West Perth, are becoming clogged with parked cars and that verges will be paved. It was suggested that the Cleaver Precinct should have restricted parking for local residents.	Submitter 6	It is outside the scope of the draft Policy to suggest suitable restrictions in the City's precincts.	No recommended modification.
4.4.	The submitter suggested that the City create a multi-story car park behind the Leederville TAFE to enable people to park and access the train station.	Submitter 7	It is outside the scope of the draft Policy to suggest suitable sites for multi storey car parks.	No recommended modification.
4.5.	The submitter stated that Main Roads is currently undertaking a review of Charles Street and is developing a long term plan for upgrading the corridor.	Submitter 8	It is outside the scope of the draft Policy to address long term planning on Charles Street, however the City will continue to work with Main Roads on any development and planning surrounding Main Roads controlled roads.	No recommended modification.
4.6.	The submitter requested that draft policies be made available on the City's website.	Submitter 4	The draft Policy was available on the City's website during the advertising period. The advertised version is also available in the City's Agenda and Minutes web page.	No recommended modification.

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NON-RESIDENTIAL DEVELOPMENT PARKING REQUIREMENTS

PART 1 – ~~PRELIMINARY~~ POLICY OPERATION

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*.

~~POLICY OBJECTIVES~~

PURPOSE & APPLICATION

The purpose of this Policy is to:

1. To define parking requirements that will meet the needs of the users of developments without resulting in the oversupply of parking.;
- ~~2. To support a shift toward more active and sustainable transport modes.~~
- ~~3.2. To facilitate~~ the payment of cash-in-lieu for ~~parking shortfalls and non-residential development that is unable to provide a set~~ meet the requirements of guidelines to enable this Policy and determine the calculation of cash-in-lieu to be determined in a consistent and transparent manner.;
and- ~~4.3. To ensure~~ Ensure long term viability of parking proposals by defining the circumstances in which Parking Management Plans are required and providing guidelines for their content.

This Policy applies to all applications for development approval pursuant to Schedule 2, Part 7 of the *Planning and Development (Local Planning Schemes) Regulations 2015* for non-residential development within the City of Vincent outside of the Perth Parking Management Area.

POLICY STRUCTURE

Part 1 Policy Operation: sets out the purpose and application, policy objectives, relationships to other documents and definitions.

Part 2 Policy Provisions: sets out the parking requirements for non-residential development within the City of Vincent outside of the Perth Parking Management Area.

Appendices:

Appendix 1 – Built Form and Perth Parking Management Areas Map

Appendix 2 – Parking Management Plan Framework

POLICY OBJECTIVES

1. To support a shift toward more active and sustainable transport modes.

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2. [To ensure that parking facilities do not prejudice the environmental and amenity objectives of the City's Local Planning Scheme.](#)
3. [To ensure appropriate parking and access is provided in non-residential development to meet the needs of its users.](#)

### RELATIONSHIP TO OTHER DOCUMENTS

This Local Planning Policy forms part of the City of Vincent local planning 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 Local Development Plan, Activity Centre Plan or Structure Plan prevails.

~~This Policy is to be read in conjunction with the Australian Standards.~~ Where this Policy is inconsistent with the provisions of a specific Policy applying to a particular site or area (e.g. Character Retention Area Local Planning Policy), the provisions of that specific Policy shall prevail. [This Policy is to be read in conjunction with the Australian Standards.](#)

### DEFINITIONS

For the purpose of this Policy, the following definitions apply:

<b><u>Ancillary Use</u></b>	<a href="#">A land use subsidiary to the predominant land use as a result of having a lesser floor area or accommodating a lesser number of persons.</a>
<b>Bicycle Parking Facilities:</b>	Bicycle parking facilities are defined in Australian Standard AS 2890.3:2015, <a href="#">(as amended)</a> , Section 1.3, Clause 1.3.4.
<b>Built Form Areas:</b>	The areas set out in Appendix <a href="#">21</a> .
<b>End of Trip Facilities:</b>	A single unisex shower with associated change room and a single individual locker.
<b>Long Term Bicycle Parking Facilities:</b>	Long term bicycle parking facilities include those of a security Level A and B in accordance with AS 2890.3:2015, <a href="#">(as amended)</a> , Table 1.1.
<b>Major Redevelopment:</b>	Development where 75% or more of the existing Net Lettable Area on a site is demolished and rebuilt.
<b>Net Lettable Area (NLA):</b>	The area of all floors within the internal finished surfaces of permanent walls of a building, but excludes all car parking areas, stairs, toilets, cleaner's cupboards, lift shafts, motor rooms, escalators, tea rooms, plant rooms, alfresco areas located off-site, lobbies between lifts facing other lifts serving the same floor area, and areas set aside as public space or thoroughfares and not for the exclusive use of occupiers of the floor or building.
<b>Parking Management Plan:</b>	A document prepared <del>by a qualified traffic consultant</del> in accordance with Appendix <a href="#">1.2</a> .

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<b><u>Persons:</u></b>	<u>People proposed to be accommodated in a development, excluding any person staying in a bedroom of that development.</u>
<b><u>Predominant Use:</u></b>	<u>The primary use of a premises to which all other uses carried out on the premises are incidental or ancillary.</u>
<b>Reciprocal Parking:</b>	Parking facilities serving separate uses or in a mixed use development that are shared, but not concurrently.
<b>Short Term Bicycle Parking Facilities:</b>	Short term bicycle parking facilities include those of a security Level C in accordance with AS 2890.3:2015, <u>(as amended)</u> , Table 1.1.
<b>Transport Infrastructure:</b>	<p>The works and undertakings <del>described below</del> for the purpose of providing public transport infrastructure, walking and cycling infrastructure, parking infrastructure and demand management:</p> <ol style="list-style-type: none"> <li><del>1. Public transport stops, shelters and stations, signs, land designated for public transport, vehicles, track and catenary, priority signals and any associated works/designs.</del></li> <li><del>2. Paths, signs, bike, pedestrian and cycling crossing and any associated works/designs.</del></li> <li><del>3. On and off street parking bays, parking machines, parking signs, shelters and any associated works/designs and technologies.</del></li> </ol>

### **APPLICATION OF POLICY & DEVELOPMENT STANDARDS**

#### **~~1. Application~~**

- ~~1.1. Part 2 applies to all applications for development approval that propose non-residential development located outside the Perth Parking Management Area (PPMA), pursuant to Part 7 of Schedule 2, of the *Planning and Development (Local Planning Schemes) Regulations 2015*.~~

#### **Development Standards**

#### **2.**

- ~~2.1. The decision-maker shall not refuse to grant approval to an application where the application satisfies the Policy Provision in Part 2 of this Policy and the relevant provisions of the scheme and any relevant local planning policy.~~

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## PART 2 – POLICY PROVISIONS

### 1. OPERATION OF POLICY & DEVELOPMENT STANDARDS

1.1. Applications for development approval that comply with the Policy Objectives of Part 1 and the standards set out in Clauses 2, 3 and 4 of this Policy are considered to be acceptable in relation to parking for non-residential development.

1.2. Where a proposal does not meet the standards set out in Clauses 2, 3 or 4 of this Policy, the decision maker is required to exercise judgement to determine the proposal. The decision maker is to exercise its judgement to consider the merits of the proposal having regard to the objectives of this Policy and one or more of the following requirements:

1.2.1. The development provides adequate parking and/or transport infrastructure to service the needs of its users;

1.2.2. Alternative public car parking, bicycle parking and/or end of trip facilities are already provided and is available and accessible to meet the demands of the development during the hours of operation, for the life of the development;

1.2.3. Reciprocal car parking, bicycle parking and/or end of trip facilities are provided in accordance with Clause 5;

1.2.4. Alternative transport modes are convenient and adequate enough to meet the demand of the development during the hours of operation;

1.2.5. Cash-in-lieu of parking is provided in accordance with Clause 6;

1.2.6. An alternative arrangement is agreed in writing between the applicant and the City, through an approved Parking Management Plan.

### 1.2. PARKING REQUIREMENTS

#### ~~1.1. Non-Residential Development~~

~~(a)2.1.~~ Parking for non-residential development shall be provided onsite and in accordance with ~~subclause 1.2 and~~ Table 1, unless ~~otherwise approved by the Council.~~ applicant is proposing an Ancillary Use that does not:

~~1.1.1.2.1.1.~~ Contribute to additional floor area;

~~1.1.2.2.1.2.~~ Remove on-site parking; and

2.1.3. Extend outside of the hours of operation of the predominate use.

~~(b)2.2.~~ Where the applicable standard set out in Table 1 results in a parking requirement that is not a whole number, the ~~car~~ parking ~~requirements~~ requirement is taken to be the next highest whole number and bicycle parking is to be taken to be the next nearest whole number.

2.3. Non-residential development ~~located~~ parking requirements in a ~~Residential~~ ~~Table 1~~ shall be applied to development applications in accordance with the relevant Built Form ~~Area~~ ~~Area~~, as shown in Appendix ~~2, the minimum car~~ 1.

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2.4. Bicycle parking ~~requirements~~ facilities are to be ~~calculated using~~ designed and provided in accordance with Australian Standard 2890:3 (as amended).

(c)2.5. In a development that provides a mix of both residential and commercial uses, the ~~'car parking maximum' column of Table 1~~ parking is to be provided in accordance with Table 1 for the non-residential component and the minimum deemed-to-comply provisions of the Residential Design Codes for the residential component of the development.

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**Table 1: Non-Residential Parking Requirements**

Land Use	Car Parking Minimum				Car Parking Maximum Residential Built Form Area Minimum & All Areas <sup>1</sup>	Bicycle Parking Minimum		Unit of Measure
						Short Term	Long Term	
Built Form Area (refer Appendix 2.1)	Town Centre	Transit Corridor	Activity Corridor	Mixed Use				
Medical Centre, Consulting Room, Vet Centre	2.5	3.5	3.5	3	4	0.7	0.3	spaces per consulting room
Amusement Parlour, Office	1.5	2	2.2	2	2.5	0.2	0.8	spaces per 100sqm 100m <sup>2</sup> NLA
Restaurant, Child Care Premises, Club Premises, Cinema/Theatre, Family Day Care, Nightclub, Place of Worship, Reception Centre, Small Bar, Tavern, Recreation-Private	0.15	0.25	0.22	0.2	0.25	1 per 53 persons 0.019	1 per 24 persons 0.042	spaces per persons
Hotel, Motel, Short Term Accommodation, Serviced Apartment	0.5	0.75	0.75	0.5	1.0	0.3 per 4 rooms 0.075	0.7 per 4 rooms 0.175	spaces per bedroom
Hotel	0.5	0.75	0.75	0.5	1.0	0.075	0.175	spaces per bedroom
	0.15	0.25	0.22	0.2	0.25	0.019	0.042	spaces per person
Fast Food Outlet, Lunch Bar	0.1	0.15	0.15	0.1	0.15	1 per 25 persons 0.04	1 per 17 persons 0.06	spaces per persons
Restaurant/cafe, Small Bar, Tavern	0.15	0.25	0.22	0.2	0.25	0.019	0.042	spaces per persons
Shop, Betting Agency, Convenience Store, Home Store, Restricted Premises, Shop	3.5	5	4.5	4	5	1.6	0.9	spaces per 100m <sup>2</sup> NLA
Showroom, Civic Use, Fuel Depot, Industry, Bulky Goods Showroom, Transport Depot, Motor Vehicle, Boat or Caravan Sales	1.2	2	1.8	1.5	2	N/A	1	spaces per 100m <sup>2</sup> NLA

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Warehouse / Storage	
Other uses listed in the SchemeAny other land use	To be determined by the City on a site specific Parking Management Plan.
Use not listed in the Scheme	
Motorcycle/ Scooter Bays	1 motorcycle/scooter bay per 20 car parking bays. <del>No Motorcycle/scooter bays required where parking is provided at less than 20 bays.</del>

<sup>1</sup> This column applies as a minimum standard for the Residential Built Form Area and a maximum standard for all Built Form Areas including Residential.

## 2.3. ~~BICYCLE PARKING~~ END OF TRIP FACILITY REQUIREMENTS

### 2.1. ~~End of Trip Facilities Guidelines~~

~~Bicycle parking facilities are to be provided in accordance with Australian Standard 2890.3:2015 Table 1.1.~~

3.1. Where long term bicycle parking is required in accordance with ~~subclause 1.2~~ and Table 1 of this ~~policy~~ Policy, end-of-trip facilities must also be provided as follows:

~~(a) One end-of-trip facility where one long term bicycle parking bay is required;~~

~~(b) 3.1.1. Two end-of-trip facilities where between two and to five long term bicycle parking bays~~ bay(s) are required; and

~~(c) 3.1.2. Where more than five long term bicycle parking bays are required, two~~ one end-of-trip ~~facilities~~ facility for ~~the first~~ every five long term bicycle parking bays ~~required and one additional end-of-trip facility for every additional five long term bicycle parking bay required thereafter; and~~ is required.

~~(d) 3.2. Located~~ End-of-trip facilities shall be located as close as practicable to the bicycle parking facilities.

3.3. End-of-trip facilities may be shared between multiple private businesses where legal access arrangements are agreed between landowners and the arrangement forms part of a development application.

## 4. SPECIFIC PURPOSE BAYS

### 4.1. Service Bays

Where parking is required in accordance with subclause 1.2 and Table 1 of this policy, a service bay is to be provided in addition to the minimum number of car parking bays required under Table 1 unless it can be demonstrated that

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a service bay may be located off site, through a ~~P~~parking ~~M~~management ~~P~~plan.

#### 4.2. Drop Off/Pick Up Bays

Where parking is required in accordance with subclause 1.2 and Table 1 of this Policy for a child care ~~facility premises and a school~~ or educational establishment, a separate area shall be provided for the adequate setting down and picking up of children and identified through a ~~P~~parking ~~M~~management ~~P~~plan.

### 3. ~~CAR PARKING SHORTFALL~~

~~The City may, in the pursuit of orderly and proper planning and the preservation of the amenities of the locality, refuse a proposed development where a shortfall of on-site parking has been proposed or where an existing shortfall has been approved.~~

~~Notwithstanding the above, the City may approve a commercial car parking shortfall in terms of the provisions of this policy relating to Reciprocal Car Parking and/or Cash in Lieu of Car Parking.~~

#### 3.1. ~~Reciprocal Car Parking~~

~~Reciprocal parking arrangements may be considered acceptable where the City of Vincent is convinced that demand for parking by the uses proposed will not unreasonably coincide.~~

### 5. ~~RECIPROCAL PARKING~~

5.1. Reciprocal car parking ~~requirements is calculated by separating the~~ bicycle parking and use of end of trip facilities may be considered where it can be demonstrated that the subject application will have access to parking for separate day- time/-night- time or ~~week-day~~weekday/weekend uses and ~~providing provide~~ separate car parking calculations ~~as per the above table, in accordance with Table 2 below~~. These separate car parking calculations should individually comply with the car parking requirements, however in the event ~~that of~~ a shortfall ~~is proposed~~, a cash-in-lieu payment may be required for the car parking calculation with the greatest shortfall.

5.2. The City may consider Reciprocal Parking where:

(a)5.2.1. The Applicant submits a Peak Parking Demand Table (~~see refer~~ to Table 32 ) and a Parking Management Plan (refer to ~~clause~~ 6Appendix 2), and the City is satisfied that demand will not unreasonably coincide;

(b)5.2.2. The parking facilities serving the proposed uses will be located on the one lot, or where located on separate lots, the parking arrangements are permanent (~~e.g. and are secured by~~ easement,

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amalgamation, legal agreement, restrictive covenant or any other formal arrangement the City may require); and

(c) 5.2.3. Parking demand in the immediate and long term can be satisfied.

**Table 42: Peak Parking Demand Table**

Calculating Peak Demand for Developments				
Proposed Use	Weekday		Weekend	
	Daytime (8am – 6pm)	Evening (6pm-12am)	Daytime (8am-6pm)	Evening (6pm-12am)
<u>Car Parking</u>				
<u>Use 1</u>				
<u>Use 2</u>				
<u>Use 3</u>				
<u>Bicycle Parking</u>				
<u>Use 1</u>				
<u>Use 2</u>				
<u>Use 3</u>				
<u>End of Trip Facilities</u>				
<u>Use 1</u>				
<u>Use 2</u>				
<u>Use 3</u>				
Total Demand				

Notes:

1. The demands shown are to be the raw base demands for the use as calculated using the Non-Residential Parking Requirement Table (Table 1).
2. The applicant may use different time periods other than those shown however the parking requirement for the listed uses will be the maximum total demand of the time periods that are shown.

**6. Cash-in-Lieu CASH-IN-LIEU OF CAR PARKING**

3.2. Where proposed development is unable to provide the calculated number of Car Parking

Cash-in-lieu bays required under the Policy and a previous development has also been approved without the calculated number of parking can be considered at the discretion of the City where developments have a shortfall of parking according to the total parking requirement in accordance with Table 1.

6.1. Where bays, cash-in-lieu has been paid for a previous shortfall, the current application will only be charged cash-in-lieu for the new shortfall. difference.

6.2. The payment of cash-in-lieu is not to be seen as an alternative to providing sufficient parking on site, but rather as a mechanism to enable otherwise desirable developments to proceed where it can be demonstrated that it is not possible to provide sufficient parking on site.

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6.3. Cash-in-lieu will be charged for the shortfall proposed on site and is not to be rounded to the nearest whole number.

6.4. The following provisions will apply where cash-in-lieu is considered acceptable:

~~(a)~~ 6.4.1. Cash-in-lieu contributions may comprise all or part of the shortfall in onsite parking for a proposed ~~for a~~ development.

~~(b)~~ 6.4.2. The contribution rate per bay is a 'one-off payment' and is to be determined annually by the Council when adopting ~~the~~ Fees and Charges set out in the Annual Budget.

~~(c)~~ 6.4.3. The applicant/owner may enter into an agreement with the City to pay all or part of the amount of cash-in-lieu by instalments over a period not exceeding five years. An interest rate based on the long term bond rate is to be determined at the discretion of the City.

~~(d)~~ 6.4.4. The contribution is to be held in a Reserve Account for the purpose of providing and/or upgrading existing and proposed Transport Infrastructure as defined in this Policy. ~~Confirmation of the agreement of the contribution is to be made within 28 days of the date of development approval.~~

~~(e)~~ 6.4.5. Where cash-in-lieu is proposed or required, the City will apply the monetary amount as a condition of development approval, in addition to the requirement to lodge a bond/bank ~~guarantee~~ guaranteed for the payment.

~~(f) For new developments over \$3 million where a shortfall of car parking is proposed on-site, the City will impose double the standard cash-in-lieu contribution rate as shown in the annual Fees and Charges.~~

~~The \$3 million threshold is equal to the opt-in value for proposals to be assessed by the Development Assessment Panel and is therefore considered a significant development.~~

#### ~~4. MIXED USE DEVELOPMENT~~

##### ~~4.1. Allocation of Car Parking in a Mixed Use Development~~

~~In a development that contains a mix of both residential and commercial uses, the car parking is to be initially allocated to the non-residential component in accordance with requirements identified in Table 1 of this policy.~~

~~Any remaining car parking is then to be allocated to the residential component in accordance with the minimum Deemed-to-Comply provisions of the Residential Design Codes.~~

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## **5.1. ~~SPECIFIC PURPOSE BAYS~~**

### **5.1.1.1. ~~Service Bays~~**

~~Where parking is required in accordance with subclause 1.2 and Table 1 of this policy, a service bay is to be provided in addition to the minimum number of car parking bays required under Table 1 unless it can be demonstrated that a service bay may be located off site, through a parking management plan.~~

### **5.2.1.1. ~~Drop Off/Pick Up Bays~~**

~~Where parking is required in accordance with subclause 1.2 and Table 1 of this Policy for a child care facility and a school, a separate area shall be provided for the adequate setting down and picking up of children and identified through a parking management plan.~~

## **6.7. ~~PARKING MANAGEMENT PLAN~~**

~~7.1. A Parking Management Plan shall be prepared, in accordance with the framework set out in Appendix 1 to the satisfaction of the City and lodged with any development application which:~~  
~~provided with an application where:~~

~~(a) 7.1.1. A Parking Management Plan is required under Table 1 of this Policy; and/or~~

~~7.1.2. The development application does not meet the standards set out in Clauses 2, 3 or 4 of this Policy and the development application seeks consideration under subclauses 1.2.1, 1.2.2, 1.2.4 or 1.2.6 of this Policy;~~

~~(b) 7.1.3. The development proposes 20 or more parking spaces (inclusive of car, bicycle and motorcycle/scooter); and/or parking bays;~~

~~(c) 7.1.4. applies The development proposes alternative methods to achieve parking requirements under this policy (e.g., including but not limited to car stackers, or tandem parking bays); and/or;~~

~~(d) 7.1.5. The development proposes parking that is not visible from the primary street (e.g., including but not limited to basement parking); and/or;~~

~~(e) 7.1.6. The development proposes parking that has obstructed access from the primary street (e.g., including but not limited to roller door, gate) doors or security gates.~~

~~7.2. Parking Management Plan as a condition Plans shall be prepared, in accordance with the framework set out in Appendix 2, to the satisfaction of the City and be lodged with the development approval application.~~

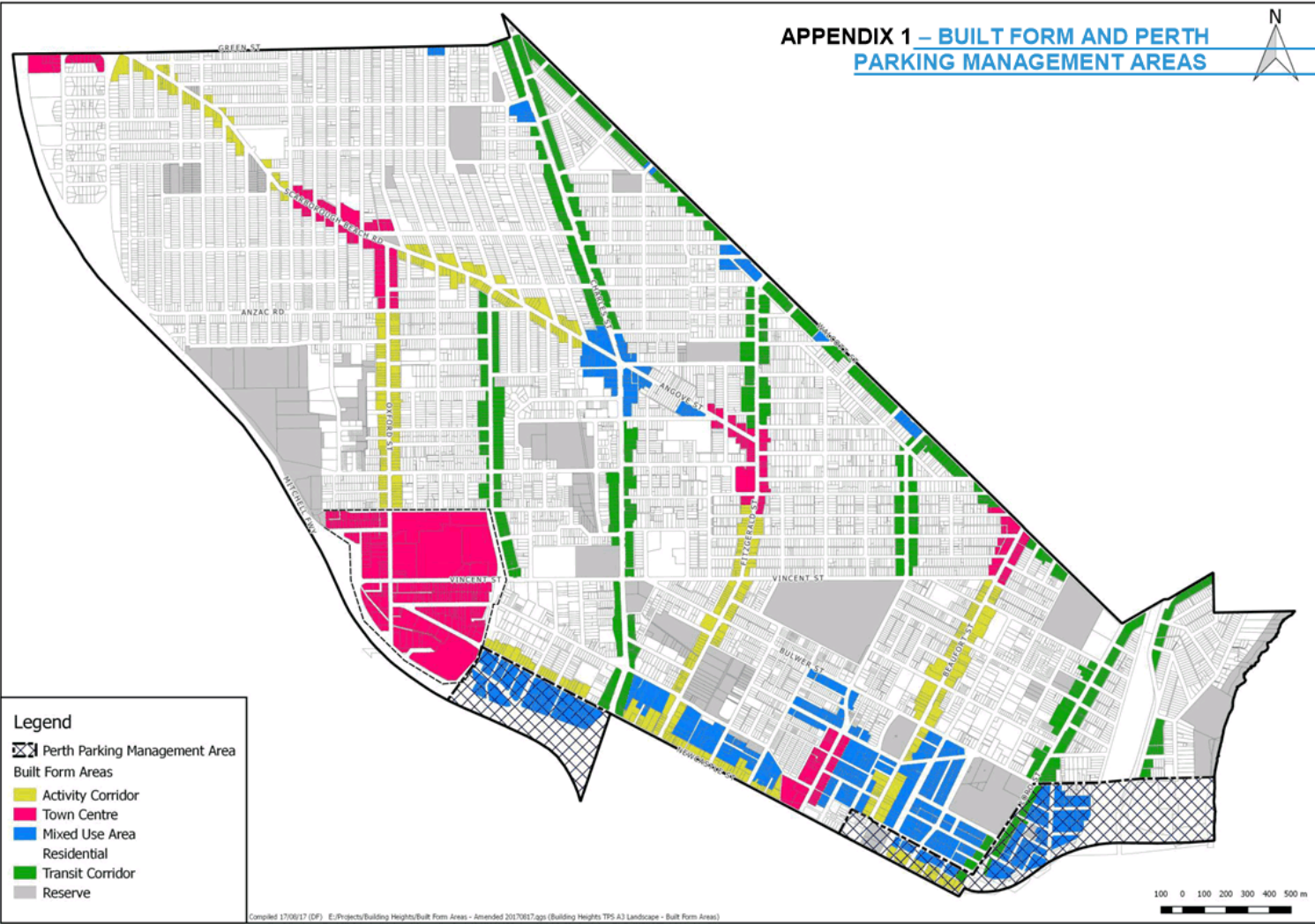
~~4.2.7.3. The City will require notifications to be lodged under section 70A of the Transfer of Land Act notifying proprietors and/or prospective purchasers of the property of their obligations with respect to onsite parking.~~

~~7.4. Proposed car stackers are required to be in accordance with provide an amenity equal to that of Australian Standards Standard AS 2890 and other relevant standards, unless otherwise agreed upon by the City, a load per~~

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platform rating of 2600 kilograms. Car Stackers are to provide all visitor be used for the sole use of resident and employee parking. Visitor and disabled parking bays are to be provided at grade, at a location convenient and easily identifiable to users and in accordance with AS 2890.

~~A Parking Management Plan forms part of the planning approval. Any proposed amendments to an approved Parking Management Plan are therefore submitted and processed as an amended development application to the Council. The Council may delegate this approval to the Chief Executive Officer.~~



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## APPENDIX 2 – PARKING MANAGEMENT PLAN FRAMEWORK

Owner/Applicant Details	
Name:	
Address:	
Phone:	
Email:	
Applicant Signature:	

Property Details	
Lot Number:	
Address:	

### Parking Allocation:

The following table should be prepared [for inclusion](#) in ~~conjunction with~~ this Parking Management Plan to outline the parking available for the different users of this development application.

Parking Allocation	
Total Number Car Parking Spaces:	
Total Number Short Term Bicycle Parking Spaces:	
Total Number Long Term Bicycle Parking Spaces:	
Total Number Other Bays:	

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Development Type	Development Users	Parking Allocation			
		Type / Duration	No. Car spaces	No. Bicycle Spaces	No. Other Spaces
E.g. Private Recreation Town Centre	Staff	Employee (> 3 hours)	2	1	-
	Customers	Visitor (< 3 hours)	7	2	-
	Other	Service (15 minute)	-	-	1
	Other	Disabled	-	-	1

Note: In a mixed use development the parking allocation for residential and non-residential portions must be provided separately in the above table.

#### Alternative Transport:

The following table should be prepared [for inclusion](#) ~~in-conjunction with~~ this Parking Management Plan to outline the alternative transport options available to users of this development application.

Transport Option	Type & Level of Service
Public Transport	
Train	

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Bus	
<b>Pedestrian</b>	
Paths	
Facilities	
<b>Cycling</b>	
Paths	
Facilities	
Secure Bicycle Parking	
Lockers	
Showers/Change Room	

**Public Parking:**

Identify the number of on street and off street public parking in the vicinity in the following table.

	No. Marked Spaces	Location	Parking Restrictions
On Street Parking			
Off Street Parking			

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### Parking Management Strategies

Parking management strategies [providing implementation details](#) must be provided to ensure that the 'Parking Allocation' is used as demonstrated in this Parking Management Plan.

The allocation of bays as specified in the Parking Management Plan shall be included in the development application and planning approval.

The following information shall be provided, where applicable, [to within](#) the Parking Management Plan:

1. Details of who will be responsible for management, operation and maintenance of parking (inclusive of car stackers);
2. Management of allocation of parking bays as specified in this ~~parking management plan~~ [Parking Management Plan](#) including signage and enforcement;
3. Management of Tandem Parking for staff/tenants;
4. Way finding measures to ensure efficient use of parking facilities; and
5. Promotion of alternative transport modes such as the provision of well-maintained bicycle and end of trip facilities, use of ~~Travel Smart~~ [active transport](#) initiatives or public transport promotion.

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**APPENDIX 2: BUILT FORM AREAS**



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**POLICY NO: 7.7.1**

**NON-RESIDENTIAL DEVELOPMENT PARKING REQUIREMENTS**

**PART 1 – POLICY OPERATION**

**POLICY DEVELOPMENT**

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

**PURPOSE & APPLICATION**

The purpose of this Policy is to:

1. To define parking requirements that will meet the needs of the users of developments without resulting in the oversupply of parking;
2. the payment of cash-in-lieu for non-residential development that is unable to meet the requirements of this Policy and determine the calculation of cash-in-lieu to be determined in a consistent and transparent manner; and
3. Ensure long term viability of parking proposals by defining the circumstances in which Parking Management Plans are required and providing guidelines for their content.

This Policy applies to all applications for development approval pursuant to Schedule 2, Part 7 of the *Planning and Development (Local Planning Schemes) Regulations 2015* for non-residential development within the City of Vincent outside of the Perth Parking Management Area.

**POLICY STRUCTURE**

**Part 1 Policy Operation:** sets out the purpose and application, policy objectives, relationships to other documents and definitions.

**Part 2 Policy Provisions:** sets out the parking requirements for non-residential development within the City of Vincent outside of the Perth Parking Management Area.

**Appendices:**

Appendix 1 – Built Form and Perth Parking Management Areas Map

Appendix 2 – Parking Management Plan Framework

**POLICY OBJECTIVES**

1. To support a shift toward more active and sustainable transport modes.
2. To ensure that parking facilities do not prejudice the environmental and amenity objectives of the City's Local Planning Scheme.
3. To ensure appropriate parking and access is provided in non-residential development to meet the needs of its users.

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### RELATIONSHIP TO OTHER DOCUMENTS

This Local Planning Policy forms part of the City of Vincent local planning 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 Local Development Plan, Activity Centre Plan or Structure Plan prevails. Where this Policy is inconsistent with the provisions of a specific Policy applying to a particular site or area (e.g. Character Retention Area Local Planning Policy), the provisions of that specific Policy shall prevail. This Policy is to be read in conjunction with the Australian Standards.

### DEFINITIONS

For the purpose of this Policy, the following definitions apply:

<b>Ancillary Use</b>	A land use subsidiary to the predominant land use as a result of having a lesser floor area or accommodating a lesser number of persons.
<b>Bicycle Parking Facilities:</b>	Bicycle parking facilities are defined in Australian Standard AS 2890.3 (as amended), Section 1.3, Clause 1.3.4.
<b>Built Form Areas:</b>	The areas set out in Appendix 1.
<b>End of Trip Facilities:</b>	A single unisex shower with associated change room and a single individual locker.
<b>Long Term Bicycle Parking Facilities:</b>	Long term bicycle parking facilities include those of a security Level A and B in accordance with AS 2890.3 (as amended), Table 1.1.
<b>Major Redevelopment:</b>	Development where 75% or more of the existing Net Lettable Area on a site is demolished and rebuilt.
<b>Net Lettable Area (NLA):</b>	The area of all floors within the internal finished surfaces of permanent walls of a building, but excludes all car parking areas, stairs, toilets, cleaner's cupboards, lift shafts, motor rooms, escalators, tea rooms, plant rooms, alfresco areas located off-site, lobbies between lifts facing other lifts serving the same floor area, and areas set aside as public space or thoroughfares and not for the exclusive use of occupiers of the floor or building.
<b>Parking Management Plan:</b>	A document prepared in accordance with Appendix 2.
<b>Persons:</b>	People proposed to be accommodated in a development, excluding any person staying in a bedroom of that development.
<b>Predominant Use:</b>	The primary use of a premises to which all other uses carried out on the premises are incidental or ancillary.
<b>Reciprocal Parking:</b>	Parking facilities serving separate uses or in a mixed use development that are shared, but not concurrently.

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<b>Short Term Bicycle Parking Facilities:</b>	Short term bicycle parking facilities include those of a security Level C in accordance with AS 2890.3 (as amended), Table 1.1.
<b>Transport Infrastructure:</b>	The works and undertakings for the purpose of providing public transport infrastructure, walking and cycling infrastructure, parking infrastructure and demand management.

## PART 2 – POLICY PROVISIONS

### 1. OPERATION OF POLICY & DEVELOPMENT STANDARDS

- 1.1. Applications for development approval that comply with the Policy Objectives of Part 1 and the standards set out in Clauses 2, 3 and 4 of this Policy are considered to be acceptable in relation to parking for non-residential development.
- 1.2. Where a proposal does not meet the standards set out in Clauses 2, 3 or 4 of this Policy, the decision maker is required to exercise judgement to determine the proposal. The decision maker is to exercise its judgement to consider the merits of the proposal having regard to the objectives of this Policy and one or more of the following requirements:
  - 1.2.1. The development provides adequate parking and/or transport infrastructure to service the needs of its users;
  - 1.2.2. Alternative public car parking, bicycle parking and/or end of trip facilities are already provided and is available and accessible to meet the demands of the development during the hours of operation, for the life of the development;
  - 1.2.3. Reciprocal car parking, bicycle parking and/or end of trip facilities are provided in accordance with Clause 5;
  - 1.2.4. Alternative transport modes are convenient and adequate enough to meet the demand of the development during the hours of operation;
  - 1.2.5. Cash-in-lieu of parking is provided in accordance with Clause 6;
  - 1.2.6. An alternative arrangement is agreed in writing between the applicant and the City, through an approved Parking Management Plan.

### 2. PARKING REQUIREMENTS

- 2.1. Parking for non-residential development shall be provided onsite and in accordance with Table 1, unless the applicant is proposing an Ancillary Use that does not:
  - 2.1.1. Contribute to additional floor area;
  - 2.1.2. Remove on-site parking; and
  - 2.1.3. Extend outside of the hours of operation of the predominate use.

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- 2.2. Where the applicable standard set out in Table 1 results in a parking requirement that is not a whole number, the car parking requirement is taken to be the next highest whole number and bicycle parking is to be taken to be the next nearest whole number.
- 2.3. Non-residential development parking requirements in Table 1 shall be applied to development applications in accordance with the relevant Built Form Area, as shown in Appendix 1.
- 2.4. Bicycle parking facilities are to be designed and provided in accordance with Australian Standard 2890:3 (as amended).
- 2.5. In a development that provides a mix of both residential and commercial uses, the parking is to be provided in accordance with Table 1 for the non-residential component and the minimum deemed-to-comply provisions of the Residential Design Codes for the residential component of the development.

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**Table 1: Non-Residential Parking Requirements**

Land Use	Car Parking Minimum				Residential Built Form Area Minimum & All Areas' Maximum <sup>1</sup>	Bicycle Parking Minimum		Unit of Measure
						Short Term	Long Term	
Built Form Area (refer Appendix 1)	Town Centre	Transit Corridor	Activity Corridor	Mixed Use				
Medical Centre, Consulting Room, Vet Centre	2.5	3.5	3.5	3	4	0.7	0.3	spaces per consulting room
Amusement Parlour, Office	1.5	2	2.2	2	2.5	0.2	0.8	spaces per 100m <sup>2</sup> NLA
Child Care Premises, Club Premises, Cinema/Theatre, Family Day Care, Nightclub, Place of Worship, Reception Centre, Recreation-Private	0.15	0.25	0.22	0.2	0.25	0.019	0.042	spaces per persons
Serviced Apartment	0.5	0.75	0.75	0.5	1.0	0.075	0.175	spaces per bedroom
Hotel	0.5	0.75	0.75	0.5	1.0	0.075	0.175	spaces per bedroom
	0.15	0.25	0.22	0.2	0.25	0.019	0.042	spaces per person
Fast Food Outlet, Lunch Bar	0.1	0.15	0.15	0.1	0.15	0.04	0.06	spaces per persons
Restaurant/cafe, Small Bar, Tavern	0.15	0.25	0.22	0.2	0.25	0.019	0.042	spaces per persons
Betting Agency, Convenience Store, Restricted Premises, Shop	3.5	5	4.5	4	5	1.6	0.9	spaces per 100m <sup>2</sup> NLA
Civic Use, Fuel Depot, Industry, Bulky Goods Showroom, Transport Depot, Motor Vehicle, Boat or Caravan Sales, Warehouse / Storage	1.2	2	1.8	1.5	2	N/A	1	spaces per 100m <sup>2</sup> NLA
Any other land use	To be determined by the City on a site specific Parking Management Plan.							
Motorcycle/ Scooter Bays	1 motorcycle/scooter bay per 20 car parking bays.							

<sup>1</sup> This column applies as a minimum standard for the Residential Built Form Area and a maximum standard for all Built Form Areas including Residential.

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### 3. END OF TRIP FACILITY REQUIREMENTS

- 3.1. Where long term bicycle parking is required in accordance with Table 1 of this Policy, end of trip facilities must also be provided as follows:
- 3.1.1. One end-of-trip facility where one to five long term bicycle parking bay(s) are required; and
  - 3.1.2. Where more than five long term bicycle parking bays are required, one end-of-trip facility for every five long term bicycle parking bays is required.
- 3.2. End-of-trip facilities shall be located as close as practicable to the bicycle parking facilities.
- 3.3. End-of-trip facilities may be shared between multiple private businesses where legal access arrangements are agreed between landowners and the arrangement forms part of a development application.

### 4. SPECIFIC PURPOSE BAYS

#### 4.1. Service Bays

Where parking is required in accordance with Table 1 of this policy, a service bay is to be provided in addition to the minimum number of car parking bays required under Table 1 unless it can be demonstrated that a service bay may be located off site, through a Parking Management Plan.

#### 4.2. Drop Off/Pick Up Bays

Where parking is required in accordance with Table 1 of this Policy for a child care premises or educational establishment, a separate area shall be provided for the adequate setting down and picking up of children and identified through a Parking Management Plan.

### 5. RECIPROCAL PARKING

- 5.1. Reciprocal car parking, bicycle parking and use of end of trip facilities may be considered where it can be demonstrated that the subject application will have access to parking for separate day time/night time or weekday/weekend uses and provide separate parking calculations, in accordance with Table 2 below. These separate car parking calculations should individually comply with the car parking requirements, however in the event of a shortfall, a cash-in-lieu payment may be required for the car parking calculation with the greatest shortfall.
- 5.2. The City may consider Reciprocal Parking where:
- 5.2.1. The Applicant submits a Peak Parking Demand Table (refer to Table 2 ) and a Parking Management Plan (refer to Appendix 2), and the City is satisfied that demand will not unreasonably coincide;
  - 5.2.2. The parking facilities serving the proposed uses will be located on the one lot, or where located on separate lots, the parking arrangements are permanent and are secured by easement, amalgamation, legal agreement, restrictive covenant or any other formal arrangement the

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City may require; and

5.2.3. Parking demand in the immediate and long term can be satisfied.

**Table 2: Peak Parking Demand Table**

<i>Calculating Peak Demand for Developments</i>				
Proposed Use	Weekday		Weekend	
	Daytime (8am – 6pm)	Evening (6pm-12am)	Daytime (8am-6pm)	Evening (6pm-12am)
<b>Car Parking</b>				
Use 1				
Use 2				
Use 3				
<b>Bicycle Parking</b>				
Use 1				
Use 2				
Use 3				
<b>End of Trip Facilities</b>				
Use 1				
Use 2				
Use 3				
<b>Total Demand</b>				

**Notes:**

1. The demands shown are to be the base demands for the use as calculated using the Non-Residential Parking Requirement Table (Table 1).
2. The applicant may use different time periods other than those shown however the parking requirement for the listed uses will be the maximum total demand of the time periods that are shown.

## 6. CASH-IN-LIEU OF CAR PARKING

- 6.1. Where proposed development is unable to provide the calculated number of bays required under the Policy and a previous development has also been approved without the calculated number of parking bays, cash-in-lieu will only be charged for the difference.
- 6.2. The payment of cash-in-lieu is not to be seen as an alternative to providing sufficient parking on site, but rather as a mechanism to enable otherwise desirable developments to proceed where it can be demonstrated that it is not possible to provide sufficient parking on site.
- 6.3. Cash-in-lieu will be charged for the shortfall proposed on site and is not to be rounded to the nearest whole number.
- 6.4. The following provisions will apply where cash-in-lieu is considered acceptable:
  - 6.4.1. Cash-in-lieu contributions may comprise all or part of the shortfall in onsite parking for a proposed development.
  - 6.4.2. The contribution rate per bay is a 'one-off payment' and is to be

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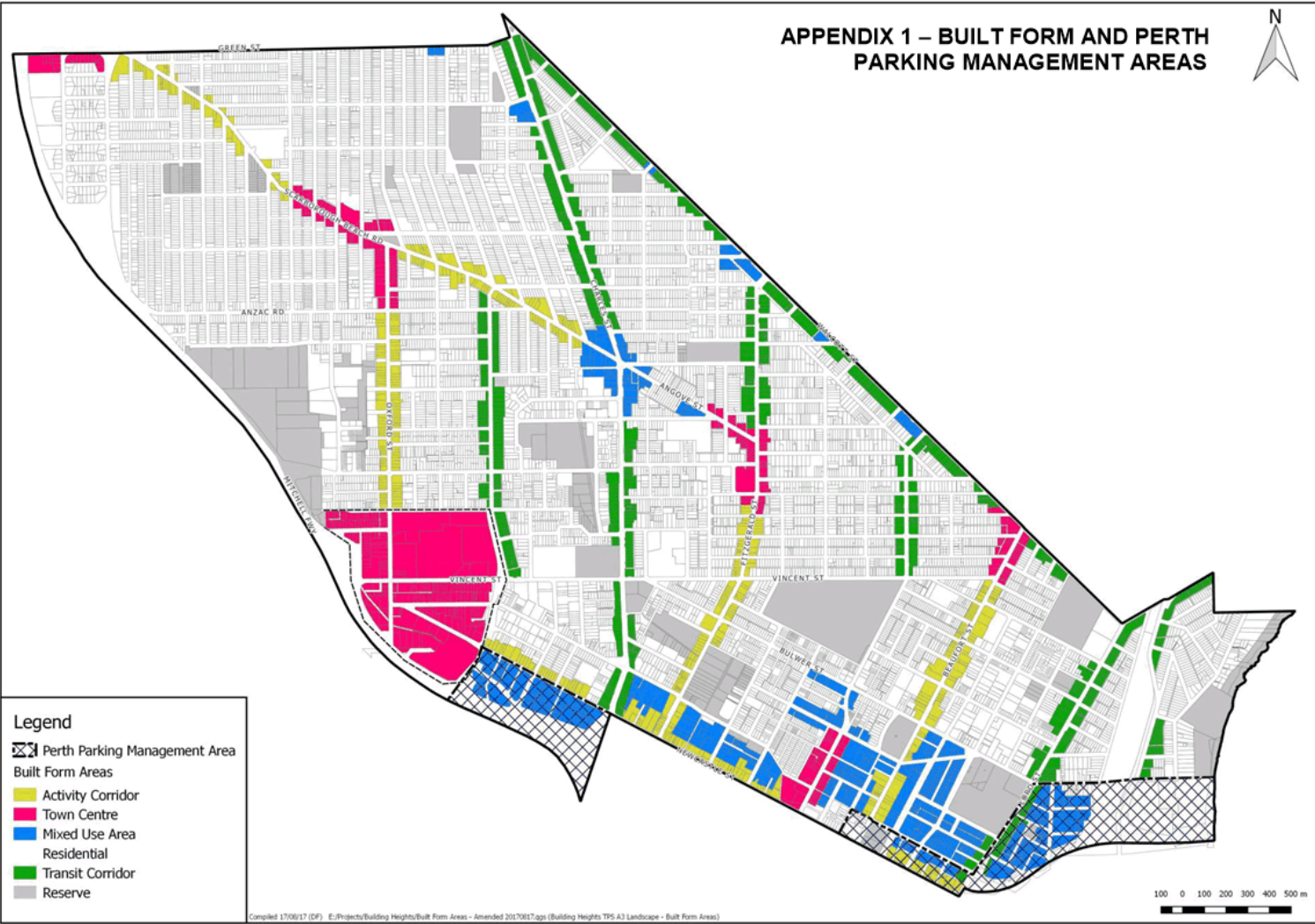
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determined annually by the Council when adopting Fees and Charges set out in the Annual Budget.

- 6.4.3. The applicant/owner may enter into an agreement with the City to pay all or part of the amount of cash-in-lieu by instalments over a period not exceeding five years. An interest rate based on the long term bond rate is to be determined at the discretion of the City.
- 6.4.4. The contribution is to be held in a Reserve Account for the purpose of providing and/or upgrading existing and proposed Transport Infrastructure as defined in this Policy. Confirmation of the agreement of the contribution is to be made within 28 days of the date of development approval.
- 6.4.5. Where cash-in-lieu is proposed or required, the City will apply the monetary amount as a condition of development approval, in addition to the requirement to lodge a bond/bank guaranteed for the payment.

## 7. PARKING MANAGEMENT PLAN

- 7.1. A Parking Management Plan shall be provided with an application where:
  - 7.1.1. A Parking Management Plan is required under Table 1 of this Policy;
  - 7.1.2. The development application does not meet the standards set out in Clauses 2, 3 or 4 of this Policy and the development application seeks consideration under subclauses 1.2.1, 1.2.2, 1.2.4 or 1.2.6 of this Policy;
  - 7.1.3. The development proposes 20 or more parking spaces (inclusive of car, bicycle and motorcycle/scooter parking bays);
  - 7.1.4. The development proposes alternative methods to achieve parking requirements under this policy, including but not limited to car stackers or tandem parking bays;
  - 7.1.5. The development proposes parking that is not visible from the primary street, including but not limited to basement parking;
  - 7.1.6. The development proposes parking that has obstructed access from the primary street, including but not limited to roller doors or security gates.
- 7.2. Parking Management Plans shall be prepared, in accordance with the framework set out in Appendix 2, to the satisfaction of the City and be lodged with the development application.
- 7.3. The City will require notifications to be lodged under section 70A of the Transfer of Land Act notifying proprietors and/or prospective purchasers of the property of their obligations with respect to onsite parking.
- 7.4. Proposed car stackers are required to provide an amenity equal to that of Australian Standard AS 2890 and a load per platform rating of 2600 kilograms. Car Stackers are to be used for the sole use of resident and employee parking. Visitor and disabled parking bays are to be provided at grade, at a location convenient and easily identifiable to users and in accordance with AS 2890.



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## APPENDIX 2 – PARKING MANAGEMENT PLAN FRAMEWORK

<b><u>Owner/Applicant Details</u></b>	
<b>Name:</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>Email:</b>	
<b>Applicant Signature:</b>	

<b><u>Property Details</u></b>	
<b>Lot Number:</b>	
<b>Address:</b>	

### Parking Allocation:

The following table should be prepared for inclusion in this Parking Management Plan to outline the parking available for the different users of this development application.

<b><u>Parking Allocation</u></b>	
<b>Total Number Car Parking Spaces:</b>	
<b>Total Number Short Term Bicycle Parking Spaces:</b>	
<b>Total Number Long Term Bicycle Parking Spaces:</b>	
<b>Total Number Other Bays:</b>	

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Development Type	Development Users	Parking Allocation			
		Type / Duration	No. Car spaces	No. Bicycle Spaces	No. Other Spaces
E.g. Private Recreation Town Centre	Staff	Employee (> 3 hours)	2	1	-
	Customers	Visitor (< 3 hours)	7	2	-
	Other	Service (15 minute)	-	-	1
	Other	Disabled	-	-	1

Note: In a mixed use development the parking allocation for residential and non-residential portions must be provided separately in the above table.

#### Alternative Transport:

The following table should be prepared for inclusion in this Parking Management Plan to outline the alternative transport options available to users of this development application.

Transport Option	Type & Level of Service
Public Transport	
Train	

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Bus	
<b>Pedestrian</b>	
Paths	
Facilities	
<b>Cycling</b>	
Paths	
Facilities	
Secure Bicycle Parking	
Lockers	
Showers/Change Room	

**Public Parking:**

Identify the number of on street and off street public parking in the vicinity in the following table.

	No. Marked Spaces	Location	Parking Restrictions
On Street Parking			
Off Street Parking			

**Parking Management Strategies**

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Parking management strategies providing implementation details must be provided to ensure that the 'Parking Allocation' is used as demonstrated in this Parking Management Plan.

The allocation of bays as specified in the Parking Management Plan shall be included in the development application and planning approval.

The following information shall be provided, where applicable, within the Parking Management Plan:

1. Details of who will be responsible for management, operation and maintenance of parking (inclusive of car stackers);
2. Management of allocation of parking bays as specified in this Parking Management Plan including signage and enforcement;
3. Management of Tandem Parking for staff/tenants;
4. Way finding measures to ensure efficient use of parking facilities; and
5. Promotion of alternative transport modes such as the provision of well-maintained bicycle and end of trip facilities, use of active transport initiatives or public transport promotion.



CITY OF VINCENT

## FEES AND CHARGES 2017/2018

		2016/17	2017/18	GST
<b>BUILDING AND PLANNING</b>				
<b>GENERAL PLANNING FEES</b>				
Providing a Zoning Certificate or Replying to a property settlement questionnaire	per property	\$ 75.00	*	N
Providing written planning advice	per property	\$ 75.00	*	N
Issue of written heritage Advice	per property	\$ 80.00	\$ 88.00	Y
Issue of heritage advice - Involves preliminary heritage check	per property	\$ 125.00	\$ 138.00	Y
Issue of heritage advice - Involves full heritage assessment	per property	\$ 175.00	\$ 192.50	Y
Cash in lieu payment for car parking	per car parking bay, or part thereof	\$ 5,400.00	\$ 5,400.00	N
<del>Cash in lieu payment for car parking for large scale developments - (Developments greater than \$2 million)</del>	<del>per car parking bay, or part thereof</del>	<del>\$ 10,800.00</del>	<del>\$ 10,800.00</del>	<del>N</del>
Percentage for Public Art Threshold Value	k		\$ 1,092,000.00	
Change of Property Numbering & Addressing Application		\$ 104.00	\$ 105.00	N
Development Application Pre-Lodgement Fee (max of 2 DAC meetings only)		\$ 624.00	\$ 690.00	Y
Commercial Partioning Application		\$ 350.00	\$ 350.00	N
Space marking & Signage of car share space	per car bay	\$ -	\$ 800.00	
Making good of car bays after cessation of use for car sharing	per car bay	\$ -	\$ 700.00	
<b>GENERAL FEES</b>				
Application of an over height dividing Fence		\$ -	\$ 90.00	N
<b>Administration and Advertising planning related matters not requiring a planning application - Low Impact Telecommunication Facilities</b>				
≤ 500 mailout letters		\$ 416.00	\$ 1,250.00	Y
>501 mailout letters		\$ 624.00	\$ 1,875.00	Y

\* 100% of the maximum fee prescribed by the Planning and Development Regulations 2009



CITY OF VINCENT

## FEES AND CHARGES 2017/2018

		2016/17	2017/18	GST
<b>BUILDING AND PLANNING</b>				
<b>GENERAL PLANNING FEES</b>				
Providing a Zoning Certificate or Replying to a property settlement questionnaire	per property	\$ 75.00	*	N
Providing written planning advice	per property	\$ 75.00	*	N
Issue of written heritage Advice	per property	\$ 80.00	\$ 88.00	Y
Issue of heritage advice - Involves preliminary heritage check	per property	\$ 125.00	\$ 138.00	Y
Issue of heritage advice - Involves full heritage assessment	per property	\$ 175.00	\$ 192.50	Y
Cash in lieu payment for car parking	per car parking bay, or part thereof	\$ 5,400.00	\$ 5,400.00	N
Percentage for Public Art Threshold Value		k	\$ 1,092,000.00	
Change of Property Numbering & Addressing Application		\$ 104.00	\$ 105.00	N
Development Application Pre-Lodgement Fee (max of 2 DAC meetings only)		\$ 624.00	\$ 690.00	Y
Commercial Partioning Application		\$ 350.00	\$ 350.00	N
Space marking & Signage of car share space	per car bay	\$ -	\$ 800.00	
Making good of car bays after cessation of use for car sharing	per car bay	\$ -	\$ 700.00	
<b>GENERAL FEES</b>				
Application of an over height dividing Fence		\$ -	\$ 90.00	N
<b>Administration and Advertising planning related matters not requiring a planning application - Low Impact Telecommunication Facilities</b>				
≤ 500 mailout letters		\$ 416.00	\$ 1,250.00	Y
>501 mailout letters		\$ 624.00	\$ 1,875.00	Y

\* 100% of the maximum fee prescribed by the Planning and Development Regulations 2009



## 6 ENGINEERING

### 6.1 CHARLES VERYARD RESERVE - COMMUNITY SURVEY RESULTS REGARDING DOG EXERCISE AREA

TRIM Ref: D18/13076

Author: Jeremy van den Bok, Manager Parks & Property Services

Authoriser: Andrew Murphy, Director Engineering

Attachments: 1. Survey Results [↓](#)   
2. Proposed Works [↓](#) 

#### RECOMMENDATION:

That Council:

1. **NOTES** the results and comments received as part of the further survey regarding the proposal to install a fully or partially enclosed dog exercise area at Charles Veryard Reserve, North Perth as shown in Attachment 1;
2. **APPROVES** the proposed works depicted in Attachment 2 as Council's response to the feedback received; and
3. **ADVISES** the respondents of the decision.

#### PURPOSE OF REPORT:

To consider the outcome of further consultation carried out in respect of a concept to install a fully or partially enclosed dog exercise area at Charles Veryard Reserve, North Perth and to consider Administration's recommended response to that feedback.

#### BACKGROUND:

Several meetings have been held at Charles Veryard Reserve, North Perth over the years in relation to installing some form of barrier around the dog exercise area located on the eastern side of the reserve.

An amount of \$15,000 was allocated in the 2016/17 Capital Budget to provide a full or partial dog exercise fence and landscaping. The decision of Council at that time (26 July 2016 Item 9.3.4) expressly stated that the project would be subject to community consultation before Council made any decision to proceed.

Community consultation in regard to various fencing options was initially undertaken in January 2017 and a report outlining the results of the consultation process was presented to Council at its Ordinary Meeting held on 7 February 2017 (Item 9.2.4).

The item was deferred in order to allow for advice to be sought on an option of enclosing the dog exercise area by way of combining landscaping with fencing that was not visually intrusive, and still met the needs of park users.

The funding for this project was carried forward to the 2017/18 Capital Works program and a further survey distributed in December 2017 containing a number of specific questions in regard to use of the reserve, fenced dog exercise area and proposed materials.

#### DETAILS:

##### Survey results:

The survey was carried out using the City's Engagement HQ website that was also recently used for the *Imagine Vincent* community engagement campaign. Residents and owners within a 500m radius of the reserve were contacted via letter and asked to participate in the survey. In total 1,323 surveys were distributed.

The letters directed respondents to the City's website but also contained a hard copy survey form that could be used as an alternative method of response. The survey was also promoted to the broader community on the City's social media channels and under the consultation section of the City's website, thus attracting responses from the broader community.

The survey was open between 3 December 2017 and 1 January 2018 and during that period 151 responses were received. A full set of survey results is contained in **Attachment 1**.

The survey asked a series of questions:

- Which suburb do you live in?
- How frequently do you visit the reserve?
- What is the reason you most visit the reserve e.g. dog walking, playing sport etc.?
- Would you be supportive of a fully enclosed dog exercise area?
- What things would influence your support for a fully enclosed dog exercise area?
- Would you support a semi-enclosed dog exercise area?

In terms of the responses received about a fully enclosed dog exercise area:

- 35% of respondents supported a fully enclosed dog exercise area;
- 46% of respondents did not support a fully enclosed dog exercise area; and
- 19% of respondents indicated that they may support a fully enclosed dog exercise area.

Of the 19% of respondents that said they may support a fully enclosed dog exercise area:

- 30% said they would be influenced by the type of enclosure e.g. the fencing that would be used; and
- 43% said they would be influenced by the location of the enclosure within the reserve.

The respondents who did not support a fully enclosed dog area were also asked if they would support a semi-enclosed dog exercise area. In reply:

- 19% of these respondents said they were supportive of a semi enclosed dog exercise area; and
- 78% said they were not supportive of a semi enclosed dog exercise area.

The survey results indicate there is not broad support for either a fully enclosed dog exercise area or a semi-enclosed dog exercise area. As a result, Administration is proposing to undertake additional planting as shown in **Attachment 2**, as an alternative to the installation of any formalised enclosure. The additional planting is intended to improve the delineation and identification of the location as a dog exercise area.

#### **CONSULTATION/ADVERTISING:**

Extensive consultation was undertaken as referenced earlier.

#### **LEGAL/POLICY:**

Not applicable.

#### **RISK MANAGEMENT IMPLICATIONS:**

Low: This proposal will provide a partial densely planted vegetative barrier around the existing dog exercise area (at all times), reducing the risk of any dogs running across adjacent roads.

#### **STRATEGIC IMPLICATIONS:**

In accordance with the City's *Strategic Community Plan 2013-2023*, Objective 1 states:

1.1 Improve and maintain the natural and built environment and infrastructure

1.1.4 "Enhance and maintain the City's infrastructure, assets and facilities to provide a safe, sustainable and functional environment."

**SUSTAINABILITY IMPLICATIONS:**

Not applicable.

**FINANCIAL/BUDGET IMPLICATIONS:**

An amount of \$15,000 has been included in the 2017/18 capital works budget to install a full/partial dog exercise area fence with associated landscaping at Charles Veryard Reserve, North Perth.

The estimated cost to install additional planting as shown on the attached plan is as follows:

• Site preparation	\$ 3,500	
• Plantings/mulch	<u>\$ 7,500</u>	(Note: semi-mature plant stock to be used to assist in establishment)
<b>Total</b>	<b><u>\$11,000</u></b>	

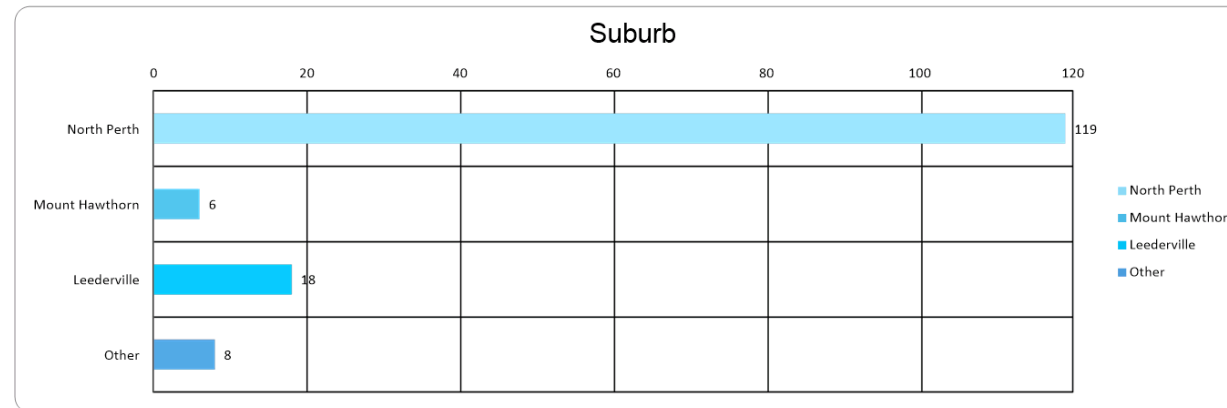
**COMMENTS:**

It is recommended that the officer recommendation be supported for additional planting to be installed as shown in **Attachment 2**. This will provide both a visual and environmental improvement whilst better delineating and defining the dog exercise area.

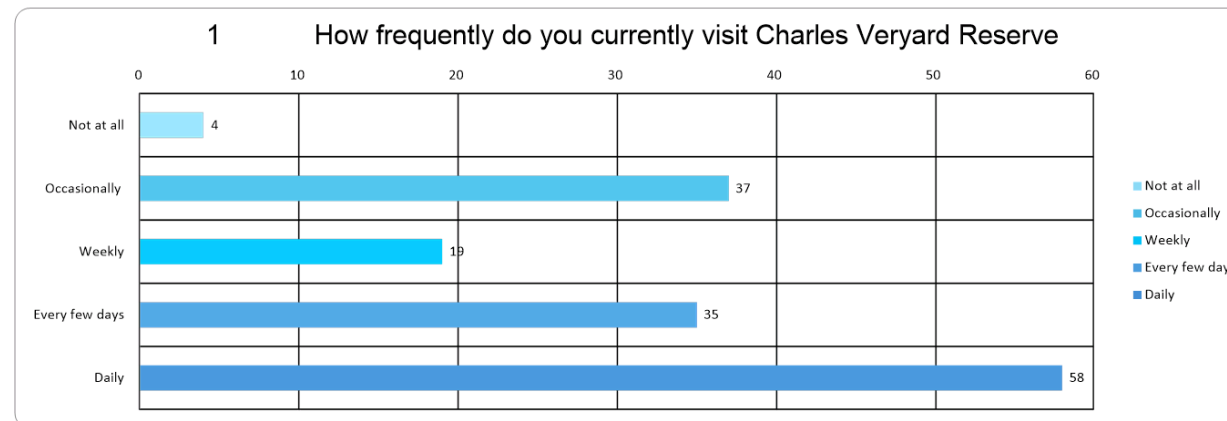
### Survey Responses Graph - Charles Veryard Reserve Enclosed Dog Exercise Area

special characters like '&' will be removed from options

Suburb		
North Perth	119	79%
Mount Hawthorn	6	4%
Leederville	18	12%
Other	8	5%
<b>TOTAL</b>	<b>151</b>	

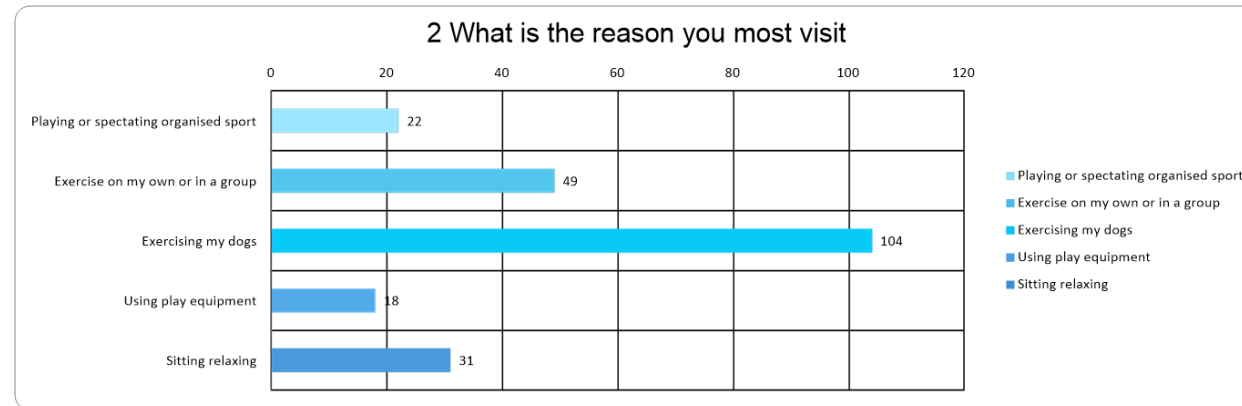


How frequently do you currently visit Charles Veryard Reserve?		
Not at all	4	3%
Occasionally	37	24%
Weekly	19	12%
Every few days	35	23%
Daily	58	38%
<b>TOTAL</b>	<b>153</b>	

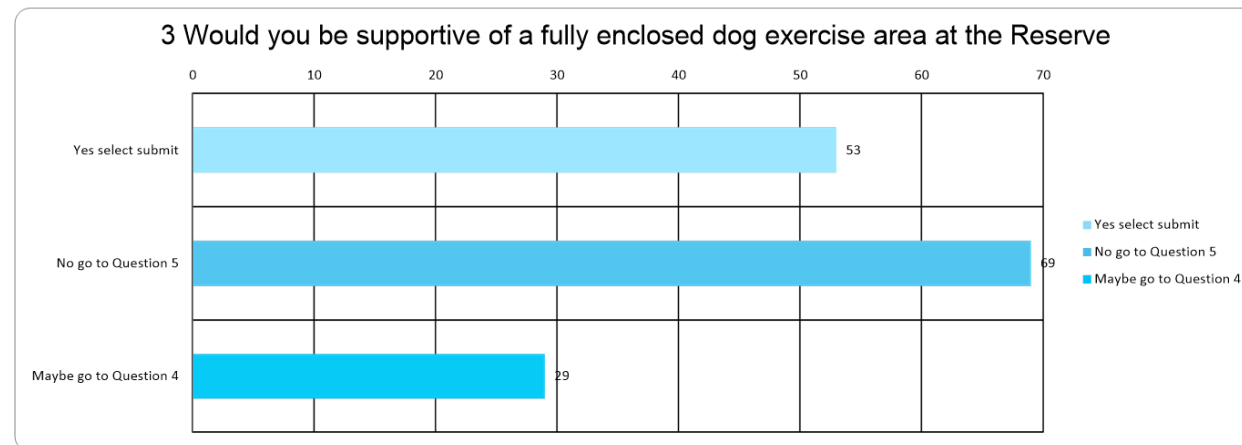


## Survey Responses Graph - Charles Veryard Reserve Enclosed Dog Exercise Area

2. What is the reason you most visit?		
Playing or spectating organised sport	22	10%
Exercise on my own or in a group	49	22%
Exercising my dogs	104	46%
Using play equipment	18	8%
Sitting relaxing	31	14%
<b>TOTAL</b>	<b>224</b>	

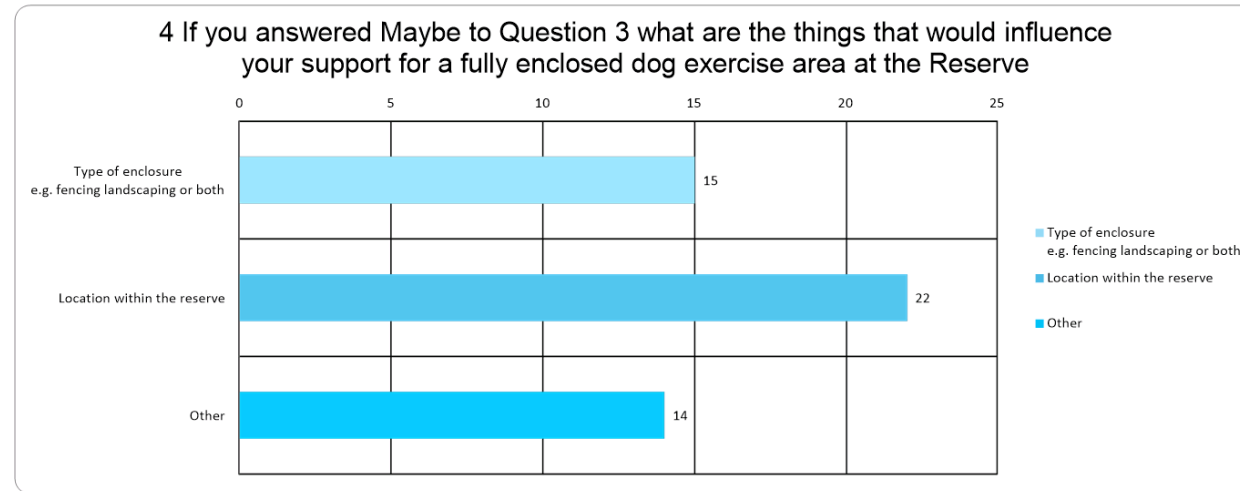


3. Would you be supportive of a fully enclosed dog exercise area at the Reserve?		
Yes select submit	53	35%
No go to Question 5	69	46%
Maybe go to Question 4	29	19%
<b>TOTAL</b>	<b>151</b>	

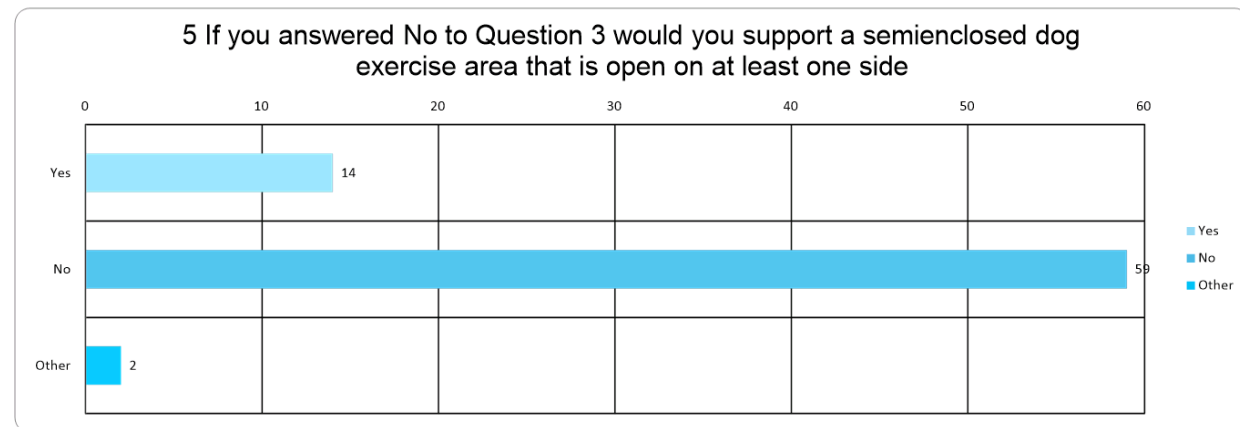


## Survey Responses Graph - Charles Veryard Reserve Enclosed Dog Exercise Area

1. If you answered 'Maybe' to Question 3, what are the things that would influence your support for a fully enclosed dog exercise area at the Reserve?		
Type of enclosure e.g. fencing	15	30%
Location within the reserve	22	43%
Other	14	27%
<b>TOTAL</b>	<b>51</b>	



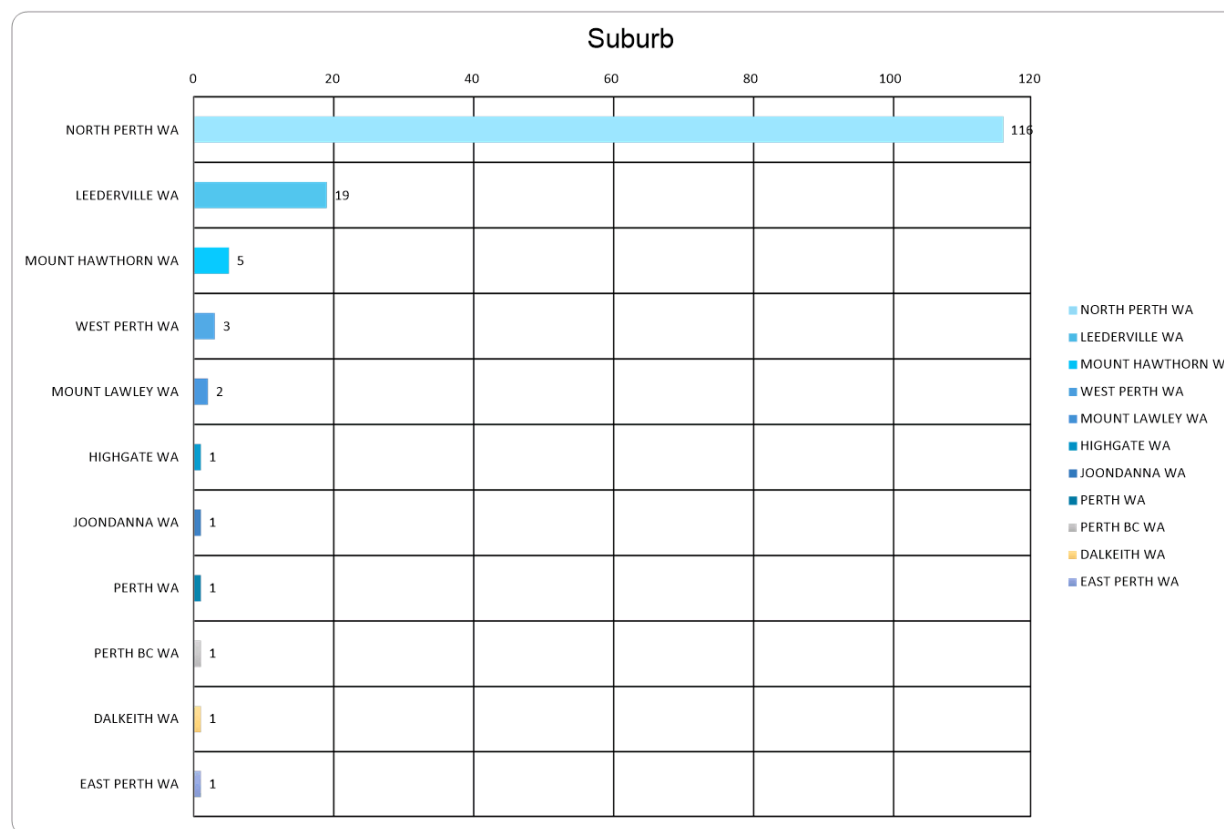
5. If you answered 'No' to Question 3, would you support a semi-enclosed dog exercise area that is open on at least one side?		
Yes	14	19%
No	59	78%
Other	2	3%
<b>TOTAL</b>	<b>75</b>	

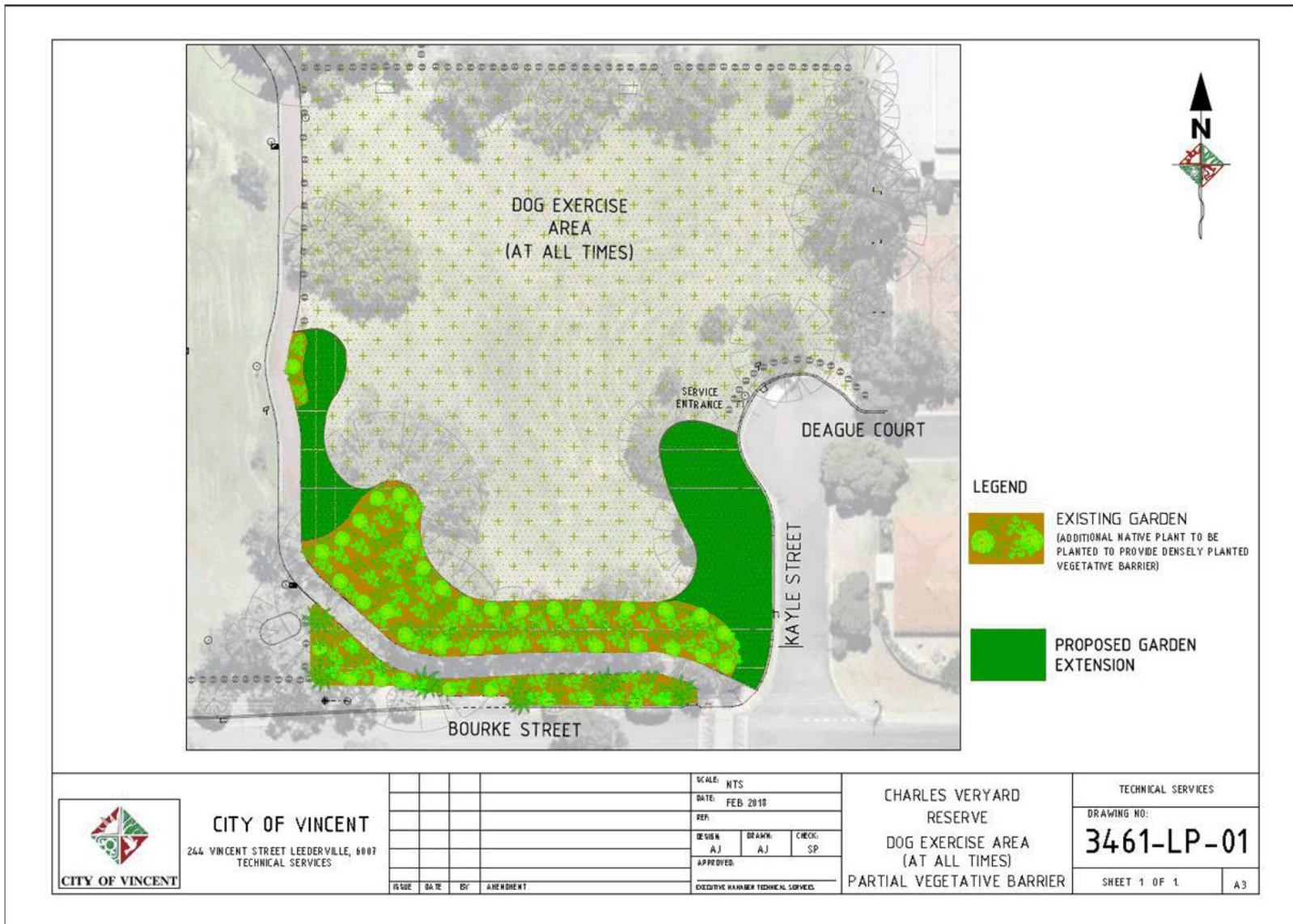


## DEMOGRAPHIC ANALYSIS of Contributors - Based on Sign-up form responses Charles Veryard Reserve Enclosed Dog Exercise Area

special characters like '&' will be removed from options

Suburb:		
NORTH PERTH WA	116	77%
LEEDERVILLE WA	19	12%
MOUNT HAWTHORN WA	5	3%
WEST PERTH WA	3	1%
MOUNT LAWLEY WA	2	1%
HIGHGATE WA	1	1%
JOONDANNA WA	1	1%
PERTH WA	1	1%
PERTH BC WA	1	1%
DALKEITH WA	1	1%
EAST PERTH WA	1	1%
<b>TOTAL</b>	<b>151</b>	





<b>6.2</b>	<b>TENDER NO. 543/17 - SUPPLY AND DELIVERY OF ONE SIDE LOADING AUTOMATIC BIN LIFTER REFUSE TRUCK</b>
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**TRIM Ref:** D18/19970  
**Author:** Craig Wilson, Manager Asset & Design  
**Authoriser:** Andrew Murphy, Director Engineering  
**Attachments:** 1. Tender Evaluation Summary - Confidential

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

1. **ACCEPTS** Tender No. 543/17 from Truck Centre WA Pty Ltd for the supply and delivery of one 22/23m<sup>3</sup> side loading automatic bin lifter refuse truck with a Volvo chassis and a Bucher Municipal compactor unit, for the contract price of \$371,400 in accordance with the tender submissions and conditions of tender; and
2. **NOTES** the sale of the City's existing side loading automatic bin lifter refuse truck will be undertaken in accordance with Section 3.58 of the *Local Government Act 1995*.

**PURPOSE OF REPORT:**

To consider awarding Tender No. 543/17 for the supply and delivery of one 22/23m<sup>3</sup> side loading automatic bin lifter refuse truck for use by the City's Waste Management Services.

**BACKGROUND:**

The City's side arm rubbish truck compactors have a useful life of five to seven years. The current rubbish truck listed for disposal is a 2010 model Iveco Acco, and is to be replaced as part of the long-term major plant replacement program in 2017/18. It has been used continuously for waste collection operations for the past seven years.

Rubbish collection vehicles work extremely hard over their operational life, five days per week 52 weeks per year, and if not replaced within the recommended time frames, may potentially result in expensive repairs to both vehicle and/or compactor unit.

The side arm compactor fleet is predominantly used to collect domestic waste throughout the City. The majority of waste collected (by the side arm fleet) is disposed of at the Mindarie Regional Council Neerabup Resource Recovery Facility (RRF).

**DETAILS:****Applications for Tender No. 543/17 Received:**

At the close of the tender advertising period two tenders were received from the following companies:

- Daimler Trucks Perth; and
- Truck Centre WA Pty Ltd

**Tender Assessment:**

Under Delegation 1.19 the Procurement Plan was executed by the then Acting Director Technical Services with the Evaluation Criteria being approved on 7 December 2017 as below.

CRITERIA	WEIGHTING
Product features	40%
Price (tender)	35%

CRITERIA	WEIGHTING
Life cycle costs and warranty	20%
Operators ergonomics	5%
Total	<b>100%</b>

The members of the Tender Evaluation Panel (below) individually assessed each submission against the aforementioned evaluation criteria, with a scoring system being used as part of the assessment process. Unless otherwise stated, a response to each of these criteria, that provided all the information requested, was assessed as satisfactory and in the first instance, was awarded an average score of five points from a possible 10 points. The extent to which the response demonstrated greater or lesser relevant satisfaction of each of these criteria resulted in a score greater (6-10) or less (4-0) than average. The aggregate score of each response was used in assessing the submissions.

#### Tender Evaluation Panel:

Engineering: Supervisor Waste Management/Street Cleaning  
 Depot Operations Supervisor  
 Manager Asset and Design

#### Tender Evaluation Ranking:

Tender rankings are shown in the following table. Full details and submitted prices are shown in **Confidential Attachment 1**.

Selection Criteria	Weighting	Truck Centre WA Pty Ltd	Daimler Trucks Perth
Product features	40%	38.50	34.10
Price (tender)	35%	35.00	33.70
Life cycle costs and warranty	20%	20.00	19.70
Operators ergonomics	5%	5.00	5.00
Total	100%	98.50	94.10
Ranking		1 <sup>st</sup>	2 <sup>nd</sup>

#### CONSULTATION/ADVERTISING:

Tender No. 543/17 for the supply and delivery of one 22/23m<sup>3</sup> side loading automatic bin lifter refuse truck was advertised on 13 December 2017 and closed on 17 January 2018.

Contract Type	Lump sum contract
Contract Term:	The preferred tenderer, Truck Centre WA Pty Ltd, currently has the vehicle and compactor unit offered in stock and if approved by Council could be delivered within a month upon receipt of an order.
Commencement Date:	Expected delivery time is April 2018
Expiry Date:	Not applicable

#### LEGAL/POLICY:

The tender was advertised and assessed in accordance with the *Local Government Act 1995*, *Local Government (Functions and General) Regulations 1996*, and the City's Purchasing Policy No. 1.2.3.

**RISK MANAGEMENT IMPLICATIONS:**

Not applicable.

**STRATEGIC IMPLICATIONS:**

In accordance with the City's Strategic Plan 2013-2023, Objective 1 states:

*"1.1 Improve and maintain the natural and built environment and infrastructure."*

*1.1.4 Enhance and maintain the City's infrastructure, assets and community facilities to provide a safe, sustainable and functional environment"*

**SUSTAINABILITY IMPLICATIONS:**

The new vehicle is a Euro 6 model that has lower emissions than the vehicle currently in service.

**FINANCIAL/BUDGET IMPLICATIONS:**

An amount of \$380,000 was allocated in the 2017/18 Capital Budget for the replacement of the existing side arm rubbish truck to be utilised by the City's Waste Services and the tendered price is within budget.

**COMMENTS:**

The submissions by both Tenderers were very competitive and both would provide the required level of service requested. However, following a detailed assessment it was considered that the Truck Centre's submission (Volvo chassis with a Bucher Municipal compactor) provided the best value for money.

A Tender Evaluation Summary is included in **Confidential Attachment 1** and contains further information on the evaluation.

The trade-in value offered by Truck Centre WA is not considered to be the most financially advantageous option so the trade-in offer will not be accepted and the vehicle currently in service will be sent to auction in accordance with Section 3.58 of the *Local Government Act 1995*.

It is recommended that Council approves Tender No. 543/17 from Truck Centre WA Pty Ltd for the supply and delivery of one 22/23m<sup>3</sup> side loading automatic bin lifter refuse truck with a Volvo FE 320 Eu6 fitted with a Bucher Municipal compactor unit.

**6.3 RESPONSE TO NOTICE OF MOTION - HIGHER ORDER WASTE MANAGEMENT**

**TRIM Ref:** D18/17480  
**Author:** Kylie Hughes, CSO Waste Minimisation  
**Authoriser:** Andrew Murphy, Director Engineering  
**Attachments:** Nil

**RECOMMENDATION:**

**That the information be noted.**

**PURPOSE OF REPORT:**

To provide Council with an overview of progress with waste management in response to the Notice of Motion adopted by Council at its meeting on 6 February 2018.

**BACKGROUND:**

At its February 2018 meeting, Council considered a Notice of Motion regarding Higher Order Waste Management, and resolve to request that Administration present a report to Council in March 2018 providing an overview of:

1. Progress of the Waste Strategy project (CBP Item 8.1);
2. Improvements to the City's waste management practices that have been implemented over the past 12 months;
3. Opportunities being explored to further improve the City's waste management practices over the next 12 months; and
4. Opportunities for the City to engage with other local governments, now and in the future, as part of the Waste Strategy and the City's ongoing improvement in waste management practices.

**DETAILS:**

Each of the elements from Councils above mentioned decision are responded to below in the order they appear in Council decision.

**Progress of the Waste Strategy project (CBP Item 8.1)**

Draft objectives for the strategy have been developed and Council Members have provided individual feedback on these. The feedback has been collated and drafting of the strategy document is now underway. Officers are also reviewing the comments received from the *Imagine Vincent* community engagement campaign and monitoring the development of the new State Waste Strategy.

It is anticipated that the draft strategy will be discussed at the Environmental Advisory Group on 16 April 2018 and presented to Council as a draft for public consultation on 29 May 2018. The strategy will contain a proposed Action Plan that will guide the City as it develops its waste services to meet the agreed objectives.

**Improvements to the City's waste management practices that have been implemented over the past 12 months**

The following improvements to the City's waste management practices have been implemented in the last 12 months:

- Green waste from the City's Parks service and green waste verge collections are now being directed to Balcatta Recycling Centre to ensure that the material is 100% composted, saving on tipping fees, time and transport costs;

- The City has introduced a sustainable waste management solution for Beatty Park Leisure Centre involving the introduction of co-mingled, cardboard and food waste services which has halved the amount of waste the Centre sends to landfill;
- The City now separates illegally dumped waste from Parks waste to better calculate tonnages and identify illegal dumping hotspot locations for actioning by Rangers;
- A 140L domestic smaller bin trial is underway and will be used to inform the development of the Waste Strategy;
- The City has undertaken waste composition studies which is key data needed to inform the Waste Strategy;
- The City continues to support *Responsible Cafes*, an international program that encourages cafés to offer a discount to customers who bring their own cup; when cafes sign up they receive a poster to display which includes the City's logo; and
- A reduction in illegal dumping at leased buildings through bin store improvements.

**Opportunities being explored to further improve the City's waste management practices over the next 12 months;**

The emerging themes arising from the development of the Waste Strategy will likely result in the exploration of the following opportunities to improve the City's waste management practices in the following areas:

- Recovery of organic material from the waste stream – both food and garden waste;
- Bulk waste service – options for service improvement and increased material recovery;
- Specific solutions to improve collection and waste recovery in multi-unit developments;
- Alternatives to landfill – i.e. alternative waste treatment options to improve recovery;
- Education and promotional campaign programs to improve resident participation in waste recovery;
- Waste charge options that could incentivise recovery and discourage waste generation; and
- Commercial collection – options for the City to competitively provide these services.

Officers are working with MRC and TAFE (TV and Film Department, Leederville) to develop community education materials for the newly proposed "Face your Waste" campaign.

The City has agreed to a Community Composting Pilot which will get underway in the coming months.

**Opportunities for the City to engage with other local governments, now and in the future, as part of the Waste Strategy and the City's ongoing improvement in waste management practices**

Any of the areas of improvement being investigated through the Waste Strategy could be delivered in conjunction with other local governments. Some of the specific actions involving other local governments actively being pursued at present are:

- Cities of Perth and Stirling (and WALGA) for better practice in multi-unit developments;
- City of Stirling - Balcatta for improved bulk waste recovery;
- City of Perth - food waste collections in the commercial sector; and
- Alternative waste technology options through Mindarie Regional Council and its other member councils.

**CONSULTATION/ADVERTISING:**

Not applicable.

**LEGAL/POLICY:**

Not applicable.

**RISK MANAGEMENT IMPLICATIONS:**

Nil.

**STRATEGIC IMPLICAITONS:**

This initiative aligns with the City's *Strategic Plan 2013-2023*, *Physical Activity Plan 2013-2017* and the *Sustainable Environment Strategy 2011-2016*.

In accordance with the City's *Strategic Plan 2013-2023*, Objective 1 states:

*"Natural and Built Environment*

*1.1 Improve and maintain the natural and built environment and infrastructure*

*1.1.3 Take action to reduce the City's environmental impacts and provide leadership on environmental matters".*

**SUSTAINABILITY IMPLICATIONS:**

Not applicable.

**FINANCIAL/BUDGET IMPLICATIONS:**

Nil.

**COMMENTS:**

The City has made good progress in the last 12 months and there are significant opportunities to further improve how the City manages waste. The key document to guide the City into the future will be the Waste Strategy which is under development and is planned to be reported to Council as a draft for community consultation on 29 May 2018.

## 7 CORPORATE SERVICES

### 7.1 FINANCIAL STATEMENTS AS AT 31 JANUARY 2018

TRIM Ref: D18/22966

Author: Cheryl Liddelow, Accounting Officer

Authoriser: Kerryn Batten, Director Corporate Services

Attachments: 1. Financial Statements as at 31 January 2018  

#### RECOMMENDATION:

That Council RECEIVES the Financial Statements for the month ended 31 January 2018 as shown in Attachment 1.

#### PURPOSE OF REPORT:

To present the Financial Statements for the period ended 31 January 2018.

#### BACKGROUND:

Regulation 34 (1) of the *Local Government (Financial Management) Regulations 1996* requires a local government to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the budget.

A statement of financial activity report is to be in a form that sets out:

- the annual budget estimates;
- budget estimates for the end of the month to which the statement relates;
- actual amounts of expenditure, revenue and income for the end of the month to which the statement relates;
- material variances between the year-to-date income and expenditure; and
- includes other supporting notes and other information that the local government considers will assist in the interpretation of the report.

In addition to the above, under Regulation 34 (5) of the *Local Government (Financial Management) Regulations 1996*, each financial year a local government is to adopt a percentage of value, calculated in accordance with AAS 5, to be used in statements of financial activity for reporting material variances.

#### DETAILS:

The following documents, included as **Attachment 1** represent the Statement of Financial Activity for the period ending 31 January 2018:

Note	Description	Page
1.	Statement of Financial Activity by Programme Report and Graph	1-3
2.	Statement of Comprehensive Income by Nature and Type Report	4
3.	Net Current Funding Position	5
4.	Summary of Income and Expenditure by Service Areas	6-56
5.	Capital Expenditure and Funding and Capital Works Schedule	57-70
6.	Cash Backed Reserves	71
7.	Rating Information and Graph	72-73
8.	Debtor Report	74
9.	Beatty Park Leisure Centre Financial Position	75

The following table provides a summary view of the year to date actual, compared to the Revised and Year to date Budget.

### Summary of Financial Activity by Programme as at 31 January 2018

	Revised Budget 2017/18 \$	YTD Budget Jan-18 \$	YTD Actual Jan-18 \$	Variance Jan-18 \$	Variance Jan-18 %
<b>REVENUE</b>	22,397,993	13,679,536	13,098,116	(581,420)	-4%
<b>EXPENDITURE</b>	(57,017,898)	(33,631,478)	(31,827,564)	1,803,914	-5%
<b>NET OPERATING EXCLUDING RATES</b>	<b>(34,619,905)</b>	<b>(19,951,942)</b>	<b>(18,729,448)</b>	<b>1,222,494</b>	<b>-6%</b>
<b>OPERATING ACTIVITIES EXCLUDED FROM BUDGET</b>					
<b>NON-CASH EXPENDITURE AND REVENUE</b>					
Add Deferred Rates Adjustment	0	0	9,237	9,237	0%
Add Back Depreciation	9,663,980	5,637,233	5,968,387	331,154	6%
(Profit)/Loss on Asset Disposals	(411,373)	(411,373)	(114,570)	296,803	-72%
"Percent for Art" and "Cash in Lieu" Funds Adjustment	0	0	0	0	0%
<b>AMOUNT ATTRIBUTABLE TO OPERATING ACTIVITIES</b>	<b>9,252,607</b>	<b>5,225,860</b>	<b>5,863,053</b>	<b>637,193</b>	<b>12%</b>
<b>INVESTING ACTIVITIES</b>					
Non-Operating Grants, Subsidies and Contributions	2,712,344	962,493	1,021,186	58,693	6%
Capital Expenditure	(13,379,565)	(9,375,602)	(2,850,202)	6,525,400	-70%
Proceeds from Joint Venture Operations	333,333	333,333	166,667	(166,666)	-50%
Proceeds from Disposal of assets	204,500	204,500	290,438	85,938	42%
	<b>(10,129,388)</b>	<b>(7,875,276)</b>	<b>(1,371,911)</b>	<b>6,503,365</b>	<b>-83%</b>
<b>FINANCING ACTIVITIES</b>					
Repayments Loan Capital	(881,398)	(504,817)	(504,816)	2	0%
Transfers from Reserves	1,342,875	1,009,790	189,037	(820,753)	-81%
Transfers to Reserves	(1,850,534)	(1,220,285)	(382,305)	837,980	-69%
	<b>(1,389,057)</b>	<b>(715,312)</b>	<b>(698,084)</b>	<b>17,229</b>	<b>-2%</b>
Plus: Surplus/(Deficiency) Brought Fwd 1 July 2017	3,946,211	3,946,211	4,475,026	528,816	13%
Surplus/(Deficiency) Before General Rates	(32,939,532)	(19,370,459)	(10,461,363)	8,909,096	-46%
Total amount raised from General Rates	32,939,532	32,831,192	32,889,249	58,057	0%
<b>NET CURRENT ASSETS at JUNE 30 C/FWD - SURPLUS/(DEFICIT)</b>	<b>0</b>	<b>13,460,733</b>	<b>22,427,885</b>	<b>8,967,153</b>	<b>67%</b>

**Comments on Summary of Financial Activity by Programme:****Operating Revenue**

There is a difference in classification of revenue reported by Programme and by Nature and Type. Operating revenue by Programme reporting includes 'Profit on Sale of Assets', but this is excluded in the Nature and Type report, however 'Rates' revenue is added.

Revenue by programme is showing a negative variance of 4% (\$581k). This is due to lower revenue in Other Property and Services \$314k (asset disposals), Recreation and Culture of \$244k (facility hire and Beatty Park), and Transport of \$154k (predominantly parking infringement revenue which is expected to improve). It should be noted that there is positive variance of \$136k in Health.

Operating Revenue as presented on the 'Nature and Type' report (Page 4 of **Attachment 1**) is showing a negative variance of 1%.

**Operating Expenditure**

Expenditure by programme is showing a favourable variance of 5% (\$1.80m), this is due to lower expenditure in Community Amenities \$581k, Recreation and Culture \$613k, Transport \$417k, and Education and Welfare \$89k. Similarly, the operating expenditure listed under the Nature and Type report reflects a corresponding favourable variance of 5%, with the largest variances in Employee Costs, Materials and Contracts and Depreciation on Non-current Assets.

**Transfer from Reserves**

Transfer from Reserves is aligned with the timing of Capital Works projects that are Reserve funded. Most of these projects have not yet started.

**Capital Expenditure**

The variance is attributed to timing on commencement of projects. For further detail, refer to Note 5 on **Attachment 1**.

**Transfer to Reserves**

Monthly transfer to reserves commenced in July 2017 except for the Tamala Park Land Sale Reserve which is transferred when actual funds are received.

**Opening Funding Surplus / (Deficit)**

The surplus opening balance brought forward from 2016/17 is \$4,035,268, as compared to the revised budget opening surplus balance of \$3,946,211 after end of year carry forward adjustments. The actual surplus as per the 2016/17 was \$4,475,026, this reflects an improvement of \$529k over the anticipated end of year result for 2016/17.

**Closing Surplus / (Deficit)**

There is currently a surplus of \$22,427,885, compared to year to date budget surplus of \$13,460,733. This is substantially attributed to the positive variance in operating expenditure, current level of capital expenditure and the increase shown in the opening balance.

It should be noted that the closing balance does not represent cash on hand (please see the Net Current Funding Position on page 5 of the attachment).

Comments on the financial performance as set out in the Statement of Financial Activity (**Attachment 1**) and an explanation of each report is detailed below:

**1. Statement of Financial Activity by Programme Report (Note 1 Page 1)**

This statement of Financial Activity shows operating revenue and expenditure classified by Programme.

**2. Statement of Comprehensive Income by Nature and Type Report (Note 2 Page 4)**

This statement of Financial Activity shows operating revenue and expenditure classified by nature and type.

**3. Net Current Funding Position (Note 3 Page 5)**

Net Current Assets is the difference between the current assets and current liabilities, less committed assets and restricted assets. This amount indicates how much capital is available for day to day activities. The net current funding position as at 31 January 2018 is \$22,427,885.

**4. Summary of Income and Expenditure by Service Areas (Note 4 Page 6 – 56)**

This statement shows a summary of operating revenue and expenditure by Service Unit.

**5. Capital Expenditure and Funding Summary (Note 5 Page 57 - 70)**

The following table is a summary of the '2017/2018 Capital Expenditure Budget by programme', which compares year to date budget with actual expenditure to date. The full Capital Works Programme is listed in detail in Note 5 of Attachment 1.

	Revised Budget \$	YTD Budget \$	YTD Actual \$	Remaining Budget %
Land and Buildings	2,351,801	1,696,801	435,124	81%
Infrastructure Assets	8,329,870	5,186,907	1,744,172	79%
Plant and Equipment	1,583,747	1,543,747	531,412	66%
Furniture and Equipment	1,114,147	948,147	139,494	87%
<b>Total</b>	<b>13,379,565</b>	<b>9,375,602</b>	<b>2,850,202</b>	<b>79%</b>

FUNDING	Revised Budget \$	YTD Budget \$	YTD Actual \$	Remaining Budget %
Own Source Funding - Municipal	9,119,846	7,198,819	1,349,541	85%
Cash Backed Reserves	1,342,875	1,009,790	189,037	86%
Capital Grant and Contribution	2,712,344	962,493	1,021,186	62%
Other (Disposals/Trade In)	204,500	204,500	290,438	-42%
<b>Total</b>	<b>13,379,565</b>	<b>9,375,602</b>	<b>2,850,202</b>	<b>79%</b>

Note: Detailed analysis is included on page 68 - 81 of Attachment 1.

**6. Cash Backed Reserves (Note 6 Page 71)**

The Cash Backed Reserves schedule details movements in the reserves, including transfers and funds used, comparing actual results with the annual budget. The balance as at 31 January 2018 is \$9,101,387.

**7. Rating Information (Note 7 Page 72 - 73)**

The notices for rates and charges levied for 2017/18 were issued on 07 August 2017.

*The Local Government Act 1995* provides for ratepayers to pay rates by four (4) instalments. The due dates for each instalment are:

First Instalment	12 September 2017
Second Instalment	06 November 2017
Third Instalment	08 January 2018
Fourth Instalment	06 March 2018

To cover the costs involved in providing the instalment programme the following charge and interest rates apply:

Instalment Administration Charge (to apply to second, third, and fourth instalment)	\$13.00 per instalment
Instalment Interest Rate	5.5% per annum
Late Payment Penalty Interest	11% per annum

Pensioners registered with the City for rate concessions do not incur the above interest or charge.

The Rates debtors balance to be collected as at 31 January 2018 is \$5,689,067 (this includes deferred rates of \$100,508). This represents 15.72% of the collectable income compared to 14.74% at the same time last year.

## 8. Receivables (Note 8 Page 74)

Receivables of \$4,052,745 are outstanding as at 31 January 2018, of which \$2,954,711 has been outstanding over 90 days. This is comprised of:

- \$2,394,843 (81.1%) relates to unpaid infringements (plus costs) over 90 days. Infringements that remain unpaid for more than two months are sent to Fines Enforcement Registry (FER), who then collect the outstanding balance and return the funds to the City for a fee.
- \$353,980 (12%) relates to Cash in Lieu Parking. Some Cash in Lieu Parking debtors have special payment arrangements over more than one year.
- \$205,887 (7%) relates to Other Receivables, including recoverable works and property.

Administration has been following up outstanding items which relate to Other Receivables by issuing reminders when they are overdue and formal debt collection when payments remain outstanding.

## 9. Beatty Park Leisure Centre – Financial Position Report (Note 9 Page 75)

As at 31 January 2018 the operating deficit for the Centre was \$619,283 in comparison to the year to date budgeted deficit of \$230,880. This unfavourable outcome is primarily due to higher depreciation expense being incurred as a result of the latest Fair Value Revaluation.

Once the depreciation component has been deducted, the cash position showed a current cash surplus of \$58,057 in comparison to year to date budget estimate of a cash surplus of \$88,173.

## 10. Explanation of Material Variances

All material variances as at 31 January 2018 have been detailed in the variance comments report in **Attachment 1**.

The materiality thresholds used for reporting variances are 10% and \$10,000. This means that variances will be analysed and separately reported when they are more than 10% (+/-) of the YTD budget, where that variance exceeds \$10,000 (+/-). This threshold was adopted by Council as part of the Budget adoption for 2017/18 and is used in the preparation of the statements of financial activity when highlighting material variance in accordance with *Financial Management Regulation 34(1) (d)*.

## CONSULTATION/ADVERTISING:

Not applicable.

**LEGAL/POLICY:**

Section 6.4 of the *Local Government Act 1995* requires a local government to prepare an annual financial report for the preceding year and such other financial reports as are prescribed.

Regulation 34 (1) of the *Local Government (Financial Management) Regulations 1996* requires the local government to prepare each month, a statement of financial activity reporting on the source and application of funds as set out in the adopted Annual Budget.

A statement of financial activity and any accompanying documents are to be presented at an Ordinary Meeting of the Council within two months after the end of the month to which the statement relates.

Section 6.8 of the *Local Government Act 1995*, specifies that a local government is not to incur expenditure from its Municipal Fund for an additional purpose except where the expenditure is authorised in advance by an absolute majority decision of Council.

**RISK MANAGEMENT IMPLICATIONS:**

**Low:** Provision of monthly financial reports fulfils a statutory requirement.

**STRATEGIC IMPLICATIONS:**

Strategic Plan 2013-2023:

*“4.1 Provide good strategic decision-making, governance, leadership and professional management:*

*4.1.2 Manage the organisation in a responsible, efficient and accountable manner;*

*(a) Continue to adopt best practice to ensure the financial resources and assets of the City are responsibly managed and the quality of services, performance procedures and processes is improved and enhanced.”*

**SUSTAINABILITY IMPLICATIONS:**

Not applicable.

**FINANCIAL/BUDGET IMPLICATIONS:**

Not applicable.

**COMMENTS:**

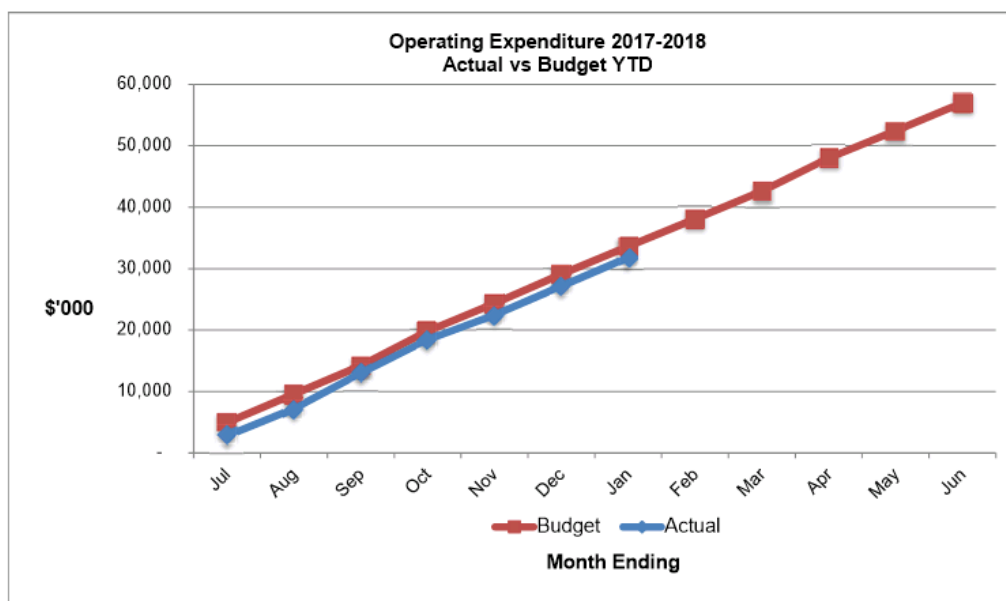
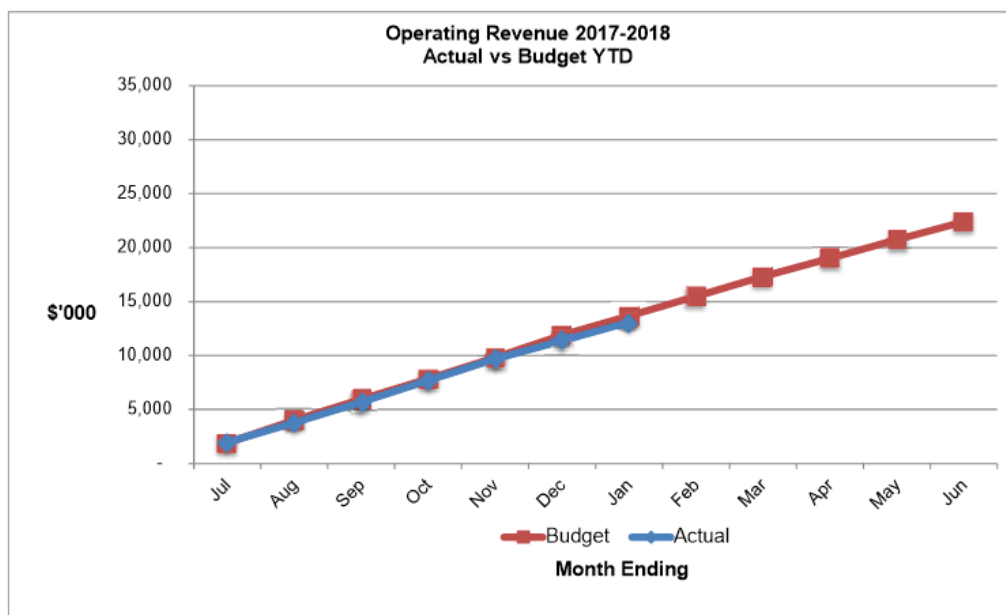
The capital works schedule includes an item for the unbudgeted purchase of an Engineering tools trailer. This was the replacement of an existing trailer due to age and poor condition. As this is classified as a capital expenditure item, it is required to be reflected in the capital works schedule, however it is noted that there was no specific budget provision and the purchase was not approved in advance by Council in accordance with section 6.8 of the Act. The budget provision will be addressed in the mid-year budget review.

**CITY OF VINCENT**  
**NOTE 1 - STATEMENT OF FINANCIAL ACTIVITY**  
**BY PROGRAMME**  
**AS AT 31 JANUARY 2018**

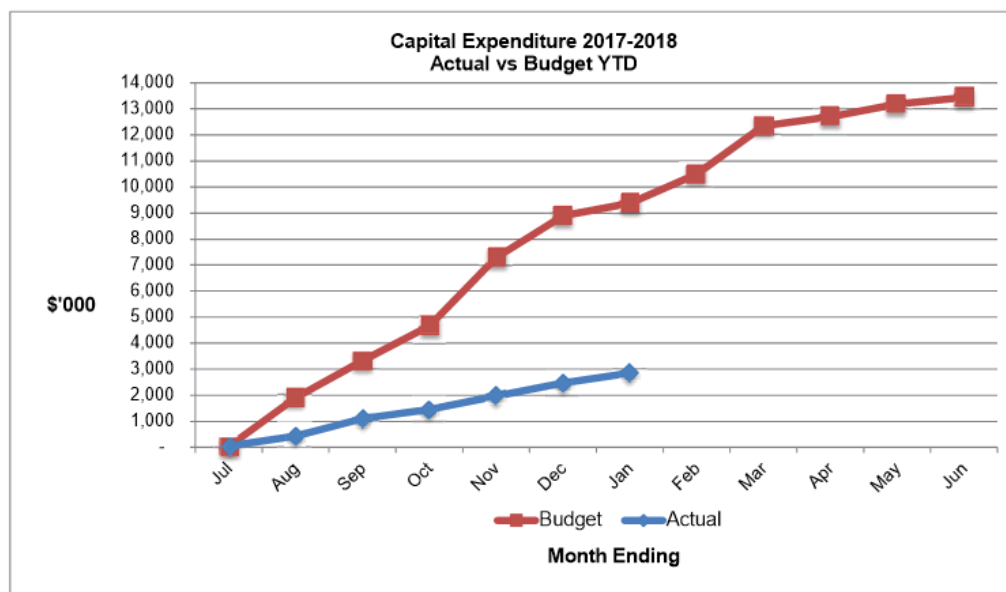
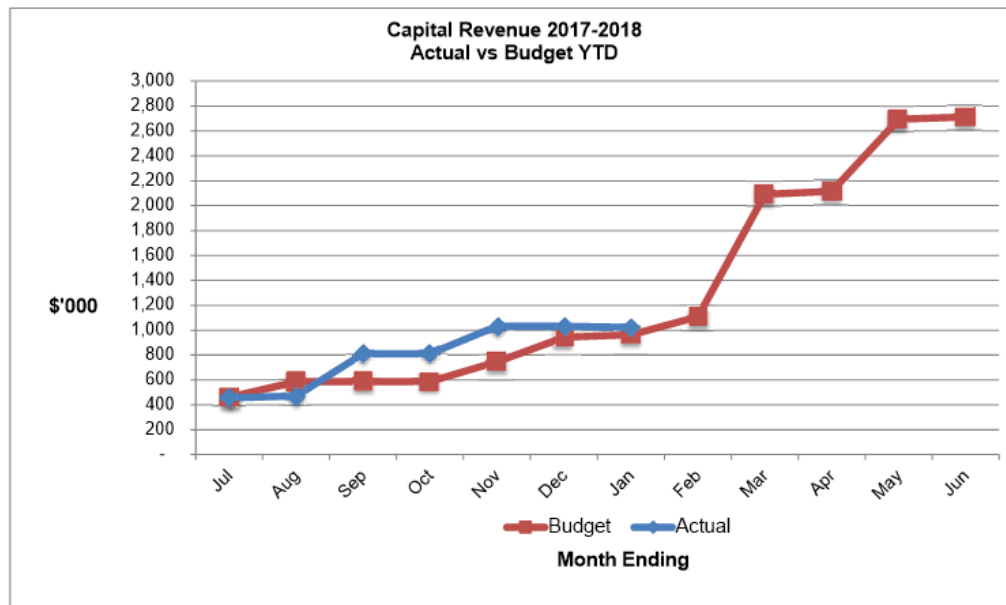


	Revised Budget 2017/18 \$	YTD Budget 2017/18 \$	YTD Actual 2017/18 \$	YTD Variance 2017/18 \$	YTD Variance 2017/18 %
<b>REVENUE FROM OPERATING ACTIVITIES (EXCLUDING RATES)</b>					
Governance	65,140	38,553	95,228	56,675	147%
General Purpose Funding	1,915,975	1,278,253	1,329,228	50,975	4%
Law, Order, Public Safety	187,510	136,526	118,640	(17,886)	-13%
Health	330,940	171,613	308,395	136,782	80%
Education and Welfare	216,015	119,145	98,247	(20,898)	-18%
Community Amenities	1,074,130	732,008	637,864	(94,144)	-13%
Recreation and Culture	10,027,350	6,030,478	5,786,042	(244,436)	-4%
Transport	7,767,140	4,554,922	4,401,289	(153,633)	-3%
Economic Services	241,410	141,657	160,890	19,233	14%
Other Property and Services	572,383	476,381	162,294	(314,087)	-66%
	<b>22,397,993</b>	<b>13,679,536</b>	<b>13,098,116</b>	<b>(581,420)</b>	<b>-4%</b>
<b>EXPENDITURE FROM OPERATING ACTIVITIES</b>					
Governance	(3,599,458)	(2,224,511)	(2,210,869)	13,642	-1%
General Purpose Funding	(803,155)	(565,786)	(595,927)	(30,141)	5%
Law, Order, Public Safety	(1,370,625)	(804,097)	(751,057)	53,040	-7%
Health	(1,230,110)	(705,430)	(651,354)	54,076	-8%
Education and Welfare	(1,317,045)	(742,140)	(653,055)	89,085	-12%
Community Amenities	(11,376,900)	(6,625,839)	(6,044,761)	581,078	-9%
Recreation and Culture	(22,465,875)	(13,054,754)	(12,441,257)	613,497	-5%
Transport	(12,310,410)	(7,389,682)	(6,972,783)	416,899	-6%
Economic Services	(783,355)	(466,176)	(409,502)	56,674	-12%
Other Property and Services	(1,760,965)	(1,053,063)	(1,096,999)	(43,936)	4%
	<b>(57,017,898)</b>	<b>(33,631,478)</b>	<b>(31,827,564)</b>	<b>1,803,914</b>	<b>-5%</b>
<b>NET RESULT EXCLUDING GENERAL RATES</b>	<b>(34,619,905)</b>	<b>(19,951,942)</b>	<b>(18,729,448)</b>	<b>1,222,494</b>	<b>-6%</b>
<b>OPERATING ACTIVITIES EXCLUDED FROM BUDGET</b>					
<b>NON-CASH EXPENDITURE AND REVENUE</b>					
Add Deferred Rates Adjustment	0	0	9,237	9,237	0%
(Profit)/Loss on Asset Disposals	(411,373)	(411,373)	(114,570)	296,803	-72%
"Percent for Art" and "Cash in Lieu" Funds Adjustment	0	0	0	0	0%
Add Back Depreciation	9,663,980	5,637,233	5,968,387	331,154	6%
<b>AMOUNT ATTRIBUTABLE TO OPERATING ACTIVITIES</b>	<b>9,252,607</b>	<b>5,225,860</b>	<b>5,863,053</b>	<b>637,193</b>	<b>12%</b>
<b>INVESTING ACTIVITIES</b>					
Non-Operating Grants, Subsidies and Contributions	2,712,344	962,493	1,021,186	58,693	6%
Purchase Land and Buildings	(2,351,801)	(1,696,801)	(435,124)	1,261,677	-74%
Purchase Infrastructure Assets	(8,329,870)	(5,186,907)	(1,744,172)	3,442,735	-66%
Purchase Plant and Equipment	(1,583,747)	(1,543,747)	(531,412)	1,012,335	-66%
Purchase Furniture and Equipment	(1,114,147)	(948,147)	(139,494)	808,653	-85%
Proceeds from Joint Venture Operations	333,333	333,333	166,667	(166,666)	-50%
Proceeds from Disposal of Assets	204,500	204,500	290,438	85,938	42%
	<b>(10,129,388)</b>	<b>(7,875,276)</b>	<b>(1,371,911)</b>	<b>6,503,365</b>	<b>-83%</b>
<b>FINANCING ACTIVITIES</b>					
Repayments of Debentures	(881,398)	(504,817)	(504,816)	2	0%
Transfers to Reserves (Restricted Assets)	(1,850,534)	(1,220,285)	(382,305)	837,980	-69%
Transfers from Reserves (Restricted Assets)	1,342,875	1,009,790	189,037	(820,753)	-81%
	<b>(1,389,057)</b>	<b>(715,312)</b>	<b>(698,084)</b>	<b>17,229</b>	<b>-2%</b>
Plus: Surplus/(Deficiency) Brought Fwd 1 July 2017	3,946,211	3,946,211	4,475,026	528,816	13%
Surplus/(Deficiency) before General Rates	(32,939,532)	(19,370,459)	(10,461,363)	8,909,096	-46%
Total Amount raised from General Rates	<b>32,939,532</b>	<b>32,831,192</b>	<b>32,889,249</b>	<b>58,057</b>	<b>0%</b>
<b>NET CURRENT ASSETS C/FWD - SURPLUS/(DEFICIT)</b>	<b>0</b>	<b>13,460,733</b>	<b>22,427,885</b>	<b>8,967,153</b>	<b>67%</b>

CITY OF VINCENT  
 NOTE 1 - STATEMENT OF FINANCIAL ACTIVITY  
 BY PROGRAMME - GRAPH  
 AS AT 31 JANUARY 2018



CITY OF VINCENT  
NOTE 5 - CAPITAL REVENUE / EXPENDITURE PROGRAM  
AS AT 31 JANUARY 2018



**CITY OF VINCENT**  
**NOTE 2 - STATEMENT OF COMPREHENSIVE INCOME**  
**BY NATURE AND TYPE**  
**AS AT 31 JANUARY 2018**



	Revised Budget	YTD Budget	YTD Actual	YTD Variance	YTD Variance
	2017/18	Jan-18	Jan-18	Jan-18	Jan-18
	\$	\$	\$	\$	%
<b>REVENUE</b>					
Rates	32,939,532	32,831,192	32,889,249	58,057	0%
Operating Grants, Subsidies and Contributions	1,820,120	1,011,994	998,371	(13,623)	-1%
Fees and Charges	18,888,300	11,388,806	11,164,530	(224,276)	-2%
Interest Earnings	958,080	653,069	683,059	29,990	5%
Other Revenue	320,120	214,294	131,361	(82,933)	-39%
	<b>54,926,152</b>	<b>46,099,355</b>	<b>45,866,570</b>	<b>(232,785)</b>	<b>-1%</b>
<b>EXPENDITURE</b>					
Employee Costs	(25,939,930)	(15,044,185)	(14,647,948)	396,237	-3%
Materials and Contracts	(17,749,340)	(10,916,912)	(9,710,542)	1,206,370	-11%
Utilities Charges	(1,955,570)	(1,061,369)	(951,019)	110,350	-10%
Interest Expenses	(995,630)	(581,012)	(526,412)	54,600	-9%
Insurance Expenses	(889,760)	(519,036)	(384,779)	134,257	-26%
Depreciation on Non-Current Assets	(9,663,980)	(5,637,233)	(5,968,387)	(331,154)	6%
Other Expenditure	176,312	128,269	367,747	239,478	187%
	<b>(57,017,898)</b>	<b>(33,631,478)</b>	<b>(31,821,339)</b>	<b>1,810,139</b>	<b>-5%</b>
Non-Operating Grants, Subsidies and Contributions	2,712,344	962,493	1,021,186	58,693	6%
Profit on Asset Disposals	411,373	411,373	120,795	(290,578)	-71%
Loss on Asset Disposals	-	-	(6,225)	(6,225)	0%
	<b>3,123,717</b>	<b>1,373,866</b>	<b>1,135,756</b>	<b>(238,110)</b>	<b>-17%</b>
<b>NET RESULT</b>	<b>1,031,971</b>	<b>13,841,743</b>	<b>15,180,987</b>	<b>1,339,244</b>	<b>10%</b>
<b>OTHER COMPREHENSIVE INCOME</b>					
Changes on Revaluation of Non-Current Assets	-	-	-	-	0%
<b>TOTAL OTHER COMPREHENSIVE INCOME</b>	<b>1,031,971</b>	<b>13,841,743</b>	<b>15,180,987</b>	<b>1,339,244</b>	<b>10%</b>
<b>TOTAL COMPREHENSIVE INCOME</b>	<b>1,031,971</b>	<b>13,841,743</b>	<b>15,180,987</b>	<b>1,339,244</b>	<b>10%</b>

**CITY OF VINCENT  
NOTE 3 - NET CURRENT FUNDING POSITION  
AS AT 31 JANUARY 2018**



	Actual 31-Jan-18 \$	Actual 30-Jun-17 \$
<b>Current Assets</b>		
Cash - Unrestricted	22,171,678	8,515,883
Cash - Restricted Reserves	9,101,387	8,908,119
Trade and Other Receivables - Rates	5,689,067	218,492
Trade and Other Receivables - Other Debtors	4,052,746	4,748,353
Inventories	251,563	181,244
<b>Total Current Assets</b>	<b>41,266,440</b>	<b>22,572,091</b>
<b>Less: Current Liabilities</b>		
Sundry and Other Creditors	(5,230,990)	(5,102,188)
Provisions - Current	(3,906,177)	(3,486,758)
<b>Total Current Liabilities</b>	<b>(9,137,168)</b>	<b>(8,588,946)</b>
<b>Less:</b>		
Reserves - Restricted Cash	(9,101,387)	(8,908,119)
Trade and Other Receivables - Other Debtors - Restricted Grant	(600,000)	(600,000)
<b>Net Current Funding Position</b>	<b>22,427,885</b>	<b>4,475,026</b>

**CITY OF VINCENT**  
**NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE**  
**BY SERVICE AREAS**  
**AS AT 31 JANUARY 2018**



	Revised Budget 2017/18 \$	January 2018 Budget YTD \$	January 2018 Actual YTD \$	% YTD Budget
<b>Operating Revenue By Service Area</b>				
Chief Executive Officer	(200)	(119)	0	0%
Other Governance	(26,620)	(945)	(55,773)	5902%
Human Resources	(36,320)	(36,320)	(38,920)	107%
Director Corporate Services	(1,378,195)	(777,928)	(798,929)	103%
Rates Services	(33,616,632)	(33,401,623)	(33,480,752)	100%
Finance Services	(1,050)	(609)	(2,913)	478%
Record Management	(2,000)	(1,169)	(535)	46%
Beatty Park Leisure Centre	(7,650,030)	(4,619,320)	(4,466,682)	97%
Library & Local History Services	(24,970)	(14,112)	(13,718)	97%
Community Partnerships	(71,000)	(24,396)	(6,631)	27%
Ranger Services	(7,829,710)	(4,608,258)	(4,477,806)	97%
Health Services	(330,940)	(171,613)	(308,395)	180%
Statutory Planning Services	(645,570)	(376,586)	(246,965)	66%
Compliance Services	(31,400)	(18,319)	(9,419)	51%
Policy and Place Services	(16,410)	(8,319)	(7,296)	88%
Building Services	(239,410)	(139,657)	(160,446)	115%
Engineering Design Services	(88,050)	(28,315)	(30,422)	107%
Environment Services	(24,500)	(14,294)	(9,909)	69%
Parks Services	(2,494,425)	(1,488,855)	(1,376,874)	92%
Waste Management Services	(269,610)	(268,100)	(312,547)	117%
Works & Operations Services	(149,110)	(100,498)	(61,638)	61%
<b>Operating Revenue By Service Area Total</b>	<b>(54,926,152)</b>	<b>(46,099,355)</b>	<b>(45,866,570)</b>	<b>99%</b>

**Operating Expenditure By Service Area**

Chief Executive Officer	2,083,570	1,315,740	1,332,193	101%
Human Resources	36,320	36,320	38,920	107%
Director Corporate Services	78,400	45,540	38,335	84%
Other Governance	590,240	333,993	325,793	98%
Rates Services	803,155	565,786	595,927	105%
Record Management	2,000	1,169	535	46%
Finance Services	850	409	2,913	712%
Information Systems	0	0	0	0%
Director Community Engagement	0	0	0	0%
Marketing and Communications	889,328	538,458	513,963	95%
Customer Services	0	0	(0)	0%
Beatty Park Leisure Centre	8,283,150	4,850,200	5,085,964	105%
Community Partnerships	1,955,705	1,057,487	920,955	87%
Community Connections	270,985	147,940	147,173	99%
Library & Local History Services	1,855,030	1,082,987	974,682	90%
Ranger Services	6,100,800	3,679,111	3,323,836	90%
Director Development Services	0	0	0	0%
Health Services	1,230,110	705,430	651,354	92%
Statutory Planning Services	2,247,925	1,314,751	1,424,671	108%
Compliance Services	664,275	385,834	369,846	96%
Policy and Place Services	1,838,180	1,104,679	795,670	72%
Building Services	748,355	434,926	381,002	88%
Director Technical Services	0	0	0	0%
Engineering Design Services	2,238,965	1,299,671	1,167,753	90%
Environment Services	365,670	208,654	184,391	88%
Parks Services	14,039,885	8,335,007	7,571,125	91%
Waste Management Services	5,980,250	3,444,859	3,049,849	89%
Works & Operations Services	4,714,750	2,742,527	2,924,490	107%
<b>Operating Expenditure By Service Area Total</b>	<b>57,017,898</b>	<b>33,631,478</b>	<b>31,821,339</b>	<b>95%</b>

CITY OF VINCENT  
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE  
BY SERVICE AREAS  
AS AT 31 JANUARY 2018



	Revised Budget 2017/18 \$	YTD Budget Jan-18 \$	YTD Actual Jan-18 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Chief Executive Officer</b>						
Chief Executive Officer Expenditure						
Employee Costs	450,130	259,940	218,593	(41,347)	-16%	Part time position vacant.
Other Employee Costs	11,050	7,011	6,282	(749)	-11%	
Other Expenses	204,050	187,651	224,564	36,913	20%	Strategic Community Plan expense higher than budget estimates - adjusted in budget review.
<b>Chief Executive Officer Expenditure Total</b>	<b>665,230</b>	<b>454,602</b>	<b>449,420</b>	<b>(5,182)</b>	<b>-1%</b>	
Chief Executive Officer Indirect Costs						
Allocations	(665,230)	(454,602)	(449,420)	5,182	-1%	
<b>Chief Executive Officer Indirect Costs Total</b>	<b>(665,230)</b>	<b>(454,602)</b>	<b>(449,420)</b>	<b>5,182</b>	<b>-1%</b>	
<b>Chief Executive Officer Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(0)</b>		
<b>Members of Council</b>						
Members Of Council Revenue						
Revenue	(200)	(119)	0	119	-100%	
<b>Members Of Council Revenue Total</b>	<b>(200)</b>	<b>(119)</b>	<b>0</b>	<b>119</b>	<b>-100%</b>	
Members Of Council Expenditure						
Employee Costs	89,440	51,650	51,882	232	0%	
Other Employee Costs	5,000	2,919	2,947	28	1%	
Other Expenses	469,340	309,947	309,572	(375)	0%	
<b>Members Of Council Expenditure Total</b>	<b>563,780</b>	<b>364,516</b>	<b>364,401</b>	<b>(115)</b>	<b>0%</b>	
Members Of Council Indirect Costs						
Allocations	1,519,790	951,224	967,792	16,568	2%	
<b>Members Of Council Indirect Costs Total</b>	<b>1,519,790</b>	<b>951,224</b>	<b>967,792</b>	<b>16,568</b>	<b>2%</b>	
<b>Members of Council Total</b>	<b>2,083,370</b>	<b>1,315,621</b>	<b>1,332,193</b>	<b>16,572</b>	<b>1%</b>	

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	Revised Budget 2017/18 \$	YTD Budget Jan-18 \$	YTD Actual Jan-18 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Other Governance</b>						
Other Governance Revenue						
Revenue	(26,620)	(945)	(55,773)	(54,828)	5802%	\$54k LGIS Members Experience Bonus received earlier than expected due to change in payment options.
<b>Other Governance Revenue Total</b>	<b>(26,620)</b>	<b>(945)</b>	<b>(55,773)</b>	<b>(54,828)</b>	<b>5802%</b>	
Other Governance Expenditure						
Employee Costs	248,230	143,345	144,392	1,047	1%	
Other Employee Costs	5,200	2,700	704	(1,996)	-74%	
Other Expenses	112,630	56,085	48,712	(7,373)	-13%	
<b>Other Governance Expenditure Total</b>	<b>366,060</b>	<b>202,130</b>	<b>193,808</b>	<b>(8,322)</b>	<b>-4%</b>	
Other Governance Indirect Costs						
Allocations	224,180	131,863	131,985	122	0%	
<b>Other Governance Indirect Costs Total</b>	<b>224,180</b>	<b>131,863</b>	<b>131,985</b>	<b>122</b>	<b>0%</b>	
<b>Other Governance Total</b>	<b>563,620</b>	<b>333,048</b>	<b>270,020</b>	<b>(63,028)</b>	<b>-19%</b>	
<b>Human Resources</b>						
Human Resources Revenue						
Revenue	(36,320)	(36,320)	(38,920)	(2,600)	7%	
<b>Human Resources Revenue Total</b>	<b>(36,320)</b>	<b>(36,320)</b>	<b>(38,920)</b>	<b>(2,600)</b>	<b>7%</b>	
Human Resources Expenditure						
Employee Costs	694,820	430,542	414,000	(16,542)	-4%	
Other Employee Costs	108,900	76,956	59,349	(17,607)	-23%	\$26k over in External Recruitment, \$25k under in Training Courses, \$13k under in Occupational Health & Safety Initiatives, \$8k under in Awards & Recognition.
Other Expenses	189,350	124,203	42,719	(81,484)	-66%	\$20k under in Management Programmes timing variance, \$36k Legal costs and \$15k Consultants cost not yet required.
<b>Human Resources Expenditure Total</b>	<b>993,070</b>	<b>631,701</b>	<b>516,069</b>	<b>(115,632)</b>	<b>-18%</b>	
Human Resources Indirect Costs						
Allocations	(956,750)	(595,381)	(477,149)	118,232	-20%	
<b>Human Resources Indirect Costs Total</b>	<b>(956,750)</b>	<b>(595,381)</b>	<b>(477,149)</b>	<b>118,232</b>	<b>-20%</b>	
<b>Human Resources Total</b>	<b>0</b>	<b>0</b>	<b>(0)</b>	<b>(0)</b>		

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	Revised Budget 2017/18 \$	YTD Budget Jan-18 \$	YTD Actual Jan-18 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Director Corporate Services</b>						
Director Corporate Services Expenditure						
Employee Costs	440,620	254,439	254,431	(8)	0%	
Other Employee Costs	7,530	4,475	4,423	(52)	-1%	
Other Expenses	5,040	2,811	2,629	(182)	-6%	
<b>Director Corporate Services Expenditure Total</b>	<b>453,190</b>	<b>261,725</b>	<b>261,483</b>	<b>(242)</b>	<b>0%</b>	
Director Corporate Services Indirect Costs						
Allocations	(452,990)	(261,525)	(261,483)	42	0%	
<b>Director Corporate Services Indirect Costs Total</b>	<b>(452,990)</b>	<b>(261,525)</b>	<b>(261,483)</b>	<b>42</b>	<b>0%</b>	
<b>Director Corporate Services Total</b>	<b>200</b>	<b>200</b>	<b>0</b>	<b>(200)</b>	<b>-100%</b>	
<b>Insurance Premium</b>						
Insurance Premium Expenditure						
Other Expenses	889,760	519,036	384,779	(134,257)	-26%	Variance due to change in Workers Compensation calculation and payment to LGIS, payment made in February.
<b>Insurance Premium Expenditure Total</b>	<b>889,760</b>	<b>519,036</b>	<b>384,779</b>	<b>(134,257)</b>	<b>-26%</b>	
Insurance Premium Recovery						
Allocations	(889,760)	(519,036)	(384,779)	134,257	-26%	
<b>Insurance Premium Recovery Total</b>	<b>(889,760)</b>	<b>(519,036)</b>	<b>(384,779)</b>	<b>134,257</b>	<b>-26%</b>	
<b>Insurance Premium Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Insurance Claim</b>						
Insurance Claim Recoup						
Revenue	(46,500)	(26,250)	(21,102)	5,148	-20%	
<b>Insurance Claim Recoup Total</b>	<b>(46,500)</b>	<b>(26,250)</b>	<b>(21,102)</b>	<b>5,148</b>	<b>-20%</b>	
Insurance Claim Expenditure						
Other Expenses	30,000	17,500	4,728	(12,772)	-73%	Insurance claim excess lower than budgeted due to a reduction in claims to prior years.
<b>Insurance Claim Expenditure Total</b>	<b>30,000</b>	<b>17,500</b>	<b>4,728</b>	<b>(12,772)</b>	<b>-73%</b>	
<b>Insurance Claim Total</b>	<b>(16,500)</b>	<b>(8,750)</b>	<b>(16,374)</b>	<b>(7,624)</b>	<b>87%</b>	

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	Revised Budget 2017/18 \$	YTD Budget Jan-18 \$	YTD Actual Jan-18 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Mindarie Regional Council</b>						
Mindarie Regional Council Revenue						
Revenue	(92,820)	(43,856)	(40,102)	3,754	-9%	
<b>Mindarie Regional Council Revenue Total</b>	<b>(92,820)</b>	<b>(43,856)</b>	<b>(40,102)</b>	<b>3,754</b>	<b>-9%</b>	
Mindarie Regional Council Expenditure						
Other Expenses	48,200	27,840	33,607	5,767	21%	
<b>Mindarie Regional Council Expenditure Total</b>	<b>48,200</b>	<b>27,840</b>	<b>33,607</b>	<b>5,767</b>	<b>21%</b>	
<b>Mindarie Regional Council Total</b>	<b>(44,620)</b>	<b>(16,016)</b>	<b>(6,495)</b>	<b>9,521</b>	<b>-59%</b>	
<b>General Purpose Revenue</b>						
General Purpose Revenue						
Revenue	(1,238,875)	(707,822)	(737,725)	(29,903)	4%	
<b>General Purpose Revenue Total</b>	<b>(1,238,875)</b>	<b>(707,822)</b>	<b>(737,725)</b>	<b>(29,903)</b>	<b>4%</b>	
<b>General Purpose Revenue Total</b>	<b>(1,238,875)</b>	<b>(707,822)</b>	<b>(737,725)</b>	<b>(29,903)</b>	<b>4%</b>	

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	Revised Budget 2017/18 \$	YTD Budget Jan-18 \$	YTD Actual Jan-18 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Rates Services</b>						
Rates Services Revenue						
Revenue	(33,616,632)	(33,401,623)	(33,480,752)	(79,129)	0%	
<b>Rates Services Revenue Total</b>	<b>(33,616,632)</b>	<b>(33,401,623)</b>	<b>(33,480,752)</b>	<b>(79,129)</b>	<b>0%</b>	
Rates Services Expenditure						
Employee Costs	261,150	150,817	151,393	576	0%	
Other Employee Costs	2,300	1,344	0	(1,344)	-100%	
Other Expenses	343,500	296,949	326,264	29,315	10%	
<b>Rates Services Expenditure Total</b>	<b>606,950</b>	<b>449,110</b>	<b>477,657</b>	<b>28,547</b>	<b>6%</b>	
Rates Services Indirect Costs						
Allocations	196,205	116,676	118,270	1,594	1%	
<b>Rates Services Indirect Costs Total</b>	<b>196,205</b>	<b>116,676</b>	<b>118,270</b>	<b>1,594</b>	<b>1%</b>	
<b>Rates Services Total</b>	<b>(32,813,477)</b>	<b>(32,835,837)</b>	<b>(32,884,825)</b>	<b>(48,988)</b>	<b>0%</b>	
<b>Finance Services</b>						
Finance Services Revenue						
Revenue	(1,050)	(609)	(2,913)	(2,304)	378%	
<b>Finance Services Revenue Total</b>	<b>(1,050)</b>	<b>(609)</b>	<b>(2,913)</b>	<b>(2,304)</b>	<b>378%</b>	
Finance Services Expenditure						
Employee Costs	743,140	429,168	433,601	4,433	1%	
Other Employee Costs	11,500	6,827	5,686	(941)	-14%	
Other Expenses	58,000	21,581	23,503	1,922	9%	
<b>Finance Services Expenditure Total</b>	<b>812,640</b>	<b>457,376</b>	<b>462,790</b>	<b>5,414</b>	<b>1%</b>	
Finance Services Indirect Costs						
Allocations	(811,790)	(456,967)	(459,878)	(2,911)	1%	
<b>Finance Services Indirect Costs Total</b>	<b>(811,790)</b>	<b>(456,967)</b>	<b>(459,878)</b>	<b>(2,911)</b>	<b>1%</b>	
<b>Finance Services Total</b>	<b>(200)</b>	<b>(200)</b>	<b>(0)</b>	<b>200</b>	<b>-100%</b>	

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	Revised Budget 2017/18 \$	YTD Budget Jan-18 \$	YTD Actual Jan-18 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Information Technology</b>						
Information Technology Expenditure						
Employee Costs	399,370	230,616	208,754	(21,862)	-9%	
Other Employee Costs	29,500	20,100	17,424	(2,676)	-13%	
Other Expenses	946,430	608,233	531,039	(77,194)	-13%	\$98k under in Consultants, \$22k over in Leasing Costs
<b>Information Technology Expenditure Total</b>	<b>1,375,300</b>	<b>858,949</b>	<b>757,216</b>	<b>(101,733)</b>	<b>-12%</b>	
Information Technology Indirect Costs						
Allocations	(1,375,300)	(858,949)	(757,216)	101,733	-12%	
<b>Information Technology Indirect Costs Total</b>	<b>(1,375,300)</b>	<b>(858,949)</b>	<b>(757,216)</b>	<b>101,733</b>	<b>-12%</b>	
<b>Information Technology Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Records Management</b>						
Records Management Revenue						
Revenue	(2,000)	(1,169)	(535)	634	-54%	
<b>Records Management Revenue Total</b>	<b>(2,000)</b>	<b>(1,169)</b>	<b>(535)</b>	<b>634</b>	<b>-54%</b>	
Records Management Expenditure						
Employee Costs	248,470	143,502	149,705	6,203	4%	
Other Employee Costs	20,400	11,481	0	(11,481)	-100%	No expenditure for Employee Costs to date.
Other Expenses	144,800	90,800	20,128	(70,472)	-78%	\$65k not yet required for contractors.
<b>Records Management Expenditure Total</b>	<b>413,470</b>	<b>245,583</b>	<b>169,833</b>	<b>(75,750)</b>	<b>-31%</b>	
Records Management Indirect Costs						
Allocations	(411,470)	(244,414)	(169,299)	75,115	-31%	
<b>Records Management Indirect Costs Total</b>	<b>(411,470)</b>	<b>(244,414)</b>	<b>(169,299)</b>	<b>75,115</b>	<b>-31%</b>	
<b>Records Management Total</b>	<b>0</b>	<b>0</b>	<b>(0)</b>	<b>(0)</b>		

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	Revised Budget 2017/18 \$	YTD Budget Jan-18 \$	YTD Actual Jan-18 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Director Community Engagement Expenditure</u></b>						
Director Community Engagement Expenditure						
Employee Costs	285,290	164,755	169,112	4,357	3%	
Other Employee Costs	7,070	4,125	4,496	371	9%	
Other Expenses	3,490	2,049	1,906	(143)	-7%	
<b>Director Community Engagement Expenditure Total</b>	<b>295,850</b>	<b>170,929</b>	<b>175,514</b>	<b>4,585</b>	<b>3%</b>	
<b>Director Community Engagement Expenditure Total</b>	<b>295,850</b>	<b>170,929</b>	<b>175,514</b>	<b>4,585</b>	<b>3%</b>	
<b><u>Director Community Engagement Indirect Costs</u></b>						
Director Community Engagement Indirect Costs						
Allocations	(295,850)	(170,929)	(175,514)	(4,585)	3%	
<b>Director Community Engagement Indirect Costs Total</b>	<b>(295,850)</b>	<b>(170,929)</b>	<b>(175,514)</b>	<b>(4,585)</b>	<b>3%</b>	
<b>Director Community Engagement Indirect Costs Total</b>	<b>(295,850)</b>	<b>(170,929)</b>	<b>(175,514)</b>	<b>(4,585)</b>	<b>3%</b>	
<b><u>Marketing and Communications Expenditure</u></b>						
Marketing and Communications Expenditure						
Employee Costs	461,460	266,514	314,244	47,730	18%	Variance due to department restructure and voluntary redundancy payments.
Other Employee Costs	6,550	6,282	1,455	(4,827)	-77%	
Other Expenses	259,288	168,864	102,325	(66,539)	-39%	\$21k timing variance on events, \$15k timing variance on subscription renewals, \$14k timing variance on advertising, \$16k timing on website design works and other favourable variances that are not individually material.
<b>Marketing and Communications Expenditure Total</b>	<b>727,298</b>	<b>441,660</b>	<b>418,024</b>	<b>(23,636)</b>	<b>-5%</b>	
<b>Marketing and Communications Expenditure Total</b>	<b>727,298</b>	<b>441,660</b>	<b>418,024</b>	<b>(23,636)</b>	<b>-5%</b>	
<b><u>Marketing and Communications Indirect Costs</u></b>						
Marketing and Communications Indirect Costs						
Allocations	162,030	96,798	95,939	(859)	-1%	
<b>Marketing and Communications Indirect Costs Total</b>	<b>162,030</b>	<b>96,798</b>	<b>95,939</b>	<b>(859)</b>	<b>-1%</b>	
<b>Marketing and Communications Indirect Costs Total</b>	<b>162,030</b>	<b>96,798</b>	<b>95,939</b>	<b>(859)</b>	<b>-1%</b>	

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	Revised Budget 2017/18	YTD Budget Jan-18	YTD Actual Jan-18	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
<b>Customer Service Centre</b>						
Customer Services Centre Expenditure						
Employee Costs	456,780	263,800	366,579	102,779	39%	Variance due to department restructure and voluntary redundancy payments, use of casual staff during recruitment process.
Other Employee Costs	8,900	7,400	15,353	7,953	107%	
Other Expenses	39,400	22,876	21,199	(1,677)	-7%	
<b>Customer Services Centre Expenditure Total</b>	<b>505,080</b>	<b>294,076</b>	<b>403,131</b>	<b>109,055</b>	<b>37%</b>	
Customer Services Centre Indirect Costs						
Allocations	(505,080)	(294,076)	(403,131)	(109,055)	37%	
<b>Customer Services Centre Indirect Costs Total</b>	<b>(505,080)</b>	<b>(294,076)</b>	<b>(403,131)</b>	<b>(109,055)</b>	<b>37%</b>	
<b>Customer Service Centre Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(0)</b>		

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	Revised Budget 2017/18 \$	YTD Budget Jan-18 \$	YTD Actual Jan-18 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Beatty Park Leisure Centre Administration</b>						
Beatty Park Leisure Centre Admin Revenue						
Revenue	(2,488,550)	(1,520,015)	(1,464,918)	55,097	-4%	
<b>Beatty Park Leisure Centre Admin Revenue Total</b>	<b>(2,488,550)</b>	<b>(1,520,015)</b>	<b>(1,464,918)</b>	<b>55,097</b>	<b>-4%</b>	
Beatty Park Leisure Centre Admin Indirect Revenue						
Allocations	2,488,550	1,520,015	1,464,918	(55,097)	-4%	
<b>Beatty Park Leisure Centre Admin Indirect Revenue Total</b>	<b>2,488,550</b>	<b>1,520,015</b>	<b>1,464,918</b>	<b>(55,097)</b>	<b>-4%</b>	
Beatty Park Leisure Centre Admin Expenditure						
Employee Costs	855,720	494,037	517,453	23,416	5%	
Other Employee Costs	15,880	9,001	2,458	(6,543)	-73%	
Other Expenses	273,920	167,148	163,998	(3,150)	-2%	
<b>Beatty Park Leisure Centre Admin Expenditure Total</b>	<b>1,145,520</b>	<b>670,186</b>	<b>683,910</b>	<b>13,724</b>	<b>2%</b>	
Beatty Park Leisure Centre Admin Indirect Costs						
Allocations	(1,145,520)	(670,186)	(683,910)	(13,724)	2%	
<b>Beatty Park Leisure Centre Admin Indirect Costs Total</b>	<b>(1,145,520)</b>	<b>(670,186)</b>	<b>(683,910)</b>	<b>(13,724)</b>	<b>2%</b>	
<b>Beatty Park Leisure Centre Administration Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(0)</b>		
<b>Beatty Park Leisure Centre Building</b>						
Beatty Park Leisure Centre Building Revenue						
Revenue	(159,350)	(93,684)	(92,659)	1,025	-1%	
<b>Beatty Park Leisure Centre Building Revenue Total</b>	<b>(159,350)</b>	<b>(93,684)</b>	<b>(92,659)</b>	<b>1,025</b>	<b>-1%</b>	
Beatty Park Leisure Centre Occupancy Costs						
Building Maintenance	581,500	327,344	267,000	(60,344)	-18%	-18% Due to timing and safety constraints, painting maintenance scheduled for the indoor pool area was unable to be undertaken in this period. Electricity expense is also lower than budget due to timing issues. Additionally recent repairs to the geothermal system have led to reduced gas use.
Ground Maintenance	41,500	25,044	9,136	(15,908)	-64%	-64% Behind budget as a consequence of a temporary reduction in resourcing and remainder is a timing issue. Budgeted expense expected to be fully utilised.
Other Expenses	1,495,660	901,732	1,204,674	303,242	34%	34% \$303k unfavourable variance due to increase in depreciation cost after revaluation of building assets. And \$27k savings on utility expense.
<b>Beatty Park Leisure Centre Occupancy Costs Total</b>	<b>2,118,660</b>	<b>1,254,120</b>	<b>1,481,110</b>	<b>226,990</b>	<b>18%</b>	
Beatty Park Leisure Centre Indirect Costs						
Allocations	(1,959,310)	(1,160,436)	(1,388,152)	(227,716)	20%	
<b>Beatty Park Leisure Centre Indirect Costs Total</b>	<b>(1,959,310)</b>	<b>(1,160,436)</b>	<b>(1,388,152)</b>	<b>(227,716)</b>	<b>20%</b>	
<b>Beatty Park Leisure Centre Building Total</b>	<b>0</b>	<b>0</b>	<b>300</b>	<b>300</b>		

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<b><u>Swimming Pool Areas</u></b>						
Swimming Pool Areas Revenue						
Revenue	(1,857,630)	(1,149,953)	(1,092,344)	57,609	-5%	
<b>Swimming Pool Areas Revenue Total</b>	<b>(1,857,630)</b>	<b>(1,149,953)</b>	<b>(1,092,344)</b>	<b>57,609</b>	<b>-5%</b>	
Swimming Pool Areas Indirect Revenue						
Allocations	(388,550)	(239,252)	(230,578)	8,674	-4%	
<b>Swimming Pool Areas Indirect Revenue Total</b>	<b>(388,550)</b>	<b>(239,252)</b>	<b>(230,578)</b>	<b>8,674</b>	<b>-4%</b>	
Swimming Pool Areas Expenditure						
Employee Costs	966,550	557,868	558,735	867	0%	
Other Employee Costs	20,000	12,152	12,399	247	2%	
Other Expenses	176,310	114,794	154,280	39,486	34%	\$15k bulk chemical purchase leading up to summer season and \$11k higher on plant maintenance cost due to reactive maintenance on indoor pool.
<b>Swimming Pool Areas Expenditure Total</b>	<b>1,162,860</b>	<b>684,814</b>	<b>725,415</b>	<b>40,601</b>	<b>6%</b>	
Swimming Pool Areas Indirect Costs						
Allocations	2,385,900	1,410,667	1,559,103	148,436	11%	
<b>Swimming Pool Areas Indirect Costs Total</b>	<b>2,385,900</b>	<b>1,410,667</b>	<b>1,559,103</b>	<b>148,436</b>	<b>11%</b>	
<b>Swimming Pool Areas Total</b>	<b>1,302,580</b>	<b>706,276</b>	<b>961,596</b>	<b>255,320</b>	<b>36%</b>	
<b><u>Swim School</u></b>						
Swim School Revenue						
Revenue	(1,495,000)	(800,140)	(837,282)	(37,142)	5%	
<b>Swim School Revenue Total</b>	<b>(1,495,000)</b>	<b>(800,140)</b>	<b>(837,282)</b>	<b>(37,142)</b>	<b>5%</b>	
Swim School Indirect Revenue						
Allocations	(1,970)	(1,217)	(1,172)	45	-4%	
<b>Swim School Indirect Revenue Total</b>	<b>(1,970)</b>	<b>(1,217)</b>	<b>(1,172)</b>	<b>45</b>	<b>-4%</b>	
Swim School Expenditure						
Employee Costs	832,100	480,121	471,852	(8,269)	-2%	
Other Employee Costs	5,500	2,496	2,241	(255)	-10%	
Other Expenses	26,970	20,985	18,812	(2,173)	-10%	
<b>Swim School Expenditure Total</b>	<b>864,570</b>	<b>503,602</b>	<b>492,905</b>	<b>(10,697)</b>	<b>-2%</b>	
Swim School Indirect Costs						
Allocations	191,210	112,695	115,444	2,749	2%	
<b>Swim School Indirect Costs Total</b>	<b>191,210</b>	<b>112,695</b>	<b>115,444</b>	<b>2,749</b>	<b>2%</b>	
<b>Swim School Total</b>	<b>(441,190)</b>	<b>(185,060)</b>	<b>(230,105)</b>	<b>(45,045)</b>	<b>24%</b>	

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	Revised Budget 2017/18 \$	YTD Budget Jan-18 \$	YTD Actual Jan-18 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Café</b>						
Cafe Revenue						
Revenue	(714,000)	(472,331)	(423,494)	48,838	-10%	\$20k down on Other Contributions. \$23k down on Sale of Food/Refreshments
<b>Cafe Revenue Total</b>	<b>(714,000)</b>	<b>(472,331)</b>	<b>(423,494)</b>	<b>48,838</b>	<b>-10%</b>	
Cafe Indirect Revenue						
Allocations	(1,970)	(1,217)	(1,172)	45	-4%	
<b>Cafe Indirect Revenue Total</b>	<b>(1,970)</b>	<b>(1,217)</b>	<b>(1,172)</b>	<b>45</b>	<b>-4%</b>	
Cafe Expenditure						
Employee Costs	356,640	205,830	241,832	36,002	17%	Additional staff required for busy period.
Other Employee Costs	0	0	507	507		
Other Expenses	301,480	165,397	202,044	36,647	22%	\$33k timing variance for Stock Purchases.
<b>Cafe Expenditure Total</b>	<b>658,120</b>	<b>371,227</b>	<b>444,384</b>	<b>73,157</b>	<b>20%</b>	
Cafe Indirect Costs						
Allocations	102,910	60,789	61,345	556	1%	
<b>Cafe Indirect Costs Total</b>	<b>102,910</b>	<b>60,789</b>	<b>61,345</b>	<b>556</b>	<b>1%</b>	
<b>Café Total</b>	<b>45,060</b>	<b>(41,532)</b>	<b>81,063</b>	<b>122,595</b>	<b>-295%</b>	
<b>Retail</b>						
Retail Revenue						
Revenue	(517,000)	(308,637)	(312,787)	(4,150)	1%	
<b>Retail Revenue Total</b>	<b>(517,000)</b>	<b>(308,637)</b>	<b>(312,787)</b>	<b>(4,150)</b>	<b>1%</b>	
Retail Indirect Revenue						
Allocations	(490)	(302)	(293)	9	-3%	
<b>Retail Indirect Revenue Total</b>	<b>(490)</b>	<b>(302)</b>	<b>(293)</b>	<b>9</b>	<b>-3%</b>	
Retail Expenditure						
Employee Costs	50,000	28,871	27,985	(886)	-3%	
Other Employee Costs	1,500	750	291	(459)	-81%	
Other Expenses	276,490	132,852	142,776	9,924	7%	
<b>Retail Expenditure Total</b>	<b>327,990</b>	<b>162,473</b>	<b>171,053</b>	<b>8,580</b>	<b>5%</b>	
Retail Indirect Costs						
Allocations	81,200	47,988	49,347	1,359	3%	
<b>Retail Indirect Costs Total</b>	<b>81,200</b>	<b>47,988</b>	<b>49,347</b>	<b>1,359</b>	<b>3%</b>	
<b>Retail Total</b>	<b>(108,300)</b>	<b>(98,478)</b>	<b>(92,681)</b>	<b>5,797</b>	<b>-6%</b>	

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	Revised Budget 2017/18 \$	YTD Budget Jan-18 \$	YTD Actual Jan-18 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Health and Fitness</b>						
Health and Fitness Revenue						
Revenue	(221,500)	(148,266)	(111,063)	37,203	-25%	\$44k under for personal training due to lower demand, program under review. \$7k favourable variance due to casual entry and circuit class.
<b>Health and Fitness Revenue Total</b>	<b>(221,500)</b>	<b>(148,266)</b>	<b>(111,063)</b>	<b>37,203</b>	<b>-25%</b>	
Health and Fitness Indirect Revenue						
Allocations	(1,374,500)	(846,342)	(815,666)	30,676	-4%	
<b>Health and Fitness Indirect Revenue Total</b>	<b>(1,374,500)</b>	<b>(846,342)</b>	<b>(815,666)</b>	<b>30,676</b>	<b>-4%</b>	
Health and Fitness Expenditure						
Employee Costs	554,520	320,038	306,274	(13,784)	-4%	
Other Employee Costs	9,000	9,000	2,236	(6,764)	-75%	
Other Expenses	212,040	145,291	132,535	(12,756)	-9%	
<b>Health and Fitness Expenditure Total</b>	<b>775,560</b>	<b>474,329</b>	<b>441,046</b>	<b>(33,283)</b>	<b>-7%</b>	
Health and Fitness Indirect Costs						
Allocations	541,810	320,355	333,418	13,063	4%	
<b>Health and Fitness Indirect Costs Total</b>	<b>541,810</b>	<b>320,355</b>	<b>333,418</b>	<b>13,063</b>	<b>4%</b>	
<b>Health and Fitness Total</b>	<b>(278,630)</b>	<b>(199,924)</b>	<b>(152,265)</b>	<b>47,659</b>	<b>-24%</b>	
<b>Group Fitness</b>						
Group Fitness Revenue						
Revenue	(170,500)	(99,760)	(98,573)	1,187	-1%	
<b>Group Fitness Revenue Total</b>	<b>(170,500)</b>	<b>(99,760)</b>	<b>(98,573)</b>	<b>1,187</b>	<b>-1%</b>	
Group Fitness Indirect Revenue						
Allocations	(466,560)	(287,282)	(276,870)	10,412	-4%	
<b>Group Fitness Indirect Revenue Total</b>	<b>(466,560)</b>	<b>(287,282)</b>	<b>(276,870)</b>	<b>10,412</b>	<b>-4%</b>	
Group Fitness Expenditure						
Employee Costs	275,940	159,191	150,753	(8,438)	-5%	
Other Employee Costs	900	731	610	(121)	-17%	
Other Expenses	116,020	73,175	60,875	(12,300)	-17%	\$8k favourable variance for Other Contractors.
<b>Group Fitness Expenditure Total</b>	<b>392,860</b>	<b>233,097</b>	<b>212,237</b>	<b>(20,860)</b>	<b>-9%</b>	
Group Fitness Indirect Costs						
Allocations	169,050	99,754	113,199	13,445	13%	
<b>Group Fitness Indirect Costs Total</b>	<b>169,050</b>	<b>99,754</b>	<b>113,199</b>	<b>13,445</b>	<b>13%</b>	
<b>Group Fitness Total</b>	<b>(75,150)</b>	<b>(54,191)</b>	<b>(50,006)</b>	<b>4,185</b>	<b>-8%</b>	

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	Revised Budget 2017/18 \$	YTD Budget Jan-18 \$	YTD Actual Jan-18 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Aqua Fitness</b>						
Aqua Fitness Revenue						
Revenue	(30,000)	(16,436)	(17,851)	(1,415)	9%	
<b>Aqua Fitness Revenue Total</b>	<b>(30,000)</b>	<b>(16,436)</b>	<b>(17,851)</b>	<b>(1,415)</b>	<b>9%</b>	
Aqua Fitness Indirect Revenue						
Allocations	(196,990)	(121,296)	(116,900)	4,396	-4%	
<b>Aqua Fitness Indirect Revenue Total</b>	<b>(196,990)</b>	<b>(121,296)</b>	<b>(116,900)</b>	<b>4,396</b>	<b>-4%</b>	
Aqua Fitness Expenditure						
Employee Costs	33,110	19,100	18,740	(360)	-2%	
Other Expenses	8,500	4,964	4,813	(151)	-3%	
<b>Aqua Fitness Expenditure Total</b>	<b>41,610</b>	<b>24,064</b>	<b>23,553</b>	<b>(511)</b>	<b>-2%</b>	
Aqua Fitness Indirect Costs						
Allocations	98,660	58,154	64,359	6,205	11%	
<b>Aqua Fitness Indirect Costs Total</b>	<b>98,660</b>	<b>58,154</b>	<b>64,359</b>	<b>6,205</b>	<b>11%</b>	
<b>Aqua Fitness Total</b>	<b>(86,720)</b>	<b>(55,514)</b>	<b>(46,840)</b>	<b>8,674</b>	<b>-16%</b>	
<b>Creche</b>						
Creche Revenue						
Revenue	(16,500)	(10,098)	(15,712)	(5,614)	56%	
<b>Creche Revenue Total</b>	<b>(16,500)</b>	<b>(10,098)</b>	<b>(15,712)</b>	<b>(5,614)</b>	<b>56%</b>	
Creche Indirect Revenue						
Allocations	(37,520)	(23,107)	(22,267)	840	-4%	
<b>Creche Indirect Revenue Total</b>	<b>(37,520)</b>	<b>(23,107)</b>	<b>(22,267)</b>	<b>840</b>	<b>-4%</b>	
Creche Expenditure						
Employee Costs	231,780	133,787	124,947	(8,840)	-7%	
Other Employee Costs	1,650	1,233	511	(723)	-59%	
Other Expenses	1,950	1,933	1,248	(685)	-35%	
<b>Creche Expenditure Total</b>	<b>235,380</b>	<b>136,953</b>	<b>126,706</b>	<b>(10,247)</b>	<b>-7%</b>	
Creche Indirect Costs						
Allocations	94,110	55,555	59,493	3,938	7%	
<b>Creche Indirect Costs Total</b>	<b>94,110</b>	<b>55,555</b>	<b>59,493</b>	<b>3,938</b>	<b>7%</b>	
<b>Creche Total</b>	<b>275,470</b>	<b>159,303</b>	<b>148,220</b>	<b>(11,083)</b>	<b>-7%</b>	

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	Revised Budget 2017/18 \$	YTD Budget Jan-18 \$	YTD Actual Jan-18 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Community Partnership Mgmt Administration</u></b>						
Community Partnerships Management Administration						
Employee Costs	527,930	304,913	272,280	(32,633)	-11%	Manager position was vacant.
Other Employee Costs	1,150	576	938	362	63%	
Other Expenses	162,500	112,844	49,757	(63,087)	-56%	\$63k Timing variance on use of consultants.
<b>Community Partnerships Management Administration Total</b>	<b>721,580</b>	<b>418,333</b>	<b>322,975</b>	<b>(95,358)</b>	<b>-23%</b>	
Community Partnerships Mgmt Admin Indirect Costs						
Allocations	128,975	77,617	72,803	(4,814)	-6%	
Community Partnerships Mgmt Admin Recove	(850,555)	(495,950)	(395,778)	100,172	-20%	\$100k variance to Allocated Outwards costs to be reviewed.
<b>Community Partnerships Mgmt Admin Indirect Costs Total</b>	<b>(721,580)</b>	<b>(418,333)</b>	<b>(322,975)</b>	<b>95,358</b>	<b>-23%</b>	
<b>Community Partnership Mgmt Administration Total</b>	<b>0</b>	<b>0</b>	<b>(0)</b>	<b>0</b>		
<b><u>Community Connections</u></b>						
Community Connections Expenditure						
Employee Costs	89,440	51,650	48,246	(3,404)	-7%	
Other Employee Costs	4,910	2,865	2,865	0	0%	
Other Expenses	126,200	63,322	67,418	4,066	6%	
<b>Community Connections Expenditure Total</b>	<b>220,550</b>	<b>117,837</b>	<b>118,528</b>	<b>691</b>	<b>1%</b>	
Community Connections Indirect Costs						
Allocations	50,435	30,103	28,645	(1,458)	-5%	
<b>Community Connections Indirect Costs Total</b>	<b>50,435</b>	<b>30,103</b>	<b>28,645</b>	<b>(1,458)</b>	<b>-5%</b>	
<b>Community Connections Total</b>	<b>270,985</b>	<b>147,940</b>	<b>147,173</b>	<b>(767)</b>	<b>-1%</b>	

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	Revised Budget 2017/18 \$	YTD Budget Jan-18 \$	YTD Actual Jan-18 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Recreation, Arts and Culture</u></b>						
Recreation, Arts and Culture Revenue						
Revenue	(18,000)	(5,500)	(460)	5,040	-92%	
<b>Recreation, Arts and Culture Revenue Total</b>	<b>(18,000)</b>	<b>(5,500)</b>	<b>(460)</b>	<b>5,040</b>	<b>-92%</b>	
<b><u>Recreation, Arts and Culture Expenditure</u></b>						
Employee Costs	92,220	53,249	138,052	85,403	160%	Variance due to department restructure and voluntary redundancy payments.
Other Employee Costs	4,950	3,052	2,277	(775)	-25%	
Other Expenses	433,370	190,140	109,255	(80,885)	-43%	\$80k favourable Community Art Programmes, and other variances that are not individually material this is due to programmes due to start in February.
<b>Recreation, Arts and Culture Expenditure Total</b>	<b>530,540</b>	<b>246,441</b>	<b>250,184</b>	<b>3,743</b>	<b>2%</b>	
Recreation, Arts and Culture Indirect Costs						
Allocations	123,915	74,866	81,032	6,166	8%	
Community Partnerships Mgmt Admin Alloca	382,750	223,178	178,100	(45,078)	-20%	\$45k variance to Allocated Outwards costs to be reviewed.
<b>Recreation, Arts and Culture Indirect Costs Total</b>	<b>506,665</b>	<b>298,044</b>	<b>259,132</b>	<b>(38,912)</b>	<b>-13%</b>	
<b>Recreation, Arts and Culture Total</b>	<b>1,019,205</b>	<b>538,985</b>	<b>508,856</b>	<b>(30,129)</b>	<b>-6%</b>	
<b><u>Senior, Disability and Youth Services</u></b>						
Senior, Disability and Youth Services Revenue						
Revenue	(53,000)	(18,896)	(6,171)	12,725	-67%	Made up of various variances that are not individually material.
<b>Senior, Disability and Youth Services Revenue Total</b>	<b>(53,000)</b>	<b>(18,896)</b>	<b>(6,171)</b>	<b>12,725</b>	<b>-67%</b>	
Senior, Disability and Youth Services Expenditure						
Employee Costs	178,870	103,306	123,015	19,709	19%	Salary is over budget due to staff changes within the directorate whereby allocations need to be corrected.
Other Employee Costs	2,050	2,050	844	(1,206)	-59%	
Other Expenses	269,470	132,095	57,899	(74,190)	-56%	\$46k Community Support Grant not yet spent and other favourable variances that are not individually material.
<b>Senior, Disability and Youth Services Expenditure Total</b>	<b>450,390</b>	<b>237,451</b>	<b>181,758</b>	<b>(55,693)</b>	<b>-23%</b>	
Senior, Disability and Youth Serv Indirect Costs						
Allocations	127,885	77,172	71,570	(5,602)	-7%	
Community Partnerships Mgmt Admin Alloca	340,225	198,379	158,311	(40,068)	-20%	\$40k variance to Allocated Outwards costs to be reviewed.
<b>Senior, Disability and Youth Serv Indirect Costs Total</b>	<b>468,110</b>	<b>275,551</b>	<b>229,882</b>	<b>(45,669)</b>	<b>-17%</b>	
<b>Senior, Disability and Youth Services Total</b>	<b>865,500</b>	<b>494,106</b>	<b>405,468</b>	<b>(88,638)</b>	<b>-18%</b>	

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	Revised Budget 2017/18 \$	YTD Budget Jan-18 \$	YTD Actual Jan-18 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Library Services</b>						
Library Services Revenue						
Revenue	(24,970)	(14,112)	(13,718)	394	-3%	
<b>Library Services Revenue Total</b>	<b>(24,970)</b>	<b>(14,112)</b>	<b>(13,718)</b>	<b>394</b>	<b>-3%</b>	
Library Services Expenditure						
Employee Costs	912,920	527,124	479,219	(47,905)	-9%	
Other Employee Costs	7,290	7,260	4,574	(2,686)	-37%	
Other Expenses	92,300	52,267	43,463	(8,804)	-17%	
<b>Library Services Expenditure Total</b>	<b>1,012,510</b>	<b>586,651</b>	<b>527,256</b>	<b>(59,395)</b>	<b>-10%</b>	
Library Services Indirect Costs						
Allocations	433,300	263,215	230,245	(32,970)	-13%	
Community Partnerships Mgmt Admin Alloca	127,580	74,393	59,367	(15,026)	-20%	\$15k variance to Allocated Outwards costs to be reviewed.
<b>Library Services Indirect Costs Total</b>	<b>560,880</b>	<b>337,608</b>	<b>289,612</b>	<b>(47,996)</b>	<b>-14%</b>	
<b>Library Services Total</b>	<b>1,548,420</b>	<b>910,147</b>	<b>803,150</b>	<b>(106,997)</b>	<b>-12%</b>	
<b>Library Building</b>						
Library Occupancy Costs						
Building Maintenance	99,300	58,244	50,498	(7,746)	-13%	
Other Expenses	176,910	97,320	104,466	7,146	7%	
<b>Library Occupancy Costs Total</b>	<b>276,210</b>	<b>155,564</b>	<b>154,964</b>	<b>(600)</b>	<b>0%</b>	
Library Indirect Costs						
Allocations	5,430	3,164	2,850	(314)	-10%	
<b>Library Indirect Costs Total</b>	<b>5,430</b>	<b>3,164</b>	<b>2,850</b>	<b>(314)</b>	<b>-10%</b>	
<b>Library Building Total</b>	<b>281,640</b>	<b>158,728</b>	<b>157,814</b>	<b>(914)</b>	<b>-1%</b>	

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<b><u>Ranger Services Administration</u></b>						
Ranger Services Administration Revenue						
Revenue	(3,870)	(2,254)	(1,943)	312	-14%	
<b>Ranger Services Administration Revenue Total</b>	<b>(3,870)</b>	<b>(2,254)</b>	<b>(1,943)</b>	<b>312</b>	<b>-14%</b>	
Ranger Services Administration Expenditure						
Employee Costs	2,379,630	1,374,430	1,281,107	(93,323)	-7%	
Other Employee Costs	38,680	21,880	22,732	852	4%	
Other Expenses	153,680	87,108	51,780	(35,320)	-41%	\$19k legal costs not yet required and various favourable variances that are not individually material.
<b>Ranger Services Administration Expenditure Total</b>	<b>2,569,990</b>	<b>1,483,416</b>	<b>1,355,619</b>	<b>(127,797)</b>	<b>-9%</b>	
Ranger Services Administration Indirect Costs						
Allocations	(2,566,120)	(1,481,162)	(1,353,676)	127,486	-9%	
<b>Ranger Services Administration Indirect Costs Total</b>	<b>(2,566,120)</b>	<b>(1,481,162)</b>	<b>(1,353,676)</b>	<b>127,486</b>	<b>-9%</b>	
<b>Ranger Services Administration Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b><u>Fire Prevention</u></b>						
Fire Prevention Revenue						
Revenue	(5,000)	(2,919)	(3,157)	(238)	8%	
<b>Fire Prevention Revenue Total</b>	<b>(5,000)</b>	<b>(2,919)</b>	<b>(3,157)</b>	<b>(238)</b>	<b>8%</b>	
Fire Prevention Indirect Costs						
Allocations	214,940	125,453	117,517	(7,936)	-6%	
<b>Fire Prevention Indirect Costs Total</b>	<b>214,940</b>	<b>125,453</b>	<b>117,517</b>	<b>(7,936)</b>	<b>-6%</b>	
<b>Fire Prevention Total</b>	<b>209,940</b>	<b>122,534</b>	<b>114,360</b>	<b>(8,174)</b>	<b>-7%</b>	

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	Revised Budget 2017/18 \$	YTD Budget Jan-18 \$	YTD Actual Jan-18 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Animal Control</u></b>						
Animal Control Revenue						
Revenue	(107,700)	(82,906)	(66,803)	16,103	-19%	\$14k Dog registration fees lower than anticipated.
<b>Animal Control Revenue Total</b>	<b>(107,700)</b>	<b>(82,906)</b>	<b>(66,803)</b>	<b>16,103</b>	<b>-19%</b>	
Animal Control Expenditure						
Other Expenses	16,650	8,633	7,295	(1,338)	-15%	
<b>Animal Control Expenditure Total</b>	<b>16,650</b>	<b>8,633</b>	<b>7,295</b>	<b>(1,338)</b>	<b>-15%</b>	
Animal Control Indirect Costs						
Allocations	214,940	125,453	115,917	(9,536)	-8%	
<b>Animal Control Indirect Costs Total</b>	<b>214,940</b>	<b>125,453</b>	<b>115,917</b>	<b>(9,536)</b>	<b>-8%</b>	
<b>Animal Control Total</b>	<b>123,890</b>	<b>51,180</b>	<b>56,409</b>	<b>5,229</b>	<b>10%</b>	
<b><u>Local Laws (Law and Order)</u></b>						
Local Laws (Law and Order) Revenue						
Revenue	(54,000)	(31,507)	(29,164)	2,343	-7%	
<b>Local Laws (Law and Order) Revenue Total</b>	<b>(54,000)</b>	<b>(31,507)</b>	<b>(29,164)</b>	<b>2,343</b>	<b>-7%</b>	
Local Laws (Law and Order) Indirect Costs						
Allocations	422,870	246,675	226,886	(19,789)	-8%	
<b>Local Laws (Law and Order) Indirect Costs Total</b>	<b>422,870</b>	<b>246,675</b>	<b>226,886</b>	<b>(19,789)</b>	<b>-8%</b>	
<b>Local Laws (Law and Order) Total</b>	<b>368,870</b>	<b>215,168</b>	<b>197,722</b>	<b>(17,446)</b>	<b>-8%</b>	

CITY OF VINCENT  
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	Revised Budget 2017/18 \$	YTD Budget Jan-18 \$	YTD Actual Jan-18 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Abandoned Vehicles</b>						
Abandoned Vehicles Revenue						
Revenue	(21,000)	(12,250)	(15,280)	(3,030)	25%	
<b>Abandoned Vehicles Revenue Total</b>	<b>(21,000)</b>	<b>(12,250)</b>	<b>(15,280)</b>	<b>(3,030)</b>	<b>25%</b>	
Abandoned Vehicles Expenditure						
Other Expenses	17,500	10,206	6,353	(3,853)	-38%	
<b>Abandoned Vehicles Expenditure Total</b>	<b>17,500</b>	<b>10,206</b>	<b>6,353</b>	<b>(3,853)</b>	<b>-38%</b>	
Abandoned Vehicles Indirect Costs						
Allocations	214,940	125,453	115,917	(9,536)	-8%	
<b>Abandoned Vehicles Indirect Costs Total</b>	<b>214,940</b>	<b>125,453</b>	<b>115,917</b>	<b>(9,536)</b>	<b>-8%</b>	
<b>Abandoned Vehicles Total</b>	<b>211,440</b>	<b>123,409</b>	<b>106,991</b>	<b>(16,418)</b>	<b>-13%</b>	

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	Revised Budget 2017/18 \$	YTD Budget Jan-18 \$	YTD Actual Jan-18 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Inspectorial Control</u></b>						
Inspectorial Control Revenue						
Revenue	(2,483,800)	(1,458,256)	(1,327,991)	130,265	-9%	
<b>Inspectorial Control Revenue Total</b>	<b>(2,483,800)</b>	<b>(1,458,256)</b>	<b>(1,327,991)</b>	<b>130,265</b>	<b>-9%</b>	
Inspectorial Control Expenditure						
Other Expenses	1,034,630	778,945	647,889	(131,056)	-17%	\$125k timing variance on fines lodgment fees; \$40k timing variance on software licence, which will be incurred once handheld enforcement devices are set up; \$21k not yet required for Parking ticket supplies; depreciation expense \$44k higher than budget estimates.
<b>Inspectorial Control Expenditure Total</b>	<b>1,034,630</b>	<b>778,945</b>	<b>647,889</b>	<b>(131,056)</b>	<b>-17%</b>	
Inspectorial Control Indirect Costs						
Allocations	2,469,470	1,440,566	1,324,742	(115,824)	-8%	
<b>Inspectorial Control Indirect Costs Total</b>	<b>2,469,470</b>	<b>1,440,566</b>	<b>1,324,742</b>	<b>(115,824)</b>	<b>-8%</b>	
<b>Inspectorial Control Total</b>	<b>1,020,300</b>	<b>761,255</b>	<b>644,641</b>	<b>(116,614)</b>	<b>-15%</b>	
<b><u>Car Park Control</u></b>						
Car Park Control Revenue						
Revenue	(2,758,160)	(1,620,392)	(1,597,610)	22,782	-1%	
<b>Car Park Control Revenue Total</b>	<b>(2,758,160)</b>	<b>(1,620,392)</b>	<b>(1,597,610)</b>	<b>22,782</b>	<b>-1%</b>	
Car Park Control Expenditure						
Ground Maintenance	193,280	105,083	88,678	(16,405)	-16%	Maintenance works required lower than budget estimation.
Other Expenses	760,620	418,068	378,434	(39,634)	-9%	
<b>Car Park Control Expenditure Total</b>	<b>953,900</b>	<b>523,151</b>	<b>467,112</b>	<b>(56,039)</b>	<b>-11%</b>	
<b>Car Park Control Total</b>	<b>(1,804,260)</b>	<b>(1,097,241)</b>	<b>(1,130,498)</b>	<b>(33,257)</b>	<b>3%</b>	

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	Revised Budget 2017/18 \$	YTD Budget Jan-18 \$	YTD Actual Jan-18 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Kerbside Parking Control</u></b>						
Kerbside Parking Control Revenue						
Revenue	(2,396,180)	(1,397,774)	(1,435,859)	(38,085)	3%	
<b>Kerbside Parking Control Revenue Total</b>	<b>(2,396,180)</b>	<b>(1,397,774)</b>	<b>(1,435,859)</b>	<b>(38,085)</b>	<b>3%</b>	
Kerbside Parking Control Expenditure						
Other Expenses	526,220	286,089	290,255	4,166	1%	
<b>Kerbside Parking Control Expenditure Total</b>	<b>526,220</b>	<b>286,089</b>	<b>290,255</b>	<b>4,166</b>	<b>1%</b>	
<b>Kerbside Parking Control Total</b>	<b>(1,869,960)</b>	<b>(1,111,685)</b>	<b>(1,145,604)</b>	<b>(33,919)</b>	<b>3%</b>	
<b><u>Dog Pound Expenditure</u></b>						
Dog Pound Expenditure						
Building Maintenance	5,150	2,894	2,009	(885)	-31%	
Other Expenses	5,720	3,339	0	(3,339)	-100%	
<b>Dog Pound Expenditure Total</b>	<b>10,870</b>	<b>6,233</b>	<b>2,009</b>	<b>(4,224)</b>	<b>-68%</b>	
<b>Dog Pound Expenditure Total</b>	<b>10,870</b>	<b>6,233</b>	<b>2,009</b>	<b>(4,224)</b>	<b>-68%</b>	

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	Revised Budget 2017/18 \$	YTD Budget Jan-18 \$	YTD Actual Jan-18 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Director Development Services</b>						
Director Development Services Expenditure						
Employee Costs	411,410	237,575	233,401	(4,174)	-2%	
Other Employee Costs	2,440	2,440	510	(1,931)	-79%	
Other Expenses	37,830	2,814	2,251	(563)	-20%	
<b>Director Development Services Expenditure Total</b>	<b>451,680</b>	<b>242,829</b>	<b>236,162</b>	<b>(6,667)</b>	<b>-3%</b>	
Director Development Services Indirect Costs						
Allocations	(451,680)	(242,829)	(236,162)	6,667	-3%	
<b>Director Development Services Indirect Costs Total</b>	<b>(451,680)</b>	<b>(242,829)</b>	<b>(236,162)</b>	<b>6,667</b>	<b>-3%</b>	
<b>Director Development Services Total</b>	<b>0</b>	<b>0</b>	<b>(0)</b>	<b>0</b>		
<b>Health Administration and Inspection</b>						
Health Administration and Inspection Revenue						
Revenue	(309,860)	(156,347)	(294,265)	(137,918)	88%	88% \$96k 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.
<b>Health Administration and Inspection Revenue Total</b>	<b>(309,860)</b>	<b>(156,347)</b>	<b>(294,265)</b>	<b>(137,918)</b>	<b>88%</b>	
Health Administration and Inspection Expenditure						
Employee Costs	670,120	386,988	355,815	(31,171)	-8%	
Other Employee Costs	22,380	12,980	10,778	(2,202)	-17%	
Other Expenses	78,800	37,508	35,980	(1,520)	-4%	
<b>Health Administration and Inspection Expenditure Total</b>	<b>771,300</b>	<b>437,472</b>	<b>402,573</b>	<b>(34,899)</b>	<b>-8%</b>	
Health Administration and Inspection Indirect Cost						
Allocations	339,850	200,845	187,500	(13,345)	-7%	
<b>Health Administration and Inspection Indirect Cost Total</b>	<b>339,850</b>	<b>200,845</b>	<b>187,500</b>	<b>(13,345)</b>	<b>-7%</b>	
<b>Health Administration and Inspection Total</b>	<b>801,290</b>	<b>481,970</b>	<b>295,808</b>	<b>(186,162)</b>	<b>-39%</b>	

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	Revised Budget 2017/18 \$	YTD Budget Jan-18 \$	YTD Actual Jan-18 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Food Control</u></b>						
Food Control Revenue						
Revenue	(2,000)	(1,000)	0	1,000	-100%	
<b>Food Control Revenue Total</b>	<b>(2,000)</b>	<b>(1,000)</b>	<b>0</b>	<b>1,000</b>	<b>-100%</b>	
Food Control Expenditure						
Other Expenses	21,500	11,000	8,521	(2,479)	-23%	
<b>Food Control Expenditure Total</b>	<b>21,500</b>	<b>11,000</b>	<b>8,521</b>	<b>(2,479)</b>	<b>-23%</b>	
<b>Food Control Total</b>	<b>19,500</b>	<b>10,000</b>	<b>8,521</b>	<b>(1,479)</b>	<b>-15%</b>	
<b><u>Health Clinics</u></b>						
Health Clinics Revenue						
Revenue	(19,080)	(14,266)	(14,130)	136	-1%	
<b>Health Clinics Revenue Total</b>	<b>(19,080)</b>	<b>(14,266)</b>	<b>(14,130)</b>	<b>136</b>	<b>-1%</b>	
Health Clinics Expenditure						
Building Maintenance	29,530	16,846	12,421	(4,425)	-26%	
Ground Maintenance	0	0	1,972	1,972		
Other Expenses	65,530	37,867	37,104	(763)	-2%	
<b>Health Clinics Expenditure Total</b>	<b>95,060</b>	<b>54,713</b>	<b>51,497</b>	<b>(3,217)</b>	<b>-6%</b>	
Health Clinics Indirect Costs						
Allocations	2,400	1,400	1,263	(137)	-10%	
<b>Health Clinics Indirect Costs Total</b>	<b>2,400</b>	<b>1,400</b>	<b>1,263</b>	<b>(137)</b>	<b>-10%</b>	
<b>Health Clinics Total</b>	<b>78,380</b>	<b>41,847</b>	<b>38,629</b>	<b>(3,218)</b>	<b>-8%</b>	

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	Revised Budget 2017/18	YTD Budget Jan-18	YTD Actual Jan-18	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
<b><u>Statutory Planning Services</u></b>						
Statutory Planning Services Revenue						
Revenue	(645,570)	(376,586)	(246,965)	129,621	-34%	Development application fees lower than anticipated.
<b>Statutory Planning Services Revenue Total</b>	<b>(645,570)</b>	<b>(376,586)</b>	<b>(246,965)</b>	<b>129,621</b>	<b>-34%</b>	
Statutory Planning Services Expenditure						
Employee Costs	1,255,300	724,955	636,614	(88,341)	-12%	Positions vacant, agency staff used.
Other Employee Costs	24,810	14,466	70,056	55,590	384%	Agency staff used to fill vacant positions.
Other Expenses	266,900	155,687	299,014	143,327	92%	\$23k savings on Development application panel fees and \$172k higher on legal costs.
<b>Statutory Planning Services Expenditure Total</b>	<b>1,547,010</b>	<b>895,108</b>	<b>1,005,684</b>	<b>110,576</b>	<b>12%</b>	
Statutory Planning Services Indirect Costs						
Allocations	700,915	419,643	418,987	(656)	0%	
<b>Statutory Planning Services Indirect Costs Total</b>	<b>700,915</b>	<b>419,643</b>	<b>418,987</b>	<b>(656)</b>	<b>0%</b>	
<b>Statutory Planning Services Total</b>	<b>1,602,355</b>	<b>938,165</b>	<b>1,177,706</b>	<b>239,541</b>	<b>26%</b>	

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	Revised Budget 2017/18	YTD Budget Jan-18	YTD Actual Jan-18	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
<b>Compliance Services</b>						
Compliance Services Revenue						
Revenue	(31,400)	(18,319)	(9,419)	8,900	-49%	
<b>Compliance Services Revenue Total</b>	<b>(31,400)</b>	<b>(18,319)</b>	<b>(9,419)</b>	<b>8,900</b>	<b>-49%</b>	
Compliance Services Expenditure						
Employee Costs	350,100	202,188	208,747	6,559	3%	
Other Employee Costs	6,960	4,060	3,223	(837)	-21%	
Other Expenses	57,900	33,775	18,594	(15,181)	-45%	\$14k legal cost not yet required.
<b>Compliance Services Expenditure Total</b>	<b>414,960</b>	<b>240,023</b>	<b>230,563</b>	<b>(9,460)</b>	<b>-4%</b>	
Compliance Services Indirect Costs						
Allocations	249,315	145,811	139,282	(6,529)	-4%	
<b>Compliance Services Indirect Costs Total</b>	<b>249,315</b>	<b>145,811</b>	<b>139,282</b>	<b>(6,529)</b>	<b>-4%</b>	
<b>Compliance Services Total</b>	<b>632,875</b>	<b>367,515</b>	<b>360,426</b>	<b>(7,089)</b>	<b>-2%</b>	

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	Revised Budget 2017/18	YTD Budget Jan-18	YTD Actual Jan-18	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
<b><u>Policy and Place Services</u></b>						
Policy and Place Services Revenue						
Revenue	(16,410)	(8,319)	(7,296)	1,023	-12%	
<b>Policy and Place Services Revenue Total</b>	<b>(16,410)</b>	<b>(8,319)</b>	<b>(7,296)</b>	<b>1,023</b>	<b>-12%</b>	
Policy and Place Serv Expenditure						
Employee Costs	896,520	517,733	487,417	(30,310)	-6%	
Other Employee Costs	15,260	9,610	7,539	(2,071)	-22%	
Other Expenses	565,520	362,156	100,591	(261,565)	-72%	Timing variance, \$98k on Strategic Planning Programmes, \$24k on Place Management Programmes, \$29k on Grants and Donation.
<b>Policy and Place Serv Expenditure Total</b>	<b>1,477,300</b>	<b>889,499</b>	<b>595,546</b>	<b>(293,953)</b>	<b>-33%</b>	
Policy and Place Services Indirect Cost						
Allocations	360,880	215,180	200,124	(15,056)	-7%	
<b>Policy and Place Services Indirect Cost Total</b>	<b>360,880</b>	<b>215,180</b>	<b>200,124</b>	<b>(15,056)</b>	<b>-7%</b>	
<b>Policy and Place Services Total</b>	<b>1,821,770</b>	<b>1,096,360</b>	<b>788,374</b>	<b>(307,986)</b>	<b>-28%</b>	

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	Revised Budget 2017/18 \$	YTD Budget Jan-18 \$	YTD Actual Jan-18 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Building Control</u></b>						
Building Control Revenue						
Revenue	(239,410)	(139,657)	(160,446)	(20,789)	15%	Building Licence applications higher than budget estimates.
<b>Building Control Revenue Total</b>	<b>(239,410)</b>	<b>(139,657)</b>	<b>(160,446)</b>	<b>(20,789)</b>	<b>15%</b>	
Building Control Expenditure						
Employee Costs	391,530	226,122	179,941	(48,181)	-20%	Part-time positions vacant.
Other Employee Costs	10,590	6,181	14,196	8,015	130%	
Other Expenses	44,500	25,956	11,366	(14,590)	-56%	Made up of various favourable variances that are not individually material.
<b>Building Control Expenditure Total</b>	<b>446,620</b>	<b>258,259</b>	<b>205,503</b>	<b>(52,756)</b>	<b>-20%</b>	
Building Control Indirect Costs						
Allocations	301,735	176,667	175,499	(1,168)	-1%	
<b>Building Control Indirect Costs Total</b>	<b>301,735</b>	<b>176,667</b>	<b>175,499</b>	<b>(1,168)</b>	<b>-1%</b>	
<b>Building Control Total</b>	<b>508,945</b>	<b>295,269</b>	<b>220,556</b>	<b>(74,713)</b>	<b>-25%</b>	
<b><u>Director Technical Services</u></b>						
Director Technical Services Expenditure						
Employee Costs	378,680	218,666	117,027	(101,639)	-46%	Director position to be filled in January 2018.
Other Employee Costs	10,520	6,781	7,722	941	14%	
Other Expenses	65,200	39,612	26,039	(13,573)	-34%	Made up of various favourable variances that are not individually material.
<b>Director Technical Services Expenditure Total</b>	<b>454,400</b>	<b>265,059</b>	<b>150,788</b>	<b>(114,271)</b>	<b>-43%</b>	
Director Technical Services Indirect Costs						
Allocations	(454,400)	(265,059)	(150,788)	114,271	-43%	
<b>Director Technical Services Indirect Costs Total</b>	<b>(454,400)</b>	<b>(265,059)</b>	<b>(150,788)</b>	<b>114,271</b>	<b>-43%</b>	
<b>Director Technical Services Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		

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	Revised Budget 2017/18 \$	YTD Budget Jan-18 \$	YTD Actual Jan-18 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Engineering Design Services</b>						
Engineering Design Services Revenue						
Revenue	(6,050)	(3,315)	(4,353)	(1,038)	31%	
<b>Engineering Design Services Revenue Total</b>	<b>(6,050)</b>	<b>(3,315)</b>	<b>(4,353)</b>	<b>(1,038)</b>	<b>31%</b>	
Engineering Design Services Expenditure						
Employee Costs	495,550	286,179	318,397	32,218	11%	\$13k long service leave cashed out and Manager Engineering Design is acting on Director Technical Services role.
Other Employee Costs	11,100	5,905	22,661	16,756	284%	Agency Labour Costs not budgeted for.
Other Expenses	250,750	156,315	92,922	(63,393)	-41%	\$12k not yet required for building condition survey and consultants; \$15k timing variance on traffic survey; \$17k on Consultants not required yet.
<b>Engineering Design Services Expenditure Total</b>	<b>757,400</b>	<b>448,399</b>	<b>433,980</b>	<b>(14,419)</b>	<b>-3%</b>	
Engineering Design Services Indirect Costs						
Allocations	369,635	219,997	191,399	(28,598)	-13%	
<b>Engineering Design Services Indirect Costs Total</b>	<b>369,635</b>	<b>219,997</b>	<b>191,399</b>	<b>(28,598)</b>	<b>-13%</b>	
<b>Engineering Design Services Total</b>	<b>1,120,985</b>	<b>665,081</b>	<b>621,026</b>	<b>(44,055)</b>	<b>-7%</b>	
<b>Bike Station Expenditure</b>						
Bike Station Expenditure						
Other Expenses	6,000	3,000	4,323	1,323	44%	
<b>Bike Station Expenditure Total</b>	<b>6,000</b>	<b>3,000</b>	<b>4,323</b>	<b>1,323</b>	<b>44%</b>	
<b>Bike Station Expenditure Total</b>	<b>6,000</b>	<b>3,000</b>	<b>4,323</b>	<b>1,323</b>	<b>44%</b>	

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	Revised Budget 2017/18 \$	YTD Budget Jan-18 \$	YTD Actual Jan-18 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Street Lighting</u></b>						
Street Lighting Revenue						
Revenue	(23,000)	0	0	0		
<b>Street Lighting Revenue Total</b>	<b>(23,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>		
Street Lighting Expenditure						
Other Expenses	840,000	487,500	406,360	(81,140)	-17%	Timing variance on invoices from Synergy for electricity expenses.
<b>Street Lighting Expenditure Total</b>	<b>840,000</b>	<b>487,500</b>	<b>406,360</b>	<b>(81,140)</b>	<b>-17%</b>	
<b>Street Lighting Total</b>	<b>817,000</b>	<b>487,500</b>	<b>406,360</b>	<b>(81,140)</b>	<b>-17%</b>	
<b><u>Underground Power Project</u></b>						
Underground Power Project Revenue						
Revenue	0	0	(311)	(311)		
<b>Underground Power Project Revenue Total</b>	<b>0</b>	<b>0</b>	<b>(311)</b>	<b>(311)</b>		
<b>Underground Power Project Total</b>	<b>0</b>	<b>0</b>	<b>(311)</b>	<b>(311)</b>		
<b><u>Bus Shelter</u></b>						
Bus Shelter Revenue						
Revenue	(59,000)	(25,000)	(25,758)	(758)	3%	
<b>Bus Shelter Revenue Total</b>	<b>(59,000)</b>	<b>(25,000)</b>	<b>(25,758)</b>	<b>(758)</b>	<b>3%</b>	
Bus Shelter Expenditure						
Other Expenses	45,930	25,606	58,997	33,391	130%	\$32k unfavourable variance in depreciation expense, to be reviewed in mid year budget review.
<b>Bus Shelter Expenditure Total</b>	<b>45,930</b>	<b>25,606</b>	<b>58,997</b>	<b>33,391</b>	<b>130%</b>	
<b>Bus Shelter Total</b>	<b>(13,070)</b>	<b>606</b>	<b>33,239</b>	<b>32,633</b>	<b>5385%</b>	

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	Revised Budget 2017/18 \$	YTD Budget Jan-18 \$	YTD Actual Jan-18 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Parking and Street Name Signs Expenditure</u></b>						
Parking and Street Name Signs Expenditure						
Other Expenses	91,000	45,500	42,429	(3,071)	-7%	
<b>Parking and Street Name Signs Expenditure Total</b>	<b>91,000</b>	<b>45,500</b>	<b>42,429</b>	<b>(3,071)</b>	<b>-7%</b>	
<b>Parking and Street Name Signs Expenditure Total</b>	<b>91,000</b>	<b>45,500</b>	<b>42,429</b>	<b>(3,071)</b>	<b>-7%</b>	
<b><u>Crossovers</u></b>						
Crossovers Expenditure						
Other Expenses	15,000	7,500	6,655	(845)	-11%	
<b>Crossovers Expenditure Total</b>	<b>15,000</b>	<b>7,500</b>	<b>6,655</b>	<b>(845)</b>	<b>-11%</b>	
<b>Crossovers Total</b>	<b>15,000</b>	<b>7,500</b>	<b>6,655</b>	<b>(845)</b>	<b>-11%</b>	
<b><u>Roads Linemarking Expenditure</u></b>						
Roads Linemarking Expenditure						
Other Expenses	60,000	35,000	21,988	(13,012)	-37%	No major reactive maintenance work required.
<b>Roads Linemarking Expenditure Total</b>	<b>60,000</b>	<b>35,000</b>	<b>21,988</b>	<b>(13,012)</b>	<b>-37%</b>	
<b>Roads Linemarking Expenditure Total</b>	<b>60,000</b>	<b>35,000</b>	<b>21,988</b>	<b>(13,012)</b>	<b>-37%</b>	
<b><u>Tree Lighting Leederville Expenditure</u></b>						
Tree Lighting Leederville Expenditure						
Other Expenses	50,000	25,000	79	(24,921)	-100%	Timing variance on invoice.
<b>Tree Lighting Leederville Expenditure Total</b>	<b>50,000</b>	<b>25,000</b>	<b>79</b>	<b>(24,921)</b>	<b>-100%</b>	
<b>Tree Lighting Leederville Expenditure Total</b>	<b>50,000</b>	<b>25,000</b>	<b>79</b>	<b>(24,921)</b>	<b>-100%</b>	

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	Revised Budget 2017/18 \$	YTD Budget Jan-18 \$	YTD Actual Jan-18 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Parklets Expenditure</u></b>						
Parklets Expenditure						
Other Expenses	4,000	2,169	1,543	(626)	-29%	
<b>Parklets Expenditure Total</b>	<b>4,000</b>	<b>2,169</b>	<b>1,543</b>	<b>(626)</b>	<b>-29%</b>	
<b>Parklets Expenditure Total</b>	<b>4,000</b>	<b>2,169</b>	<b>1,543</b>	<b>(626)</b>	<b>-29%</b>	
<b><u>Environmental Services</u></b>						
Environmental Services Revenue						
Revenue	(24,500)	(14,294)	(9,909)	4,385	-31%	
<b>Environmental Services Revenue Total</b>	<b>(24,500)</b>	<b>(14,294)</b>	<b>(9,909)</b>	<b>4,385</b>	<b>-31%</b>	
Environmental Services Expenditure						
Employee Costs	87,200	50,354	50,501	147	0%	
Other Expenses	224,940	126,407	109,299	(17,108)	-14%	
<b>Environmental Services Expenditure Total</b>	<b>312,140</b>	<b>176,761</b>	<b>159,800</b>	<b>(16,961)</b>	<b>-10%</b>	
Environmental Services Indirect Costs						
Allocations	53,530	31,893	24,591	(7,302)	-23%	
<b>Environmental Services Indirect Costs Total</b>	<b>53,530</b>	<b>31,893</b>	<b>24,591</b>	<b>(7,302)</b>	<b>-23%</b>	
<b>Environmental Services Total</b>	<b>341,170</b>	<b>194,360</b>	<b>174,482</b>	<b>(19,878)</b>	<b>-10%</b>	

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	Revised Budget 2017/18 \$	YTD Budget Jan-18 \$	YTD Actual Jan-18 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Property Management Administration</u></b>						
Property Management Administration Revenue						
Revenue	(2,810)	(1,638)	(4,335)	(2,697)	165%	
<b>Property Management Administration Revenue Total</b>	<b>(2,810)</b>	<b>(1,638)</b>	<b>(4,335)</b>	<b>(2,697)</b>	<b>165%</b>	
Property Management Administration Expenditure						
Employee Costs	319,640	184,637	175,772	(8,865)	-5%	
Other Employee Costs	4,060	2,368	2,368	0	0%	
Other Expenses	42,930	6,894	24,206	17,312	251%	\$16k variance on Consultants fees.
<b>Property Management Administration Expenditure Total</b>	<b>366,630</b>	<b>193,899</b>	<b>202,345</b>	<b>8,446</b>	<b>4%</b>	
Property Management Administration Indirect Costs						
Allocations	208,445	123,268	94,912	(28,356)	-23%	
<b>Property Management Administration Indirect Costs Total</b>	<b>208,445</b>	<b>123,268</b>	<b>94,912</b>	<b>(28,356)</b>	<b>-23%</b>	
<b>Property Management Administration Total</b>	<b>572,265</b>	<b>315,529</b>	<b>292,923</b>	<b>(22,606)</b>	<b>-7%</b>	
<b><u>Civic Centre Building</u></b>						
Civic Centre Building Expenditure						
Building Maintenance	236,800	172,907	199,975	27,068	16%	Parks and garden costs incorrectly allocated to this account; to be corrected in February 2018.
Ground Maintenance	73,000	53,331	49,232	(4,099)	-8%	
Other Expenses	426,430	232,844	385,130	152,286	65%	\$171k unfavourable variance due to increase in depreciation cost after revaluation of building assets, \$9k favourable timing variance on Electricity and \$9k favourable variance on rates and levy due to timing.
<b>Civic Centre Building Expenditure Total</b>	<b>736,230</b>	<b>459,082</b>	<b>634,337</b>	<b>175,255</b>	<b>38%</b>	
Civic Centre Building Indirect Costs						
Allocations	(736,230)	(459,082)	(634,337)	(175,255)	38%	
<b>Civic Centre Building Indirect Costs Total</b>	<b>(736,230)</b>	<b>(459,082)</b>	<b>(634,337)</b>	<b>(175,255)</b>	<b>38%</b>	
<b>Civic Centre Building Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(0)</b>		

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	Revised Budget 2017/18	YTD Budget Jan-18	YTD Actual Jan-18	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
<b>Child Care Centres and Play Groups</b>						
Child Care Centres and Play Groups Revenue						
Revenue	(21,580)	(12,806)	(8,162)	4,644	-36%	
<b>Child Care Centres and Play Groups Revenue Total</b>	<b>(21,580)</b>	<b>(12,806)</b>	<b>(8,162)</b>	<b>4,644</b>	<b>-36%</b>	
Child Care Centres and Play Groups Expenditure						
Building Maintenance	12,000	6,325	4,014	(2,311)	-37%	
Ground Maintenance	0	0	286	286		
Other Expenses	79,220	45,850	25,789	(20,061)	-44%	\$20k favourable variance due to decrease in depreciation cost after revaluation of building assets.
<b>Child Care Centres and Play Groups Expenditure Total</b>	<b>91,220</b>	<b>52,175</b>	<b>30,088</b>	<b>(22,087)</b>	<b>-42%</b>	
Child Care Centres and Play Groups Indirect Costs						
Allocations	2,920	1,701	1,533	(168)	-10%	
<b>Child Care Centres and Play Groups Indirect Costs Total</b>	<b>2,920</b>	<b>1,701</b>	<b>1,533</b>	<b>(168)</b>	<b>-10%</b>	
<b>Child Care Centres and Play Groups Total</b>	<b>72,560</b>	<b>41,070</b>	<b>23,459</b>	<b>(17,611)</b>	<b>-43%</b>	

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	Revised Budget 2017/18	YTD Budget Jan-18	YTD Actual Jan-18	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
<b><u>Pre Schools and Kindergartens</u></b>						
Pre Schools and Kindergartens Revenue						
Revenue	(53,765)	(34,937)	(30,107)	4,830	-14%	
<b>Pre Schools and Kindergartens Revenue Total</b>	<b>(53,765)</b>	<b>(34,937)</b>	<b>(30,107)</b>	<b>4,830</b>	<b>-14%</b>	
Pre Schools and Kindergartens Expenditure						
Building Maintenance	12,175	7,888	1,912	(5,770)	-75%	
Ground Maintenance	400	231	528	297	129%	
Other Expenses	53,010	30,312	29,358	(954)	-3%	
<b>Pre Schools and Kindergartens Expenditure Total</b>	<b>65,585</b>	<b>38,231</b>	<b>31,798</b>	<b>(6,433)</b>	<b>-17%</b>	
Pre Schools and Kindergartens Indirect Costs						
Allocations	2,080	1,211	1,090	(121)	-10%	
<b>Pre Schools and Kindergartens Indirect Costs Total</b>	<b>2,080</b>	<b>1,211</b>	<b>1,090</b>	<b>(121)</b>	<b>-10%</b>	
<b>Pre Schools and Kindergartens Total</b>	<b>13,900</b>	<b>4,505</b>	<b>2,782</b>	<b>(1,723)</b>	<b>-38%</b>	

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	Revised Budget 2017/18 \$	YTD Budget Jan-18 \$	YTD Actual Jan-18 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Community and Welfare Centres</u></b>						
Community and Welfare Centres Revenue						
Revenue	(87,870)	(52,506)	(53,807)	(1,301)	2%	
<b>Community and Welfare Centres Revenue Total</b>	<b>(87,870)</b>	<b>(52,506)</b>	<b>(53,807)</b>	<b>(1,301)</b>	<b>2%</b>	
Community and Welfare Centres Expenditure						
Building Maintenance	35,100	21,785	27,722	5,937	27%	
Ground Maintenance	5,500	3,419	2,075	(1,344)	-39%	
Other Expenses	188,020	105,877	142,845	36,968	35%	\$40k unfavourable timing variance in Subsidy Expense completed. \$18k Depreciation increase to budget due to revaluation.
<b>Community and Welfare Centres Expenditure Total</b>	<b>228,620</b>	<b>131,081</b>	<b>172,641</b>	<b>41,560</b>	<b>32%</b>	
Community and Welfare Centres Indirect Costs						
Allocations	8,120	4,739	4,265	(474)	-10%	
<b>Community and Welfare Centres Indirect Costs Total</b>	<b>8,120</b>	<b>4,739</b>	<b>4,265</b>	<b>(474)</b>	<b>-10%</b>	
<b>Community and Welfare Centres Total</b>	<b>149,070</b>	<b>83,314</b>	<b>123,100</b>	<b>39,786</b>	<b>48%</b>	

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	Revised Budget 2017/18 \$	YTD Budget Jan-18 \$	YTD Actual Jan-18 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Department of Sports and Recreation Building</b>						
Dept of Sports and Recreation Building Revenue						
Revenue	(759,570)	(442,471)	(480,244)	(17,773)	4%	
<b>Dept of Sports and Recreation Building Revenue Total</b>	<b>(759,570)</b>	<b>(442,471)</b>	<b>(480,244)</b>	<b>(17,773)</b>	<b>4%</b>	
Dept of Sports and Recreation Building Expenditure						
Building Maintenance	143,550	101,444	109,398	7,954	8%	
Ground Maintenance	9,900	5,974	5,918	(56)	-1%	
Other Expenses	584,690	340,264	370,951	30,687	9%	
<b>Dept of Sports and Recreation Building Expenditure Total</b>	<b>738,140</b>	<b>447,682</b>	<b>486,267</b>	<b>38,585</b>	<b>9%</b>	
Dept of Sports and Recreation Building Indirect Costs						
Allocations	14,170	8,267	7,442	(825)	-10%	
<b>Dept of Sports and Recreation Building Indirect Costs Total</b>	<b>14,170</b>	<b>8,267</b>	<b>7,442</b>	<b>(825)</b>	<b>-10%</b>	
<b>Department of Sports and Recreation Building Total</b>	<b>(7,260)</b>	<b>13,478</b>	<b>33,465</b>	<b>19,987</b>	<b>148%</b>	
<b>nib Stadium</b>						
nib Stadium Revenue						
Revenue	(27,050)	(27,050)	(27,111)	(61)	0%	
<b>nib Stadium Revenue Total</b>	<b>(27,050)</b>	<b>(27,050)</b>	<b>(27,111)</b>	<b>(61)</b>	<b>0%</b>	
nib Stadium Expenditure						
Other Expenses	576,830	336,483	10,384	(326,099)	-97%	nib building assets not to be depreciated for the duration of lease with State Government, to be adjusted in mid year budget review.
<b>nib Stadium Expenditure Total</b>	<b>576,830</b>	<b>336,483</b>	<b>10,384</b>	<b>(326,099)</b>	<b>-97%</b>	
<b>nib Stadium Total</b>	<b>549,780</b>	<b>309,433</b>	<b>(16,727)</b>	<b>(326,160)</b>	<b>-105%</b>	

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	Revised Budget 2017/18	YTD Budget Jan-18	YTD Actual Jan-18	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
<b><u>Leederville Oval</u></b>						
Leederville Oval Revenue						
Revenue	(213,010)	(124,258)	(132,517)	(8,259)	7%	
<b>Leederville Oval Revenue Total</b>	<b>(213,010)</b>	<b>(124,258)</b>	<b>(132,517)</b>	<b>(8,259)</b>	<b>7%</b>	
Leederville Oval Expenditure						
Building Maintenance	38,700	15,300	15,350	50	0%	
Ground Maintenance	100,000	58,331	49,735	(8,596)	-15%	
Other Expenses	423,770	238,155	252,217	14,062	6%	
<b>Leederville Oval Expenditure Total</b>	<b>562,470</b>	<b>311,786</b>	<b>317,302</b>	<b>5,516</b>	<b>2%</b>	
Leederville Oval Indirect Costs						
Allocations	10,340	6,034	5,427	(607)	-10%	
<b>Leederville Oval Indirect Costs Total</b>	<b>10,340</b>	<b>6,034</b>	<b>5,427</b>	<b>(607)</b>	<b>-10%</b>	
<b>Leederville Oval Total</b>	<b>359,800</b>	<b>193,562</b>	<b>190,212</b>	<b>(3,350)</b>	<b>-2%</b>	

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	\$	\$	\$	\$	%	
<b>Loftus Centre</b>						
Loftus Centre Revenue						
Revenue	(696,280)	(417,571)	(365,780)	51,791	-12%	Timing variance, \$27k Variable Outgoings to be recouped and \$25k Profit share invoice to be raised.
<b>Loftus Centre Revenue Total</b>	<b>(696,280)</b>	<b>(417,571)</b>	<b>(365,780)</b>	<b>51,791</b>	<b>-12%</b>	
Loftus Centre Expenditure						
Building Maintenance	126,400	78,663	64,374	(14,289)	-18%	No major reactive maintenance work required.
Ground Maintenance	21,700	13,075	22,650	9,575	73%	
Other Expenses	922,420	535,039	526,430	(8,609)	-2%	
<b>Loftus Centre Expenditure Total</b>	<b>1,070,520</b>	<b>626,777</b>	<b>613,454</b>	<b>(13,323)</b>	<b>-2%</b>	
Loftus Centre Indirect Costs						
Allocations	22,980	13,398	12,069	(1,329)	-10%	
<b>Loftus Centre Indirect Costs Total</b>	<b>22,980</b>	<b>13,398</b>	<b>12,069</b>	<b>(1,329)</b>	<b>-10%</b>	
<b>Loftus Centre Total</b>	<b>397,220</b>	<b>222,604</b>	<b>259,744</b>	<b>37,140</b>	<b>17%</b>	

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	\$	\$	\$	\$	%	
<b>Public Halls</b>						
Public Halls Revenue						
Revenue	(232,750)	(137,806)	(97,597)	40,209	-29%	Budget not in line with updated fees and charges, to be reviewed in mid year budget review.
<b>Public Halls Revenue Total</b>	<b>(232,750)</b>	<b>(137,806)</b>	<b>(97,597)</b>	<b>40,209</b>	<b>-29%</b>	
Public Halls Expenditure						
Building Maintenance	189,750	125,143	93,369	(31,774)	-25%	No major reactive maintenance work required.
Ground Maintenance	4,000	3,500	4,053	553	16%	
Other Expenses	231,760	132,808	131,037	(1,571)	-1%	
<b>Public Halls Expenditure Total</b>	<b>425,510</b>	<b>261,251</b>	<b>228,459</b>	<b>(32,792)</b>	<b>-13%</b>	
Public Halls Indirect Costs						
Allocations	8,120	4,725	4,261	(464)	-10%	
<b>Public Halls Indirect Costs Total</b>	<b>8,120</b>	<b>4,725</b>	<b>4,261</b>	<b>(464)</b>	<b>-10%</b>	
<b>Public Halls Total</b>	<b>200,880</b>	<b>128,170</b>	<b>135,123</b>	<b>6,953</b>	<b>5%</b>	

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	Revised Budget 2017/18 \$	YTD Budget Jan-18 \$	YTD Actual Jan-18 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Reserves Pavilions and Facilities</u></b>						
Reserves Pavilions and Facilities Revenue						
Revenue	(106,810)	(62,465)	(35,386)	27,079	-43%	Budget not in line with updated fees and charges, to be reviewed in mid year budget review.
<b>Reserves Pavilions and Facilities Revenue Total</b>	<b>(106,810)</b>	<b>(62,465)</b>	<b>(35,386)</b>	<b>27,079</b>	<b>-43%</b>	
Reserves Pavilions and Facilities Expenditure						
Building Maintenance	459,175	278,576	225,241	(53,335)	-19%	No major reactive maintenance work required.
Ground Maintenance	7,500	7,500	7,392	(108)	-1%	
Other Expenses	315,710	173,128	169,269	(3,859)	-2%	
<b>Reserves Pavilions and Facilities Expenditure Total</b>	<b>782,385</b>	<b>459,204</b>	<b>401,902</b>	<b>(57,302)</b>	<b>-12%</b>	
Reserves Pavilions and Facilities Indirect Costs						
Allocations	8,270	4,802	4,350	(452)	-9%	
<b>Reserves Pavilions and Facilities Indirect Costs Total</b>	<b>8,270</b>	<b>4,802</b>	<b>4,350</b>	<b>(452)</b>	<b>-9%</b>	
<b>Reserves Pavilions and Facilities Total</b>	<b>683,845</b>	<b>401,541</b>	<b>370,866</b>	<b>(30,675)</b>	<b>-8%</b>	
<b><u>Sporting Clubs Buildings</u></b>						
Sporting Clubs Buildings Revenue						
Revenue	(139,610)	(84,972)	(86,304)	(1,332)	2%	
<b>Sporting Clubs Buildings Revenue Total</b>	<b>(139,610)</b>	<b>(84,972)</b>	<b>(86,304)</b>	<b>(1,332)</b>	<b>2%</b>	
Sporting Clubs Buildings Expenditure						
Building Maintenance	64,570	42,856	39,648	(3,208)	-7%	
Ground Maintenance	14,500	14,500	7,777	(6,723)	-46%	
Other Expenses	866,270	495,653	406,162	(89,491)	-18%	\$88k favourable variance on depreciation expense after revaluation of buildings.
<b>Sporting Clubs Buildings Expenditure Total</b>	<b>945,340</b>	<b>553,009</b>	<b>453,587</b>	<b>(99,422)</b>	<b>-18%</b>	
Sporting Clubs Buildings Indirect Costs						
Allocations	25,020	14,595	13,131	(1,484)	-10%	
<b>Sporting Clubs Buildings Indirect Costs Total</b>	<b>25,020</b>	<b>14,595</b>	<b>13,131</b>	<b>(1,464)</b>	<b>-10%</b>	
<b>Sporting Clubs Buildings Total</b>	<b>830,750</b>	<b>482,632</b>	<b>380,414</b>	<b>(102,218)</b>	<b>-21%</b>	

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	Revised Budget 2017/18	YTD Budget Jan-18	YTD Actual Jan-18	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
<b><u>Parks and Reserves Administration</u></b>						
Parks and Reserves Administration Revenue						
Revenue	(4,870)	(2,835)	(1,997)	838	-30%	
<b>Parks and Reserves Administration Revenue Total</b>	<b>(4,870)</b>	<b>(2,835)</b>	<b>(1,997)</b>	<b>838</b>	<b>-30%</b>	
Parks and Reserves Administration Expenditure						
Employee Costs	1,110,330	641,904	646,901	4,997	1%	
Other Employee Costs	34,850	20,344	28,344	8,000	39%	
Other Expenses	155,760	90,860	94,816	3,956	4%	
<b>Parks and Reserves Administration Expenditure Total</b>	<b>1,300,940</b>	<b>753,108</b>	<b>770,061</b>	<b>16,953</b>	<b>2%</b>	
Parks and Reserves Administration Indirect Costs						
Allocations	782,935	464,438	418,826	(45,612)	-10%	
On Costs Recovery	(1,440,000)	(840,000)	(822,890)	17,110	-2%	
<b>Parks and Reserves Administration Indirect Costs Total</b>	<b>(657,065)</b>	<b>(375,562)</b>	<b>(404,064)</b>	<b>(28,502)</b>	<b>8%</b>	
<b>Parks and Reserves Administration Total</b>	<b>639,005</b>	<b>374,711</b>	<b>364,000</b>	<b>(10,711)</b>	<b>-3%</b>	

CITY OF VINCENT  
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE  
BY SERVICE AREAS  
AS AT 31 JANUARY 2018



	Revised Budget 2017/18 \$	YTD Budget Jan-18 \$	YTD Actual Jan-18 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Parks and Reserves</u></b>						
Parks and Reserves Revenue						
Revenue	(68,650)	(40,047)	(37,066)	2,981	-7%	
<b>Parks and Reserves Revenue Total</b>	<b>(68,650)</b>	<b>(40,047)</b>	<b>(37,066)</b>	<b>2,981</b>	<b>-7%</b>	
Parks and Reserves Expenditure						
Ground Maintenance	2,150,595	1,254,295	1,079,486	(174,809)	-14%	No major reactive maintenance work required.
Other Expenses	838,220	478,529	463,166	(15,363)	-3%	
<b>Parks and Reserves Expenditure Total</b>	<b>2,988,815</b>	<b>1,732,824</b>	<b>1,542,652</b>	<b>(190,172)</b>	<b>-11%</b>	
Parks and Reserves Indirect Costs						
Allocations	370	217	196	(21)	-10%	
<b>Parks and Reserves Indirect Costs Total</b>	<b>370</b>	<b>217</b>	<b>196</b>	<b>(21)</b>	<b>-10%</b>	
<b>Parks and Reserves Total</b>	<b>2,920,535</b>	<b>1,692,994</b>	<b>1,505,782</b>	<b>(187,212)</b>	<b>-11%</b>	
<b><u>Sporting Grounds</u></b>						
Sporting Grounds Revenue						
Revenue	(78,000)	(45,493)	(36,019)	9,474	-21%	
<b>Sporting Grounds Revenue Total</b>	<b>(78,000)</b>	<b>(45,493)</b>	<b>(36,019)</b>	<b>9,474</b>	<b>-21%</b>	
Sporting Grounds Expenditure						
Ground Maintenance	1,169,550	678,638	730,184	51,546	8%	
Other Expenses	579,210	336,478	315,626	(20,852)	-6%	
<b>Sporting Grounds Expenditure Total</b>	<b>1,748,760</b>	<b>1,015,116</b>	<b>1,045,810</b>	<b>30,694</b>	<b>3%</b>	
<b>Sporting Grounds Total</b>	<b>1,670,760</b>	<b>969,623</b>	<b>1,009,792</b>	<b>40,169</b>	<b>4%</b>	

CITY OF VINCENT  
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE  
BY SERVICE AREAS  
AS AT 31 JANUARY 2018



	Revised Budget 2017/18 \$	YTD Budget Jan-18 \$	YTD Actual Jan-18 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Road Reserves Expenditure</u></b>						
Road Reserves Expenditure						
Ground Maintenance	394,250	229,831	164,707	(65,124)	-28%	No major reactive maintenance work required, also delayed maintenance due to bad weather.
Other Expenses	16,190	10,819	5,328	(5,491)	-51%	
<b>Road Reserves Expenditure Total</b>	<b>410,440</b>	<b>240,650</b>	<b>170,035</b>	<b>(70,615)</b>	<b>-29%</b>	
<b>Road Reserves Expenditure Total</b>	<b>410,440</b>	<b>240,650</b>	<b>170,035</b>	<b>(70,615)</b>	<b>-29%</b>	
<b><u>Parks Other</u></b>						
Parks Other Revenue						
Revenue	(2,000)	(2,000)	(444)	1,556	-78%	
<b>Parks Other Revenue Total</b>	<b>(2,000)</b>	<b>(2,000)</b>	<b>(444)</b>	<b>1,556</b>	<b>-78%</b>	
Parks Other Expenditure						
Other Expenses	2,061,910	1,352,336	1,328,110	(24,226)	-2%	
Money/Monger Street Trees Surgery	22,000	22,000	21,618	(382)	-2%	
<b>Parks Other Expenditure Total</b>	<b>2,083,910</b>	<b>1,374,336</b>	<b>1,349,728</b>	<b>(24,608)</b>	<b>-2%</b>	
<b>Parks Other Total</b>	<b>2,081,910</b>	<b>1,372,336</b>	<b>1,349,284</b>	<b>(23,052)</b>	<b>-2%</b>	

CITY OF VINCENT  
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE  
BY SERVICE AREAS  
AS AT 31 JANUARY 2018



	Revised Budget 2017/18 \$	YTD Budget Jan-18 \$	YTD Actual Jan-18 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Processable Waste Collection</u></b>						
Processable Waste Collection Revenue						
Revenue	(268,410)	(267,400)	(310,274)	(42,874)	16%	Increase in fees for 240L additional garbage collection.
<b>Processable Waste Collection Revenue Total</b>	<b>(268,410)</b>	<b>(267,400)</b>	<b>(310,274)</b>	<b>(42,874)</b>	<b>16%</b>	
Processable Waste Collection Expenditure						
Employee Costs	564,130	326,080	311,954	(14,126)	-4%	
Other Employee Costs	5,000	2,919	0	(2,919)	-100%	
Other Expenses	3,814,250	2,222,712	2,132,376	(90,336)	-4%	
<b>Processable Waste Collection Expenditure Total</b>	<b>4,383,380</b>	<b>2,551,711</b>	<b>2,444,330</b>	<b>(107,381)</b>	<b>-4%</b>	
Processable Waste Collection Indirect Costs						
Allocations	356,120	211,360	183,010	(28,350)	-13%	
On Costs Recovery	(530,000)	(309,162)	(318,061)	(8,899)	3%	
<b>Processable Waste Collection Indirect Costs Total</b>	<b>(173,880)</b>	<b>(97,802)</b>	<b>(135,051)</b>	<b>(37,249)</b>	<b>38%</b>	
<b>Processable Waste Collection Total</b>	<b>3,941,090</b>	<b>2,186,509</b>	<b>1,999,005</b>	<b>(187,504)</b>	<b>-9%</b>	
<b><u>Other Waste Services</u></b>						
Other Waste Services Revenue						
Revenue	(1,200)	(700)	(2,273)	(1,573)	225%	
<b>Other Waste Services Revenue Total</b>	<b>(1,200)</b>	<b>(700)</b>	<b>(2,273)</b>	<b>(1,573)</b>	<b>225%</b>	
Other Waste Services Expenditure						
Other Expenses	673,750	351,038	147,163	(203,875)	-58%	\$36k timing variance on Waste Management Programmes and \$157k on general maintenance that is not yet required.
<b>Other Waste Services Expenditure Total</b>	<b>673,750</b>	<b>351,038</b>	<b>147,163</b>	<b>(203,875)</b>	<b>-58%</b>	
<b>Other Waste Services Total</b>	<b>672,550</b>	<b>350,338</b>	<b>144,890</b>	<b>(205,448)</b>	<b>-59%</b>	

CITY OF VINCENT  
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE  
BY SERVICE AREAS  
AS AT 31 JANUARY 2018



	Revised Budget 2017/18 \$	YTD Budget Jan-18 \$	YTD Actual Jan-18 \$	YTD Variance \$	Variance %	Variance Commentary
<b>Recycling Expenditure</b>						
Recycling Expenditure						
Other Expenses	1,097,000	639,912	593,407	(46,505)	-7%	
<b>Recycling Expenditure Total</b>	<b>1,097,000</b>	<b>639,912</b>	<b>593,407</b>	<b>(46,505)</b>	<b>-7%</b>	
<b>Recycling Expenditure Total</b>	<b>1,097,000</b>	<b>639,912</b>	<b>593,407</b>	<b>(46,505)</b>	<b>-7%</b>	
<b>Public Works Overhead</b>						
Public Works Overhead Revenue						
Revenue	(49,110)	(25,498)	(25,074)	424	-2%	
<b>Public Works Overhead Revenue Total</b>	<b>(49,110)</b>	<b>(25,498)</b>	<b>(25,074)</b>	<b>424</b>	<b>-2%</b>	
Public Works Overhead Expenditure						
Employee Costs	503,800	291,251	222,184	(69,067)	-24%	\$53k variance due to a position being vacant; \$12k wages not yet required.
Other Employee Costs	20,000	8,757	12,092	3,335	38%	
Other Expenses	54,705	31,815	14,400	(17,415)	-55%	\$16k favourable for Loose Tools.
<b>Public Works Overhead Expenditure Total</b>	<b>578,505</b>	<b>331,823</b>	<b>248,676</b>	<b>(83,147)</b>	<b>-25%</b>	
Public Works Overhead Indirect Costs						
Allocations	606,175	359,156	320,578	(38,578)	-11%	
On Costs Recovery	(563,000)	(322,581)	(295,538)	27,043	-8%	
<b>Public Works Overhead Indirect Costs Total</b>	<b>53,175</b>	<b>36,575</b>	<b>25,040</b>	<b>(11,535)</b>	<b>-32%</b>	
<b>Public Works Overhead Total</b>	<b>582,570</b>	<b>342,900</b>	<b>248,642</b>	<b>(94,258)</b>	<b>-27%</b>	

CITY OF VINCENT  
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE  
BY SERVICE AREAS  
AS AT 31 JANUARY 2018



	Revised Budget 2017/18 \$	YTD Budget Jan-18 \$	YTD Actual Jan-18 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Plant Operating</u></b>						
Plant Operating Expenditure						
Other Expenses	1,797,620	1,063,839	992,025	(71,814)	-7%	
<b>Plant Operating Expenditure Total</b>	<b>1,797,620</b>	<b>1,063,839</b>	<b>992,025</b>	<b>(71,814)</b>	<b>-7%</b>	
Plant Operating Indirect Costs						
Allocations	(1,837,620)	(1,071,938)	(833,617)	238,321	-22%	
<b>Plant Operating Indirect Costs Total</b>	<b>(1,837,620)</b>	<b>(1,071,938)</b>	<b>(833,617)</b>	<b>238,321</b>	<b>-22%</b>	
<b>Plant Operating Total</b>	<b>(40,000)</b>	<b>(8,099)</b>	<b>158,408</b>	<b>166,507</b>	<b>-2056%</b>	
<b><u>Recoverable Works</u></b>						
Recoverable Works Revenue						
Revenue	(100,000)	(75,000)	(36,564)	38,436	-51%	-51% Timing variance on completion of recoverable works.
<b>Recoverable Works Revenue Total</b>	<b>(100,000)</b>	<b>(75,000)</b>	<b>(36,564)</b>	<b>38,436</b>	<b>-51%</b>	
Recoverable Works Expenditure						
Other Expenses	100,000	75,000	62,867	(12,133)	-16%	\$48k favourable variance for Contractors not yet required.
<b>Recoverable Works Expenditure Total</b>	<b>100,000</b>	<b>75,000</b>	<b>62,867</b>	<b>(12,133)</b>	<b>-16%</b>	
<b>Recoverable Works Total</b>	<b>0</b>	<b>0</b>	<b>26,304</b>	<b>26,304</b>		

CITY OF VINCENT  
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE  
BY SERVICE AREAS  
AS AT 31 JANUARY 2018



	Revised Budget 2017/18 \$	YTD Budget Jan-18 \$	YTD Actual Jan-18 \$	YTD Variance \$	Variance %	Variance Commentary
<u>Drainage Expenditure</u>						
Drainage Expenditure						
Other Expenses	279,250	159,262	186,248	26,986	17%	\$26k unfavourable variance due to higher general maintenance required.
<b>Drainage Expenditure Total</b>	<b>279,250</b>	<b>159,262</b>	<b>186,248</b>	<b>26,986</b>	<b>17%</b>	
<b>Drainage Expenditure Total</b>	<b>279,250</b>	<b>159,262</b>	<b>186,248</b>	<b>26,986</b>	<b>17%</b>	
<u>Footpaths/Cycleways Expenditure</u>						
Footpaths/Cycleways Expenditure						
Other Expenses	799,900	451,830	515,120	63,290	14%	\$36k unfavourable variance due to higher general maintenance required; depreciation expense \$26k higher than budget estimates.
<b>Footpaths/Cycleways Expenditure Total</b>	<b>799,900</b>	<b>451,830</b>	<b>515,120</b>	<b>63,290</b>	<b>14%</b>	
<b>Footpaths/Cycleways Expenditure Total</b>	<b>799,900</b>	<b>451,830</b>	<b>515,120</b>	<b>63,290</b>	<b>14%</b>	
<u>Rights of Way Expenditure</u>						
Rights of Way Expenditure						
Other Expenses	192,830	112,864	107,698	(5,166)	-5%	
<b>Rights of Way Expenditure Total</b>	<b>192,830</b>	<b>112,864</b>	<b>107,698</b>	<b>(5,166)</b>	<b>-5%</b>	
<b>Rights of Way Expenditure Total</b>	<b>192,830</b>	<b>112,864</b>	<b>107,698</b>	<b>(5,166)</b>	<b>-5%</b>	

CITY OF VINCENT  
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE  
BY SERVICE AREAS  
AS AT 31 JANUARY 2018



	Revised Budget 2017/18 \$	YTD Budget Jan-18 \$	YTD Actual Jan-18 \$	YTD Variance \$	Variance %	Variance Commentary
<b><u>Roads Expenditure</u></b>						
Roads Expenditure						
Other Expenses	1,853,090	1,085,221	1,201,622	116,401	11%	Depreciation expense \$126k higher than budget estimates, to be reviewed in mid year budget review. \$14k favourable variance for Contractors not required.
<b>Roads Expenditure Total</b>	<b>1,853,090</b>	<b>1,085,221</b>	<b>1,201,622</b>	<b>116,401</b>	<b>11%</b>	
<b>Roads Expenditure Total</b>	<b>1,853,090</b>	<b>1,085,221</b>	<b>1,201,622</b>	<b>116,401</b>	<b>11%</b>	
<b><u>Street Cleaning Expenditure</u></b>						
Street Cleaning Expenditure						
Other Expenses	724,000	422,338	387,133	(35,205)	-8%	
<b>Street Cleaning Expenditure Total</b>	<b>724,000</b>	<b>422,338</b>	<b>387,133</b>	<b>(35,205)</b>	<b>-8%</b>	
<b>Street Cleaning Expenditure Total</b>	<b>724,000</b>	<b>422,338</b>	<b>387,133</b>	<b>(35,205)</b>	<b>-8%</b>	
<b><u>Traffic Control for Roadworks Expenditure</u></b>						
Traffic Control for Roadworks Expenditure						
Other Expenses	171,000	75,419	30,850	(44,569)	-59%	Timing variance on invoice.
<b>Traffic Control for Roadworks Expenditure Total</b>	<b>171,000</b>	<b>75,419</b>	<b>30,850</b>	<b>(44,569)</b>	<b>-59%</b>	
<b>Traffic Control for Roadworks Expenditure Total</b>	<b>171,000</b>	<b>75,419</b>	<b>30,850</b>	<b>(44,569)</b>	<b>-59%</b>	
<b><u>Roadwork Signs and Barricades Expenditure</u></b>						
Roadwork Signs and Barricades Expenditure						
Other Expenses	500	294	431	137	47%	
<b>Roadwork Signs and Barricades Expenditure Total</b>	<b>500</b>	<b>294</b>	<b>431</b>	<b>137</b>	<b>47%</b>	
<b>Roadwork Signs and Barricades Expenditure Total</b>	<b>500</b>	<b>294</b>	<b>431</b>	<b>137</b>	<b>47%</b>	

CITY OF VINCENT  
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE  
BY SERVICE AREAS  
AS AT 31 JANUARY 2018



	Revised Budget 2017/18	YTD Budget Jan-18	YTD Actual Jan-18	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
<b><u>Sump Expenditure</u></b>						
Sump Expenditure						
Other Expenses	2,500	0	0	0		
<b>Sump Expenditure Total</b>	<b>2,500</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Sump Expenditure Total</b>	<b>2,500</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b><u>Works Depot</u></b>						
Works Depot Expenditure						
Employee Costs	158,740	91,865	91,939	274	0%	
Other Employee Costs	5,330	2,904	2,775	(129)	-4%	
Other Expenses	4,170	1,597	4,918	3,321	208%	
<b>Works Depot Expenditure Total</b>	<b>168,240</b>	<b>96,166</b>	<b>99,631</b>	<b>3,465</b>	<b>4%</b>	
Works Depot Indirect Costs						
Allocations	(168,240)	(96,166)	(99,631)	(3,465)	4%	
<b>Works Depot Indirect Costs Total</b>	<b>(168,240)</b>	<b>(96,166)</b>	<b>(99,631)</b>	<b>(3,465)</b>	<b>4%</b>	
<b>Works Depot Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(0)</b>		

CITY OF VINCENT  
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE  
BY SERVICE AREAS  
AS AT 31 JANUARY 2018



	Revised Budget 2017/18	YTD Budget Jan-18	YTD Actual Jan-18	YTD Variance	Variance	Variance Commentary
	\$	\$	\$	\$	%	
<b>Depot Building</b>						
Depot Occupancy Costs						
Building Maintenance	93,650	53,456	65,554	12,098	23%	\$10k unfavourable variance on Contractors and Labour costs.
Ground Maintenance	0	0	1,298	1,298		
Other Expenses	198,540	122,877	145,203	22,326	18%	\$25k unfavourable variance due to increase in depreciation cost after revaluation of building assets.
<b>Depot Occupancy Costs Total</b>	<b>292,190</b>	<b>176,333</b>	<b>212,054</b>	<b>35,721</b>	<b>20%</b>	
Depot Indirect Costs						
Allocations	(292,190)	(176,333)	(211,659)	(35,326)	20%	
<b>Depot Indirect Costs Total</b>	<b>(292,190)</b>	<b>(176,333)</b>	<b>(211,659)</b>	<b>(35,326)</b>	<b>20%</b>	
<b>Depot Building Total</b>	<b>0</b>	<b>0</b>	<b>396</b>	<b>396</b>		
<b>Net Operating</b>	<b>2,091,746</b>	<b>(12,467,877)</b>	<b>(14,045,231)</b>	<b>(1,577,354)</b>	<b>13%</b>	

CITY OF VINCENT  
NOTE 5 - CAPITAL WORKS SCHEDULE 2017/18  
AS AT 31 JANUARY 2018



	Adopted Budget 2017/18 \$	Revised Budget 2017/18 \$	YTD Budget Jan-18 \$	YTD Actual Jan-18 \$	YTD Variance	Variance	Variance	Commentary
<b>LAND &amp; BUILDING ASSETS</b>								
<b>ADMINISTRATION &amp; CIVIC CENTRE</b>								
Fitout and relocation	700	9,143	9,143	4,261	(4,882)	-53%		
Fire compliance upgrade.	100,000	100,000	0	0	0	0%		
Administration & Civic Centre, Workforce Accommodation Upgrade	270,000	270,000	40,000	22,665	(17,335)	-43%		Work in progress with scope reduced.
Community Partnerships - Workforce Relocation	30,000	30,000	30,000	26,442	(3,558)	-12%		
<b>BEATTY PARK LEISURE CENTRE</b>								
Beatty Park Leisure Centre - Remedial Works (OMC 27/06/2017 - Item 10.3)	398,353	398,353	398,353	102,522	(295,831)	-74%		Work in progress.
Changeroom Tiles replacement	120,000	120,000	120,000	0	(120,000)	-100%		Project delayed, works scheduled for Mar - Apr 2018.
<b>DEPARTMENT OF SPORTS AND RECREATION</b>								
Zip Unit Renewal	10,000	10,000	0	0	0	0%		
Carpet replacement	140,000	140,000	70,000	0	(70,000)	-100%		Project deferred to 2018/19 amended in Mid Year Budget Review.
<b>LOFTUS RECREATION CENTRE</b>								
Leveling Hardstand Escape Route for Drainage	8,000	8,000	8,000	9,422	1,422	18%		
Refrigerated A/C Plant Renewal	100,000	100,000	0	0	0	0%		
Roof fall restraint system renewal	20,000	20,000	20,000	0	(20,000)	-100%		Work in progress, estimate to complete in Feb 2018.
Renewal of ceiling fabric and upgrade of lights throughout centre	250,000	250,000	250,000	0	(250,000)	-100%		Work in progress.
Escape Gate Upgrade	12,000	12,000	12,000	7,118	(4,882)	-41%		
<b>LEEDERVILLE OVAL</b>								
Stadium - Electrical upgrade	70,000	70,000	70,000	0	(70,000)	-100%		Project to commence in May 2018.

CITY OF VINCENT  
NOTE 5 - CAPITAL WORKS SCHEDULE 2017/18  
AS AT 31 JANUARY 2018



	Adopted Budget 2017/18 \$	Revised Budget 2017/18 \$	YTD Budget Jan-18 \$	YTD Actual Jan-18 \$	YTD Variance	Variance	Variance Commentary
<b>MANDATORY BUILDING COMPLIANCE UPGRADE</b>							
Earlybird Playgroup Centre	4,137	4,137	4,137	0	(4,137)	-100%	
Dorrien Gardens (Azzurri Bocce Club)	10,120	10,120	10,120	0	(10,120)	-100%	Project delayed, works scheduled for Apr 2018.
<b>WORKS DEPOT</b>							
Works Depot - Roof fall restraint system renewal	12,000	12,000	12,000	0	(12,000)	-100%	Timing variance, work completed
Roof sheet and screw renewal	20,000	20,000	0	11,773	11,773	100%	Project commenced ahead of schedule.
Workplace Accomodation Depot staff computer kiosk	5,000	5,000	5,000	1,500	(3,500)	-70%	
<b>MISCELLANEOUS</b>							
Aircon re-gasification - various locations	70,000	70,000	70,000	29,800	(40,200)	-57%	Work in progress, estimate to complete in Apr 2018.
Anzac Cottage - Grant Interpretation	2,100	2,100	2,100	0	(2,100)	-100%	
Birdwood Square Ablutions - Gas HWS Renewal	6,000	6,000	6,000	3,070	(2,930)	-49%	
Braithwaite Park public toilet block upgrade and refurbishment	270,000	270,000	270,000	19,150	(250,850)	-93%	Work in progress.
Charles Veryard Reserve - Clubroom upgrade	0	0	0	6,117	6,117	100%	
Dorrien Gardens - Perth Soccer Club	57,448	57,448	57,448	57,448	0	0%	
Earlybird Playgroup Centre - Replace ceilings	8,000	8,000	8,000	6,820	(1,180)	-15%	
Earlybird Playgroup Centre upgrade	20,000	20,000	20,000	15,748	(4,252)	-21%	
Earlybird Playgroup Centre - Switchboard Renewal	10,000	10,000	10,000	6,387	(3,613)	-36%	
Forrest Park Croquet - Electrical HWS Renewal	4,000	4,000	4,000	2,846	(1,155)	-29%	
Highgate Child Health Clinic - Switchboard, lights and switches renewal	10,000	10,000	10,000	1,382	(8,618)	-86%	
Highgate Child Health Clinic - Remove/Replace Lino Kitchen	5,000	5,000	5,000	5,000	0	0%	
Highgate Child Health Clinic - Replace ceilings	5,000	5,000	5,000	7,425	2,425	49%	
Leederville Child Health Clinic - Additional External Door	2,500	2,500	2,500	0	(2,500)	-100%	
Leederville Oval East Ablutions - Switchboard Renewal	4,000	4,000	4,000	804	(3,196)	-80%	
Lycopodium - Misc Renewals	100,000	100,000	50,000	32,802	(17,198)	-34%	On-going works.
Mens Shed - Macerator Sewer Upgrade	50,000	50,000	0	0	0	0%	

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Menzies Park Pavilion - Electric HWS Renewal	2,000	2,000	2,000	4,614	2,614	131%	
North Perth Basketball club adjustable nets at Loftus Rec	15,000	15,000	15,000	0	(15,000)	-100%	Project delayed, works scheduled for Apr 2018.
North Perth Bowling Club - Switchboard supply renewal	10,000	10,000	10,000	0	(10,000)	-100%	Work completed in Jun 2017 due to an emergency circumstances. To be addressed in mid-year review.
North Perth Tennis Club - Boundary retaining wall	20,000	20,000	20,000	18,491	(1,509)	-8%	
Royal Park Hall - Carpet Renewal	12,000	12,000	12,000	12,496	496	4%	
Royal Park Hall - Electrical Renewal	15,000	15,000	15,000	14,856	(144)	-1%	
Woodville Reserve - Power upgrade	40,000	40,000	40,000	2,800	(37,200)	-93%	Work in progress.
Woodville Reserve - Replace slabbed building surrounds with concrete	25,000	25,000	0	1,364	1,364	100%	
<b>FOR LAND &amp; BUILDING ASSETS</b>	<b>2,343,358</b>	<b>2,351,801</b>	<b>1,696,801</b>	<b>435,124</b>	<b>(1,261,677)</b>	<b>-74%</b>	

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<b>INFRASTRUCTURE ASSETS</b>							
<b>TRAFFIC MANAGEMENT</b>							
Improvements at Vincent/Oxford Streets	40,000	40,000	40,000	8,355	(31,645)	-79%	Work in Progress, estimate to complete in May 2018.
Intersections at Bourke and Loftus Streets	150,000	150,000	150,000	0	(150,000)	-100%	Work in Progress, estimate to complete in Jun 2018.
Intersections at Vincent and Fitzgerald Streets	79,560	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	207,580	205,961	(1,619)	-1%	
Improved pedestrian crossings at signalised intersections	230,000	230,000	50,000	0	(50,000)	-100%	Project delayed, works scheduled for Jun 2018.
Miscellaneous Traffic Management	80,000	80,000	60,000	20,940	(39,060)	-65%	On going works, upon request.
Mid-block signalised pedestrian 'Pelican' crossings	250,000	250,000	125,000	3,433	(121,568)	-97%	Project completed, awaiting invoices from Main Roads WA.
Replace Fitzgerald Street speed cushions	25,000	25,000	0	0	0	0%	
Proposed Killarney Street intersection modifications at Scarb Bch Rd	30,000	30,000	30,000	2,213	(27,788)	-93%	Work deferred pending further public consultation.
Proposed Anzac Road Traffic Calming	65,000	65,000	65,000	54,413	(10,587)	-16%	Work in progress.
<b>BLACK SPOT PROGRAM</b>							
Newcastle and Palmerston Streets	40,000	40,000	40,000	0	(40,000)	-100%	Project on hold, awaiting City of Perth approval.
Walcott and Raglan Streets	0	450	450	450	0	0%	
William and Forrest Streets	12,000	12,000	10,000	0	(10,000)	-100%	Project cancelled due to funding application unsuccessful.
Green and Matlock Streets	30,000	30,000	23,800	27,296	3,496	15%	
Ruby and Fitzgerald Streets	30,000	30,000	23,800	1,903	(21,898)	-92%	Work in progress.

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<b>STREETSCAPE IMPROVEMENTS</b>							
Axford Park Improvements	5,860	5,860	5,860	5,860	0	0%	
Streetscape improvements/Place Making - William Street - Street Furniture Improvements	30,000	30,000	12,000	0	(12,000)	-100%	Work in Progress, estimate to complete in May 2018.
Streetscape improvements/Place Making - Miscellaneous Renewals	30,000	30,000	20,000	405	(19,595)	-98%	Work in Progress, estimate to complete in May 2018.
Streetscapes - Upgrade of street Litter bins	30,000	30,000	30,000	29,285	(715)	-2%	
Greening (Streetscapes)	300,000	300,000	180,000	117,309	(62,691)	-35%	On-going works.
North Perth Public Open Space	114,000	114,000	114,000	770	(113,230)	-99%	Work in progress, estimate to complete by end of financial year.
<b>ROADWORKS - LOCAL ROADS PROGRAM</b>							
Bennelong Street - Oxford St to Cul-de-sac	30,000	30,000	24,800	10,650	(14,150)	-57%	Project completed.
Monmouth Street - York St to William St	30,000	30,000	24,800	570	(24,230)	-98%	Work in progress.
Gill Street - Charles St to London St	130,000	130,000	107,600	72,722	(34,878)	-32%	Work in progress.
Ellesmere Street (Stage 1) - Charles St to London St	115,000	115,000	95,160	69,007	(26,153)	-27%	Work in progress.
Cleaver St - Carr St - Roundabout	50,000	50,000	41,400	0	(41,400)	-100%	Project delayed, works scheduled for May 2018.
Fleet Street - Richmond St to Bourke St	10,000	10,000	8,400	1,346	(7,054)	-84%	
Frame Court - Leederville Pde to Water Corp	30,000	30,000	24,800	51,489	26,689	108%	Work completed over budget due to scope increased. To be addressed in mid-year review.
Hawthorn Street - Flinders St to Coogee St	30,000	30,000	24,800	38,298	13,498	54%	Work completed over budget due to scope increased. To be addressed in mid-year review.
Little Walcott Street - Mabel St to Blake St	50,000	50,000	41,400	2,236	(39,164)	-95%	Work in Progress, estimate to complete in May 2018.
Norfolk Street - Vincent St to Chelmsford Rd	35,000	35,000	28,960	36,486	7,526	26%	
Westralia Street - East Pde to Joel Tce	25,000	25,000	20,640	35,512	14,872	72%	Work completed over budget due to scope increased. To be addressed in mid-year review.
Hutt Street - Grosvenor Rd to Raglan Rd	20,000	20,000	16,600	25,193	8,593	52%	
Dover Street - Scarborough Beach Rd to Matlock St	25,000	25,000	20,640	32,511	11,871	58%	Work completed over budget due to scope increased. To be addressed in mid-year review.

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<b>ROADWORKS - REHABILITATION (MRRG PROGRAM)</b>						
Beaufort/Brisbane Street Intersection Improvements	139,970	139,970	139,970	2,177	(137,793)	-98% Work in progress, estimate to complete in May 2018.
Brisbane Street - Beaufort to William Street	134,214	134,214	134,214	0	(134,214)	-100% Project delayed, works scheduled for May 2018.
Beaufort Street - Brisbane to Parry Street	51,043	51,043	51,043	0	(51,043)	-100% Project delayed, works scheduled for May 2018.
Vincent Street - William to Beaufort Street	110,082	73,624	73,624	9,585	(64,039)	-87% Majority of work completed in 2016/17. To be addressed in mid-year review.
Angove Street - Daphne to Fitzgerald Street	153,200	153,200	44,030	0	(44,030)	-100% Project commenced in Jan 2018.
Angove Street - Charles to Daphne Street	327,400	327,400	94,090	0	(94,090)	-100% Project commenced in Jan 2018.
Fitzgerald Street - Raglan Road to Angove Street	142,700	142,700	41,010	0	(41,010)	-100% Project commenced in Jan 2018.
Scarborough Beach Road - Oxford to Fairfield Street	72,600	72,600	20,870	2,177	(18,693)	-90% Work in progress, estimate to complete in Apr 2018.
<b>ROADWORKS - ROADS TO RECOVERY PROGRAM</b>						
Newcastle Street - Oxford Street to Carr Place	48,794	48,794	48,794	32,217	(16,577)	-34% Work in progress, estimate to complete in Apr 2018.
Roads to Recovery Program (Deferred from 2016-17)	201,248	201,248	160,000	0	(160,000)	-100% Project deferred, pending on clarification of funding.
Tennyson Street - Oxford St to Scott St	100,000	100,000	69,520	14,957	(54,563)	-78% Work in progress, estimate to complete in Apr 2018.
Barnet Street - Richmond St to Bourke St	55,145	55,145	38,400	31,120	(7,280)	-19%
Richmond Street - Loftus St to Elven St	100,000	100,000	69,520	74,245	4,725	7%
Randell Street - Fitzgerald St to Palmerston St	90,000	90,000	62,560	43,053	(19,507)	-31% Work in progress, estimate to complete in Apr 2018.
<b>RIGHTS OF WAY</b>						
Nova Lane	98,900	98,900	98,900	2,143	(96,758)	-98% Work in progress.
Solar Lighting of Laneways	29,647	8,147	8,147	0	(8,147)	-100%
Rights of Way - Cowle/Charles Streets, West Perth	26,000	26,000	26,000	27,817	1,817	7%
Rights of Way - Ruby/Knutsford Street, North Perth	45,000	45,000	45,000	47,459	2,459	5%
Rights of Way - Rehabilitation	120,000	120,000	75,000	65,506	(9,494)	-13%

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<b>SLAB FOOTPATH PROGRAMME</b>							
Newcastle St - Carr to Watercorp	85,000	85,000	85,000	0	(85,000)	-100%	Work in progress, estimate to complete in Apr 2018.
Install Tactile pavers in Brisbane and Lake Streets, Perth	20,000	20,000	20,000	11,293	(8,707)	-44%	
Kalgoorlie Street footpath, Berryman St to Scarborough Beach Road	36,000	36,000	36,000	0	(36,000)	-100%	Project delayed, works scheduled for Mar - Apr 2018.
Summer St footpath, Joel Terrace to the river	35,000	35,000	35,000	2,660	(32,340)	-92%	Work in progress, estimate to complete in Apr 2018.
Purslowe Street - Brady St to East St	26,500	26,500	21,200	0	(21,200)	-100%	Project delayed, works scheduled for Mar - Apr 2018.
Ellesmere Street - Fairfield St to Shakespeare St	35,000	35,000	28,000	7,874	(20,126)	-72%	Work in progress, estimate to complete in Mar 2018.
Barnet Place - Barnet St to Cul-de-sac	6,000	6,000	4,800	0	(4,800)	-100%	Project to be amended in Mid Year Budget Review.
Gardiner Street - Zebina St to East Pde	10,000	10,000	8,000	0	(8,000)	-100%	Project to be amended in Mid Year Budget Review.
Lake Street - Glendower St to Primrose St	3,500	3,500	2,800	0	(2,800)	-100%	Project to be amended in Mid Year Budget Review.
Alma Street - Fitzgerald St Cul-de-sac	7,000	7,000	5,600	0	(5,600)	-100%	Project to be amended in Mid Year Budget Review.
Ambleside Avenue - Lynton St to Cul-de-sac	10,000	10,000	8,000	0	(8,000)	-100%	Project to be amended in Mid Year Budget Review.
Angove Street - Albert St to Woodville St	8,000	8,000	6,400	0	(6,400)	-100%	Project to be amended in Mid Year Budget Review.
Barlee Street - Roy St to new development (45m)	5,500	5,500	4,400	0	(4,400)	-100%	Project to be amended in Mid Year Budget Review.
Brewer Street - Lacey St to Pier St	10,000	10,000	8,000	0	(8,000)	-100%	Project to be amended in Mid Year Budget Review.
Emmerson Street - Loftus St to Alto Ln	6,000	6,000	4,800	0	(4,800)	-100%	Project to be amended in Mid Year Budget Review.
Farmer Street - Angove St to Pansy St	9,000	9,000	7,200	336	(6,864)	-95%	
Fore Street - Beaufort St to 25m west	8,500	8,500	6,800	368	(6,432)	-95%	

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William Street - Glendower St to Vincent St	5,000	5,000	4,000	0	(4,000)	-100%	
Charles Street - Carr St to Newcastle St	90,000	90,000	72,000	0	(72,000)	-100%	Project delayed, works scheduled for Mar - Apr 2018.
Robinson Avenue - Wellman St to William St	10,000	10,000	8,000	285	(7,715)	-96%	
<b>BICYCLE NETWORK</b>							
Bike Plan Network 2015-16 Implementation (Palmerston to Lord)	45,007	78,277	50,007	30,751	(19,256)	-39%	Work completed with savings.
Bicycle Network Oxford - Anzac to Scarb Bch Rd	190,000	190,000	190,000	0	(190,000)	-100%	Project on hold due to Watercorp works in the area.
Oxford Street Green - Bike Box	25,000	25,000	25,000	0	(25,000)	-100%	Project delayed, works scheduled for Mar - Apr 2018.
Bike Boulevard Stage 2	1,100,000	1,100,000	0	9,601	9,601	100%	
Bike Parking	15,000	14,000	9,000	3,584	(5,416)	-60%	
Carr/Cleaver Street - bike lanes	50,000	50,000	0	0	0	0%	
<b>CAR PARK DEVELOPMENT</b>							
Beatty Park Reserve car park - Lighting	2,500	2,500	2,500	0	(2,500)	-100%	
Berryman and The Boulevard - Angle Parking	90,000	90,000	0	46,419	46,419	100%	Project commenced ahead of schedule.
Brisbane Street Car Park - Lighting	35,000	35,000	35,000	0	(35,000)	-100%	Project delayed, works scheduled for Mar - Apr 2018.
Chelmsford Road Car Park	78,000	78,000	78,000	0	(78,000)	-100%	Project delayed, works scheduled for Mar - Apr 2018.
Glebe Street - Angle Parking	85,000	85,000	0	0	0	0%	
North Perth ACROD Parking Bays	5,000	5,000	5,000	0	(5,000)	-100%	
Pansy Street Car Park - Lighting	1,600	1,600	1,600	0	(1,600)	-100%	
Parking Restriction Implementation	143,682	143,682	143,682	33,732	(109,950)	-77%	Work in progress.
Raglan Road Car Park - Resurfacing & Lighting	70,000	70,000	70,000	0	(70,000)	-100%	Project delayed, works scheduled for Mar - Apr 2018.

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<b>DRAINAGE</b>							
Beatty Park Reserve - Flood Mitigation Works	3,033	3,033	3,033	0	(3,033)	-100%	
Beatty Park Reserve - Drainage Improvements	150,000	150,000	150,000	0	(150,000)	-100%	Project delayed, works scheduled for Apr - May 2018.
Gully Soakwell Program	75,000	75,000	55,000	65,185	10,185	19%	On-going works.
Lawler Street Sump - Infill	198,000	198,000	198,000	0	(198,000)	-100%	Work in progress, estimate to complete in Apr 2018.
Miscellaneous Improvements	55,000	55,000	10,000	0	(10,000)	-100%	Contingency. No request receive as yet.
Muriel Place Drainage Upgrade	20,000	20,000	20,000	0	(20,000)	-100%	Works no longer required.
<b>PARKS AND RESERVES</b>							
Axford Park - Redevelopment	200,000	200,000	50,000	0	(50,000)	-100%	Project delayed, works scheduled for Mar - Jun 2018.
Banks Reserve - Foreshore restoration stage 2	185,300	185,300	185,300	20,000	(165,300)	-89%	Work in progress, estimate to complete in May 2018.
Central Control Irrigation System (Stage 3)	60,000	60,000	30,000	54,566	24,566	82%	Timing variance, work in progress.
Charles Veryard Reserve - Full/Partial Dog Exercise Fence & Landscaping	15,000	15,000	15,000	0	(15,000)	-100%	Project delayed, works scheduled for Mar - Jun 2018.
Greening Plan - Oxford St, Scarb Bch Rd, Lord	0	0	0	9,814	9,814	100%	
Hyde Park - Re-asphalt pathways	72,336	48,943	48,943	53,993	5,050	10%	
Kyilla Park - Replace/upgrade in ground reticulation system	65,000	65,000	0	0	0	0%	
Leake Street Public Open Space - Eco Zoning	5,000	5,000	5,000	3,456	(1,544)	-31%	
Les Lilleyman Reserve - Basketball and Netball installation	20,000	20,000	20,000	15,638	(4,362)	-22%	
Les Lilleyman Reserve - Eco-zoning	30,000	30,000	15,000	240	(14,760)	-98%	Work in progress, schedule for Apr - Jun 2018.
Menzies Park - Replace groundwater bore	40,000	40,000	40,000	37,036	(2,964)	-7%	
Miscellaneous - Parks and Reserves Upgrade	20,000	20,000	20,000	21,214	1,214	6%	
Parks BBQ installations	9,500	9,500	9,500	3,173	(6,327)	-67%	
Roads to Parks Demonstration Project - Hyde Street Park Mt Lawley	120,000	140,000	80,000	7,679	(72,321)	-90%	Work in progress, estimate to complete by the end of financial year.
Synthetic Cricket Wicket Surfacing Program	25,000	25,000	0	11,430	11,430	100%	Project commenced ahead of schedule.
Britannia Road Reserve - Playground Equipment Install	0	0	0	2,710	2,710	100%	
Venables Park - Re-asphalt pathways and install barrier kerbing	20,000	20,000	20,000	5,712	(14,288)	-71%	Works completed with savings.

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<b>MISCELLANEOUS</b>							
Axford Park - Uplighting trees	60,000	60,000	60,000	60,000	0	0%	
Install a pit and pump at Depot Dog Pound	41,000	41,000	41,000	0	(41,000)	-100%	Project cancelled.
New Parklets - Mt Hawthorn & North Perth	24,600	24,600	24,600	0	(24,600)	-100%	Work in progress, estimate to complete in Jun 18.
Proposed Pedestrian Safety Ballustrade intersection Oxford and Bourke Streets, Leederville	8,000	8,000	8,000	7,273	(727)	-9%	
Robertson Park - Restump concrete boardwalk	15,000	15,000	15,000	0	(15,000)	-100%	Work completed.
Bus Shelters	40,000	40,000	20,000	11,082	(8,918)	-45%	
Upgrade and install new street lighting	15,000	15,000	10,000	0	(10,000)	-100%	Work schedule for Jun 2018.
<b>TOTAL EXPENDITURE</b>							
<b>FOR INFRASTRUCTURE ASSETS</b>	<b>8,358,501</b>	<b>8,329,870</b>	<b>5,186,907</b>	<b>1,744,172</b>	<b>(3,442,735)</b>	<b>-66%</b>	

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<b><u>PLANT &amp; EQUIPMENT ASSETS</u></b>							
<b>LIGHT FLEET VEHICLE REPLACEMENT PROGRAMME</b>							
Light Fleet - Annual Changeovers	280,500	280,500	280,500	267,166	(13,334)	-5%	
<b>MAJOR PLANT REPLACEMENT PROGRAMME</b>							
Road Safety Trailer	29,500	29,500	29,500	29,220	(280)	-1%	
Side Loader Rubbish Compactor	380,000	380,000	380,000	0	(380,000)	-100%	Tender process begun in Jan 2018.
Single Axle Truck (Flocon)	200,000	200,000	200,000	0	(200,000)	-100%	Scheduled for Jun 2018.
Tractor - Parks	120,000	120,000	120,000	69,881	(50,119)	-42%	Plant purchased below budget.
Ride-on Rotary mower (zero turn) - Parks	42,000	42,000	42,000	22,093	(19,907)	-47%	Plant purchased, with additional costs to come.
Electric Bike	0	2,500	2,500	0	(2,500)	-100%	
All Terrain vehicle (ATV) - Hyde Park	30,000	30,000	30,000	24,521	(5,479)	-18%	
Engineering Tools Trailer	0	0	0	14,349	14,349	100%	Unbudgeted expenditure. To be addressed in mid-year review.
Engineering 7X4 Cage trailer	0	0	0	1,627	1,627	100%	

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<b>ADMINISTRATION &amp; CIVIC CENTRE</b>							
Beatty Park Server	19,000	19,000	19,000	0	(19,000)	-100%	Project cancelled to be amended with Mid Year Budget Review.
Upgrade of CCTV	42,800	42,800	42,800	0	(42,800)	-100%	Project deferred to 2018/19. To be amended with Mid Year Budget Review.
<b>BEATTY PARK LEISURE CENTRE</b>							
Boiler Replacement	199,000	182,401	182,401	0	(182,401)	-100%	Planning stage, estimate to commence in Apr 2018.
Upgrade fire panel	25,000	25,000	25,000	0	(25,000)	-100%	Planning stage, estimate to commence in Mar 2018.
Ventilation in spa plant room	8,500	8,500	8,500	0	(8,500)	-100%	
Switchboard in top level of plantroom	12,500	12,500	12,500	0	(12,500)	-100%	Project delayed, scheduled for May 2018.
25m pool pump	7,500	7,500	7,500	0	(7,500)	-100%	
Dry Chlorine feeder	12,000	12,000	12,000	0	(12,000)	-100%	Project delayed, scheduled for May 2018.
<b>POLICY AND PLACE</b>							
Installation of Device Sensors for Town Centre Performance	1,236	1,236	1,236	402	(834)	-67%	
<b>COMMUNITY SERVICES</b>							
Replace Autocite Units (mobile infringement hardware)	40,000	40,000	40,000	32,682	(7,318)	-18%	
5x 'Pay by Plate' parking ticket machines - Avenue Car Park	6,900	6,900	6,900	0	(6,900)	-100%	
Frame Court Car Park - Pay-by-Plate Parking Machines	50,000	50,000	50,000	34,071	(15,929)	-32%	Work completed with savings.
Parking Machines Asset Replacement Program	40,000	40,000	0	35,400	35,400	100%	Project commenced ahead of schedule.
Parking Sensors Pilot Project	51,410	51,410	51,410	0	(51,410)	-100%	Receiving quotes, anticipate to implement in Mar 2018.
<b>TOTAL EXPENDITURE</b>							
<b>FOR PLANT &amp; EQUIPMENT ASSETS</b>	<b>1,597,846</b>	<b>1,583,747</b>	<b>1,543,747</b>	<b>531,412</b>	<b>(1,012,335)</b>	<b>-66%</b>	

CITY OF VINCENT  
NOTE 5 - CAPITAL WORKS SCHEDULE 2017/18  
AS AT 31 JANUARY 2018



	Adopted Budget 2017/18 \$	Revised Budget 2017/18 \$	YTD Budget Jan-18 \$	YTD Actual Jan-18 \$	YTD Variance	Variance	Commentary
<b><u>FURNITURE &amp; EQUIPMENT ASSETS</u></b>							
<b>CORPORATE SERVICES</b>							
Corporate Systems - Re-Implementation or Replacement	37,500	37,500	37,500	25,703	(11,797)	-31%	Completed.
<b>BEATTY PARK LEISURE CENTRE</b>							
Replacement of Gym Equipment for Loftus Centre	54,615	54,615	54,615	53,750	(865)	-2%	
Stereo upgrades - RPM studio, Studio 1&2 and Gym (Currently Leased)	41,000	41,000	0	0	0	0%	
Pool Lane rope replacement	7,000	7,000	7,000	0	(7,000)	-100%	
<b>INFORMATION TECHNOLOGY</b>							
Upgrade of IT Firewall	80,000	80,000	80,000	0	(80,000)	-100%	RFQ in progress.
Replace IT Servers	50,000	50,000	50,000	0	(50,000)	-100%	Order placed.
Replacement PC Fleet (Currently Leased)	350,000	350,000	350,000	3,411	(346,589)	-99%	Order placed.
Redevelopment of Website (stage 2)	30,000	30,000	30,000	18,823	(11,177)	-37%	Ongoing project, to be completed by Jun 2018.
Upgrade of AV Devices	30,000	30,000	30,000	0	(30,000)	-100%	Audit completed. RFQ to be developed in Feb 2018.
Upgrade IT Network Remote Access Facility	30,000	30,000	30,000	0	(30,000)	-100%	Project pending, to be commenced with upgrade of IT Firewall.
SOE Development	15,000	15,000	15,000	0	(15,000)	-100%	Development phase.
Online Lodgement of Applications	100,000	100,000	50,000	1,353	(48,647)	-97%	Work in progress.
Replacement of CARS Systems	60,000	60,000	0	0	0	0%	
Upgrade Two Way Radio Fleet	100,000	100,000	100,000	0	(100,000)	-100%	Tender closes in Jan 2018.
<b>MARKETING &amp; COMMUNICATIONS</b>							
Digital Camera	0	2,532	2,532	2,583	51	2%	

CITY OF VINCENT  
NOTE 5 - CAPITAL WORKS SCHEDULE 2017/18  
AS AT 31 JANUARY 2018



	Adopted Budget 2017/18 \$	Revised Budget 2017/18 \$	YTD Budget Jan-18 \$	YTD Actual Jan-18 \$	YTD Variance	Variance Commentary
<b>LOFTUS RECREATION CENTRE</b>						
Loftus Recreation Equipment replacement	44,000	44,000	44,000	10,743	(33,257)	-76% Work in progress.
Replacement Stereo - Loftus Recreation	15,000	15,000	0	0	0	0%
<b>Reserves Pavilions and Facilities</b>						
Sculpture - Homo Sapiens Sapiens - D Mah	0	0	0	2,546	2,546	100%
<b>PUBLIC HALLS</b>						
Renewal of furniture for municipal halls	6,000	6,000	6,000	0	(6,000)	-100%
Halls, Pavilions and Operational Buildings - Non Fixed Assets - Renewal	60,000	60,000	60,000	19,222	(40,778)	-68% On-going works as required.
<b>WORKS DEPOT</b>						
New letter folding machine at the depot	1,500	1,500	1,500	1,360	(140)	-9%
<b>TOTAL EXPENDITURE FOR FURNITURE &amp; EQUIPMENT ASSETS</b>	<b>1,111,615</b>	<b>1,114,147</b>	<b>948,147</b>	<b>139,494</b>	<b>(808,653)</b>	<b>-85%</b>
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>13,411,320</b>	<b>13,379,565</b>	<b>9,375,602</b>	<b>2,850,202</b>	<b>(6,525,400)</b>	<b>-70%</b>

CITY OF VINCENT  
NOTE 6 - CASH BACKED RESERVES  
AS AT 31 JANUARY 2018



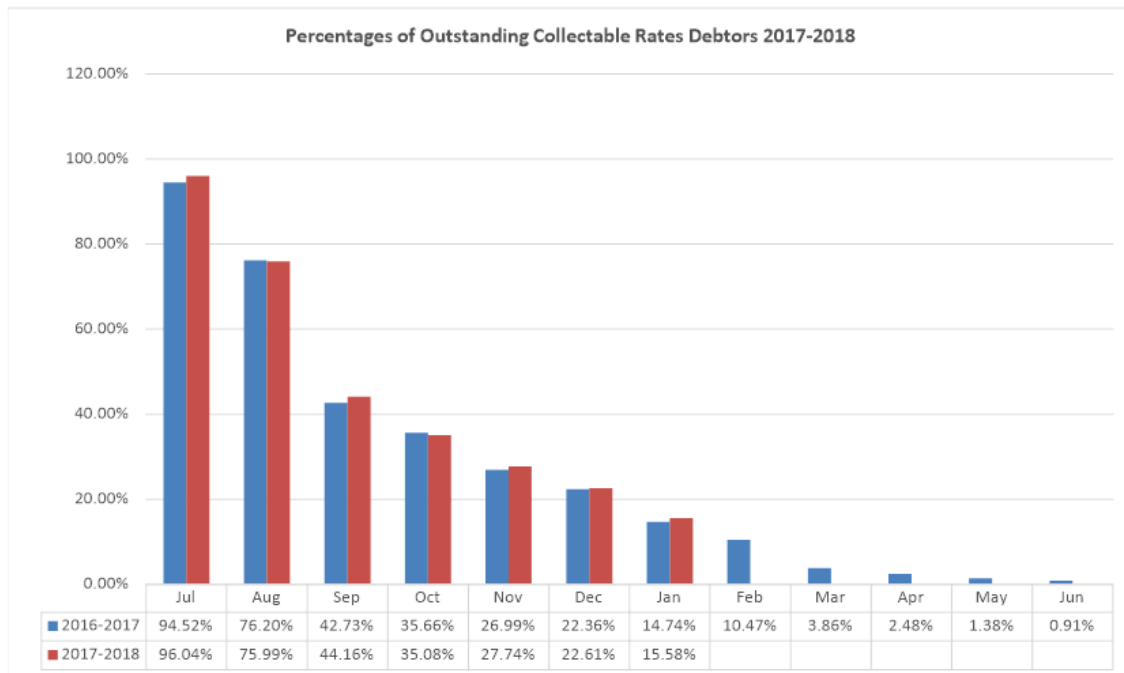
Reserve Particulars	Budget Opening Balance 01-Jul-17 \$	Estimated Opening Balance 01-Jul-17 \$	FY Budget Transfers From Muni Funds \$	YTD Actual Transfers From Muni Funds \$	FY Budget Interest Earned \$	YTD Actual Interest Earned \$	FY Budget Transfers To Muni Funds \$	YTD Actual Transfers To Muni Funds \$	Budget Balance 30-Jun-18 \$	Actual Balance 31-Jan-18 \$
Administration Centre Reserve	11,418	10,587	0	0	178	168	(10,440)	0	1,156	10,755
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	51,430	0	0	3,339,192	3,303,234
Beatty Park Leisure Centre Reserve	252,933	253,819	0	0	4,739	4,238	(175,000)	0	82,672	258,057
Capital Reserve	8,264	7,470	0	0	237	119	0	0	8,501	7,589
Cash in Lieu Parking Reserve	782,114	781,449	60,000	25,798	20,756	12,516	(175,000)	(41,791)	687,870	777,972
Electronic Equipment Reserve	52,666	52,589	0	0	1,509	831	0	0	54,175	53,420
Hyde Park Lake Reserve	148,486	148,177	0	0	4,253	2,344	0	0	152,739	150,521
Land and Building Acquisition Reserve	277,340	276,761	0	0	7,944	4,376	0	0	285,284	281,137
Leederville Oval Reserve	217,145	216,694	0	0	5,217	3,427	(70,000)	0	152,362	220,121
Leederville Tennis Reserve	1,976	1,981	970	732	70	36	0	0	3,016	2,749
Light Fleet Replacement Reserve	0	0	0	0	0	0	0	0	0	0
Loftus Community Centre Reserve	17,899	17,811	6,150	4,622	601	314	0	0	24,650	22,747
Loftus Recreation Centre Reserve	39,329	39,123	57,060	33,200	1,380	843	(39,375)	0	58,394	73,166
North Perth Tennis Reserve	42,094	42,049	4,670	3,506	1,273	688	0	0	48,037	46,243
Office Building Reserve - 246 Vincent Street	528,131	527,031	0	0	12,979	8,335	(150,000)	0	391,110	535,366
Parking Facility Reserve	98,461	98,182	0	0	2,788	1,625	(2,250)	0	98,999	99,807
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	4,498	(289,500)	(116,495)	18,249	188,766
State Gymnastics Centre Reserve	96,746	96,639	10,750	6,285	2,925	1,572	0	0	110,421	104,496
Strategic Waste Management Reserve	20,884	20,842	0	0	598	329	0	0	21,482	21,171
Tamala Park Land Sales Reserve	1,991,393	2,022,698	1,452,514	166,667	77,298	32,076	(81,310)	(30,751)	3,439,895	2,190,690
Underground Power Reserve	195,835	195,426	0	0	5,609	3,091	0	0	201,444	198,517
Waste Management Plant and Equipment Reserve	543,138	546,224	0	0	10,544	8,639	(350,000)	0	203,682	554,863
	8,875,671	8,908,119	1,592,114	240,810	258,420	141,495	(1,342,875)	(189,037)	9,383,330	9,101,387

**CITY OF VINCENT  
NOTE 7 - RATING INFORMATION  
FOR THE MONTH ENDED 31 JANUARY 2018**



	Rateable Value	Rate in Dollar Cents	Budget	Actual	Rates Levied to Budget %
	\$		\$	\$	%
<b>Rate Revenue</b>					
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	8,148,690	99.4%
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	370,925	98.9%
Back Rates	0		30,000	29,067	96.9%
<b>Total Amount Made up from Rates</b>	<b>496,628,538</b>		<b>32,939,532</b>	<b>32,889,249</b>	
<b>Non Payment Penalties</b>					
Instalment Interest @ 5.5%			176,260	157,528	89.4%
Penalty Interest @ 11%			80,000	84,534	105.7%
Administration Charge - \$13 per instalment			200,000	247,553	123.8%
Legal Costs Recovered			25,000	9,977	39.9%
Other Reimbursements			600	444	74.0%
Interest Write Off			(200)	0	0.0%
			<b>33,421,192</b>	<b>33,389,285</b>	
<b>Other Revenue</b>					
Exempt Bins - Non Rated Properties			147,000	137,136	93.3%
Commercial / Residential Additional Bins			119,000	171,717	144.3%
Swimming Pools Inspection Fees			12,000	12,881	107.3%
			<b>33,699,192</b>	<b>33,711,019</b>	
<b>Opening Balance</b>				<b>287,674</b>	
<b>Total Collectable</b>			<b>33,699,192</b>	<b>33,998,693</b>	<b>100.89%</b>
Less					
Cash Received				27,645,549	
Overpayments of Rates 2016-17				27,673	
Rebates Allowed				1,028,935	
Refunds Allowed				0	
<b>Rates Balance To Be Collected</b>			<b>33,699,192</b>	<b>5,296,535</b>	<b>15.72%</b>
Add					
ESL Debtors				130,164	
Pensioner Rebates Not Yet Claimed				353,677	
ESL Rebates Not Yet Claimed				9,199	
Less					
Deferred Rates Debtors				(100,508)	
<b>Current Rates Debtors Balance</b>				<b>5,689,067</b>	

CITY OF VINCENT  
NOTE 7 - RATING INFORMATION GRAPH  
AS AT 31 JANUARY 2018



**CITY OF VINCENT**  
**NOTE 8 - DEBTOR REPORT**  
**FOR THE MONTH ENDED 31 JANUARY 2018**



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	0	0	0	353,980	353,980
DEBTOR CONTROL - PROPERTY INCOME	(9,278)	14,887	6,867	108,869	121,345
DEBTOR CONTROL - RECOVERABLE WORKS	17,720	5,323	4,217	74,320	101,580
DEBTOR CONTROL - BEATTY PARK LEISURE CENTRE	1,645	2,750			4,395
DEBTOR CONTROL - OTHER	26,514	260	1,265	22,698	50,737
DEBTOR CONTROL - % ART CONTRIBUTIONS					0
DEBTOR CONTROL - GST	91,549	0	0	0	91,549
DEBTOR CONTROL - INFRINGEMENT	132,020	73,302	57,425	2,394,843	2,657,590
PROVISION FOR DOUBTFUL DEBT					0
<b>TOTAL DEBTORS OUTSTANDING AS AT 31/01/2018</b>	<b>260,170</b>	<b>96,522</b>	<b>69,774</b>	<b>2,954,711</b>	<b>3,381,176</b>
UNDERGROUND POWER					57,301
ACCRUED INCOME					24,055
ACCRUED INTEREST					285,480
PREPAYMENTS					304,734
<b>TOTAL TRADE AND OTHER RECEIVABLES</b>					<b>4,052,746</b>

DATE	DEBTOR OVER 60 DAYS	AMOUNT	DEBT DETAILS & COMMENTS
25/02/2015	Subiaco Football Club	38,344.31	Turf maintenance & top dressing <i>Comment: Pending discussions on annual maintenance plan</i>
24/06/2016	Belgravia Leisure Pty Ltd	27,811.06	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>
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	1,162.34	Annual Pest Treatment/Safety Testing <i>Comment: Negotiating on lease responsibilities</i>
01/05/2017	Department of Sports and Recreations	70,840.64	Variable Outgoings 2016/17 <i>Comment: audit is complete and payments are anticipated within February 2018</i>
18/10/2017	The Proprietors of Strata Plan No. 69431	3,480.13	Recoverable Works - temporary propping <i>Comment: Negotiating liability responsibilities</i>
04/11/2016	C Caferelli	28,600.00	Breaches of Planning Development Act <i>Comment: Referred to Fines Enforcement Registry</i>
<b>BALANCE OF 60 DAY DEBTORS OVER \$500.00</b>		<b>218,458.73</b>	

CITY OF VINCENT  
NOTE 9 - BEATTY PARK LEISURE CENTRE FINANCIAL POSITION  
AS AT 31 JANUARY 2018



	Revised Budget	YTD Budget	YTD Actuals	YTD Actuals	Month Actuals	Month Actuals
	2017/18	Jan-18	Jan-18	Jan-17	Jan-18	Jan-17
	\$	\$	\$	\$	\$	\$
<b>ADMINISTRATION</b>						
Revenue	0	0	0	0	0	0
Expenditure	0	0	(300)	(517)	(300)	(517)
Surplus/(Deficit)	0	0	(300)	(517)	(300)	(517)
<b>SWIMMING POOLS AREA</b>						
Revenue	2,246,180	1,389,205	1,322,922	1,284,434	280,968	273,555
Expenditure	(3,548,760)	(2,095,481)	(2,284,518)	(1,899,057)	(349,469)	(327,245)
Surplus/(Deficit)	(1,302,580)	(706,276)	(961,596)	(614,623)	(68,501)	(53,691)
<b>SWIM SCHOOL</b>						
Revenue	1,496,970	801,357	838,454	794,809	2,850	1,412
Expenditure	(1,055,780)	(616,297)	(608,349)	(597,261)	(42,164)	(37,562)
Surplus/(Deficit)	441,190	185,060	230,105	197,548	(39,314)	(36,150)
<b>CAFÉ</b>						
Revenue	715,970	473,548	424,665	425,765	79,961	103,785
Expenditure	(761,030)	(432,016)	(505,728)	(445,461)	(105,846)	(81,151)
Surplus/(Deficit)	(45,060)	41,532	(81,063)	(19,696)	(25,884)	22,635
<b>RETAIL SHOP</b>						
Revenue	517,490	308,939	313,080	296,417	60,099	62,439
Expenditure	(409,190)	(210,461)	(220,399)	(221,361)	(49,293)	(56,626)
Surplus/(Deficit)	108,300	98,478	92,681	75,056	10,807	5,813
<b>HEALTH &amp; FITNESS</b>						
Revenue	1,596,000	994,608	926,729	888,517	152,094	146,977
Expenditure	(1,317,370)	(794,684)	(774,464)	(821,280)	(127,110)	(151,767)
Surplus/(Deficit)	278,630	199,924	152,265	67,237	24,984	(4,790)
<b>GROUP FITNESS</b>						
Revenue	637,060	387,042	375,443	357,553	66,573	60,591
Expenditure	(561,910)	(332,851)	(325,436)	(301,866)	(48,398)	(49,309)
Surplus/(Deficit)	75,150	54,191	50,006	55,687	18,175	11,282
<b>AQUAROBICS</b>						
Revenue	226,990	137,732	134,751	126,353	24,471	22,798
Expenditure	(140,270)	(82,218)	(87,912)	(77,803)	(12,978)	(11,660)
Surplus/(Deficit)	86,720	55,514	46,840	48,550	11,493	11,139
<b>CRECHE</b>						
Revenue	54,020	33,205	37,978	47,554	5,838	7,022
Expenditure	(329,490)	(192,508)	(186,199)	(186,545)	(24,948)	(23,170)
Surplus/(Deficit)	(275,470)	(159,303)	(148,220)	(138,991)	(19,110)	(16,148)
<b>Net Surplus/(Deficit)</b>	<b>(633,120)</b>	<b>(230,880)</b>	<b>(619,283)</b>	<b>(329,749)</b>	<b>(87,651)</b>	<b>(60,427)</b>
Less: Depreciation	(546,950)	(319,053)	(677,339)	(316,022)	(96,766)	(45,763)
<b>Cash Surplus/(Deficit)</b>	<b>(86,170)</b>	<b>88,173</b>	<b>58,057</b>	<b>(13,727)</b>	<b>9,115</b>	<b>(14,664)</b>

**7.2 LOCAL GOVERNMENT ACT REVIEW - CITY OF VINCENT RESPONSE TO THE DEPARTMENT OF LOCAL GOVERNMENT, SPORTS AND CULTURAL INDUSTRIES DISCUSSION PAPER**

**TRIM Ref:** D18/19222

**Author:** Tim Evans, Manager Governance and Risk

**Authoriser:** Kerry Batten, Director Corporate Services

**Attachments:** 1.  City of Vincent submission relating to the Local Government Act Review [↓](#)

**RECOMMENDATION:**

That Council **ENDORSES** the submission included as Attachment 1 as the City of Vincent's response to the Department of Local Government, Sports and Cultural Industries (DLGSC) discussion paper relating to the Review of the *Local Government Act 1995*.

**PURPOSE OF REPORT:**

To consider the City's draft submission on DLGSC's Review of the *Local Government Act 1995* Discussion Paper.

**BACKGROUND:**

In June 2017, the Minister for Local Government, Hon. David Templeman MLA announced the commencement of a review of the *Local Government Act 1995* in two phases.

The first phase will focus on modernising local government, with a Bill expected in 2018. Key topics in this phase will be:

- increasing elector participation;
- electronic disclosure (making information more readily available);
- simplifying the disclosure of gifts; and
- reducing red tape provisions.

The second phase will focus on delivering for the community with a Bill expected in 2019. Key topics in this phase will be:

- improving behaviour and relationships;
- increasing community participation;
- enabling local government enterprises; and
- improving financial management.

DLGSC has published a discussion paper, publicly available on its website, relating to phase one of the announced review. The paper asks a series of more than 100 questions on a range of topics and invites submissions from all parts of the community on those questions.

**DETAILS:**

Administration has drafted a City of Vincent submission, included as **Attachment 1**, which includes the list of questions posed by DLGSC and a City of Vincent response based on any past positions of Council and, where no formal position has been taken to date, the views of Council Members and the Executive Team following discussions internally.

Over and above the issues raised in the discussion paper, a number of further items and issues have been included that either Council has an adopted position on (e.g. as a result of a Council decision or a Council endorsed paper such as "Raising the Bar") or Administration is proposing a particular position on. These items are also proposed to be included within the City's submission.

This report seeks Council's endorsement of the City's submission to DLGSC in respect of the discussion paper, for lodgement with DLGSC prior to its 9 March 2018 deadline.

**CONSULTATION/ADVERTISING:**

The submission is being developed in response to DLGSC's consultation exercise in relation to the review of the *Local Government Act 1995*.

**LEGAL/POLICY:**

This item concerns a review of the *Local Government Act 1995*.

**RISK MANAGEMENT IMPLICATIONS:**

**Low** There is not considered to be any risk to the City arising from making a submission to DLGSC concerning the review of the *Local Government Act 1995*.

**STRATEGIC IMPLICATIONS:**

In keeping with the City's *Plan for the Future – Strategic Community Plan 2013 – 2023* – the following Objectives state:

'4.1: Provide good strategic decision-making, governance, leadership and professional management.

4.1.5 Focus on stakeholder needs, values, engagement and involvement.'

**SUSTAINABILITY IMPLICATIONS:**

Nil.

**FINANCIAL/BUDGET IMPLICATIONS:**

Nil.

**COMMENTS:**

The discussion paper considers 11 topics to which the City is providing response:

1. Relationships between council and administration
2. Training
3. The behaviour of elected members
4. Local government administration
5. Supporting local governments in challenging times
6. Making it easier to move between state and local government employment
7. Gifts
8. Access to information
9. Available information
10. Reducing red tape
11. Regional subsidiaries

Additionally, Administration has put forward a number of items in part 12 of its response relating to the City's positions on external membership of audit committees, standardising public question times, voter franchise and trading entities.

It is recommended that Council endorse the submission which will then be submitted to the DLGSC.

# City of Vincent Submission

## Introduction

The City of Vincent welcomes the chance to make a submission in relation to the Department's discussion paper on the Local Government Act Review 2017. This submission and the positions contained within it were considered by Council at its ordinary council meeting on 6 March 2018.

The City's submission sets out the City's position in relation to each groups of questions posed in the discussion paper and, where appropriate, provides commentary that further clarifies the positions that the City has taken.

Under part 12 of the response, the City has raised number of further proposals for reform of the *Local Government Act 1995* and covers a range of topics and issues that are not considered elsewhere within the discussion paper, including positions on external membership of audit committees, standardising public question times, voter franchise and trading entities.

The City welcomed the opportunity to provide responses in relation to parts 8 and 9 of the discussion paper relating to areas in which the current *Local Government Act 1995* that do not yet not facilitate the highest standards of accountability and transparency in local government decision making. To this end, the City maintains its position that minimum benchmarks and standards should be set for all local governments. Many of these positions were first put forward within the City's Raising the Bar discussion paper and they address a range of issues facing the sector including:

- A lack of consistency in the quality and completeness of reporting standards across local government, particularly in relation to financial management;
- Difficulty for ratepayers in obtaining information without committing significant time and resources;
- A lack of understanding by elected local government members regarding their current obligations under the *Local Government Act 1995* nor the benefits of greater transparency to ratepayers;
- A lack of willingness or preparedness to embrace new ideas and standards among some senior ranks of staff and Council Members due to staleness and stagnation; and
- A lack of clarity in the *Local Government Act 1995* prescribing some critical responsibilities e.g. the process surrounding the appointment of a CEO.

The City looks forward to working with the Department of Local Government, Sport and Cultural Industries and the rest of the local government sector in developing a reformed *Local Government Act* that facilitates modern local governments that are smart, agile and inclusive.

## 1. Relationships between council and administration

### Defining the roles of council and administration

1.A

- 1) How should a council's role be defined? What should the definition include?
- 2) How should the role of the CEO and administration be defined?
- 3) What other comments would you like to make on the roles of council and administration?
- 4) Are there any areas where the separation of powers is particularly unclear? How do you propose that these are improved?

The City is generally comfortable with the definition of roles in the Act. However, there are instances where the Act appears to conflict with or at least obscure the definitions:

- 1) The requirement for Council to approve the employment of Senior Officers obscures the function of the CEO as being responsible for the employment of employees.
- 2) The requirement of s5.50 for Council to adopt a policy that relates to employees obscures the function of the CEO as being responsible for the employment of employees.
- 3) The adoption of a code of conduct that is adopted by Council and applies to both Council Members and employees obscures the function of the CEO as being responsible for the employment of employees.

- 5) Do you have any other suggestions or comments on this topic?

## 2. Training

### Elected member competencies

2.A

- 6) What competencies (skills and knowledge) do you think an elected member requires to perform their role?
- 7) Do these vary between local governments? If so, in what way?

1. A range of different skills and experiences can be applied to the role of a Council Member. Notwithstanding, the City of Vincent supports a mandatory minimum level of skills in topics such as meeting procedures and the local government legislative framework.
2. The City also supports Local Governments establishing an Elected Member Training Policy which encourages training and includes a budgetary provision of Elected Members training.
3. The City Supports Local Government election candidates being required to attend a Candidate information session, either in person or on-line, as an eligibility criteria for nomination as an Elected Member.

<b>Funding training</b>		
2.B	<p>8) Who should pay for the costs of training (course fees, travel, and other costs)?</p> <p>9) If councils are required to pay for training, should a training fund be established to reduce the financial impact for small and regional local governments? Should contribution to such a fund be based on local government revenue or some other measure?</p>	The City believes that training costs should be paid for by the Local Government.
<b>Mandatory training</b>		
2.C	<p>10) Should elected member training be mandatory? Why or why not?</p> <p>11) Should candidates be required to undertake some preliminary training to better understand the role of an elected member?</p> <p>12) Should prior learning or service be recognised in place of completing training for elected members? If yes, how would this work?</p> <p>13) What period should apply for elected members to complete essential training after their election?</p>	<p>The City would not support a requirement for candidates to undertake training prior to nomination as it is likely to result in a barrier to nomination and participation.</p> <p>However the City does support the mandating of a minimum level of training for Elected Members, particularly those in their first term.</p>
<b>Continuing professional development</b>		
2.D	<p>14) Should ongoing professional development be undertaken by elected members?</p> <p>15) If so, what form should this take?</p> <p>16) Do you have any other suggestions or comments on training?</p>	The City supports the principle of ongoing professional development but does not believe there should be a mandatory system of continuing professional development.
<b>3. The behaviour of elected members</b>		
<b>Codes of conduct</b>		
3.A	<p>17) Should standards of conduct/behaviour differ between local governments? Please explain.</p> <p>18) What model do you prefer for codes of conduct and why?</p> <p>19) How should a code of conduct be enforced?</p>	<p>The primary issue relating to Codes of Conduct is that they are extremely difficult to enforce, particularly if a section is not supported by regulations. A breach of a Code of Conduct should be treated as misconduct and the ability to sanction Council Members should be made available.</p> <p>The City supports a model of Codes of Conducts similar to that in the financial services sector whereby there are a number of industry codes. Organisations can then adopt all or part of those codes, but where parts of a code are not adopted, the organisation must answer the question - "if not, why not?"</p>

<b>Streamlined rules of conduct</b>		
3.B	20) Do you support streamlined Rules of Conduct regulations? Why? 21) If the rules were streamlined, which elements should be retained? 22) Do you support a reduction in the time frame in which complaints can be made? Is three months adequate?	The Rules of Conduct regulations are generally sensible and supported by the City. Instead, the key issue is the enforcement of the regulations - both the timeliness of complaints being heard and the range of sanctions available. A timeframe of at least 12 months should be available to make a complaint.
<b>Revised disciplinary framework</b>		
3C	23) Do you support an outcome-based framework for elected members? Why or why not? 24) What specific behaviours should an outcomes based framework target?	The City is of the view that if a regulation is in place, it should be adhered to and appropriately enforced, regardless of the outcome. While the principle of an outcome-based framework is laudable - the subjective nature of deciding whether a behaviour led to a particular outcome is likely to produce less consistent determinations as a result of that subjectivity.
<b>Application of the Rules of Conduct</b>		
3D	25) Should the rules of conduct that govern behaviour of elected members be extended to all candidates in council elections? Please explain.	The City supports the principle that similar standards of conduct should apply equally to candidates regardless of whether they are current elected members or not. However, in the City's view, these standards should be set in the Elections Regulations rather than extending the scope of the Rules of Conduct Regulations.
<b>Offence Provisions</b>		
3E	26) Should the offence covering improper use of information be extended to former members of council for a period of twelve months? Why? 27) Should this restriction apply to former employees? Please explain	Yes
<b>Confidentiality</b>		
3F	28) Is it appropriate to require the existence and details of a complaint to remain confidential until the matter is resolved? Why?	Yes, in order to provide for procedural fairness and reduce the opportunity for a public complaint process to be used as political mechanism (e.g. trial by media).

<b>Sector conduct review committees</b>		
3G	<p>29) What do you see as the benefits and disadvantages of this model?</p> <p>30) What powers should the Conduct Review Committee have?</p> <p>31) In your opinion what matters should go directly to the Standards Panel?</p> <p>32) Who should be able to be a member of a panel: elected members, people with local government experience, independent stakeholders?</p> <p>33) Who should select the members for the pool?</p> <p>34) How many members should there be on the Review Committee?</p> <p>35) Are the proposed actions for the Review Committee appropriate? If not, what do you propose?</p>	<p>The introduction of Conduct Review Committees appears to add an additional layer of complexity and bureaucracy to the system, with the likelihood being that administrative overhead and costs will increase. The establishment of more than one Standards Panel would seem to be a simpler and more effective solution to reducing timeframes.</p>
<b>Review of elected member non-compliance</b>		
3.H	<p>36) Which of the options for dealing with complaints do you prefer? (Status Quo or Conduct Review Committees) Why?</p> <p>37) Are there any other options that could be considered?</p> <p>38) Who should be able to request a review of a decision: the person the subject of the complaint, the complainant or both?</p>	<p>The Status Quo should be maintained but the Standards Panel should be appropriately resourced. In relation to the review process, the status quo whereby the sanction is appealable by accused but the finding is not appealable is appropriate given the minor nature of minor breach system.</p>
<b>Mediation</b>		
3.I	<p>39) Do you support the inclusion of mediation as a sanction for the Panel? Why or why not?</p>	<p>Mediation should not be described as a "sanction" but as an alternative form of reaching an outcome. Mediation should come before any hearing / finding / determination as is the case with SAT appeals.</p>
<b>Prohibition from attending council meetings</b>		
3.J	<p>40) Do you support the Panel being able to prohibit elected members from attending council meetings? Why or why not?</p> <p>41) How many meetings should the Panel be able to order the elected member not attend?</p> <p>42) Should the elected member be eligible for sitting fees and allowances in these circumstances?</p>	<p>The City has reservations about any 'stand down' provisions. Any proposal to prohibit elected members from attending council meetings should only be available once an Elected Member has been found to have committed a breach. Further policy development of the Stand Down Provisions must take into account the established principles of natural justice and procedural fairness.</p>
<b>Compensation to the local government</b>		
3.K	<p>43) Do you support the Panel being able to award financial compensation to the local government? Why or why not?</p> <p>44) What should the maximum amount be?</p>	<p>Yes, in serious cases, but the compensation should not exceed their Council Member allowance / sitting fees.</p>

Complaint administrative fee		
3.L	<p>45) Do you support this option? Why or why not? 46) Do you believe that a complaint administrative fee would deter complainants from lodging a complaint? Is this appropriate? 47) Would a complaint administrative fee be appropriate for a sector conduct review committee model? Why or why not? 48) What would be an appropriate fee for lodging a complaint? 49) Should the administrative fee be refunded with a finding of minor breach or should it be retained by the Department to offset costs? Why or why not?</p>	<p>No, a fee would deter complaints from being raised and therefore reduce the effectiveness of the Rules of Conduct regime. Instead, an option to order that any frivolous or vexatious complainants to pay the Costs of Proceedings may be appropriate - similar to section 88 of the <i>State Administrative Tribunal Act 2004</i>.</p>
Cost recovery to local government		
3.M	<p>50) Do you support the cost of the panel proceedings being paid by a member found to be in breach? Why or why not?</p>	<p>No, any financial penalty should be appropriate to the breach and not linked to the cost of a proceeding over which the member has little influence.</p>
Tabling decision report at Ordinary Council Meeting		
3.N	<p>51) Do you support the tabling of the decision report at the Ordinary Council Meeting? Why or why not? 52) Do you support this option? Why or why not?</p>	<p>The City's view is that the primary function of Council Meetings is as a decision making forum. The City supports the mandatory publication of breaches on the City's website and in the annual report.</p>
Elected member interests		
3.O	<p>53) Should not-for-profit organisation members participate in council decisions affecting that organisation? Why or why not? 54) Would your response be the same if the elected member was an office holder in the organisation?</p>	<p>The City supports the removal of the exemption from disclosure for financial interests arising from membership of a NFP organisation.</p>
Improving the behaviour of elected members		
3.P	<p>Do you have any other suggestions or comments on this topic?</p>	<p>The City supports WALGA's adopted position on this issue which is: "WALGA supports: 1. Official Conduct legislation to govern the behaviour of Elected Members; 2. An efficient and effective independent Standards Panel process; 3. An ability for the Standards Panel to dismiss vexatious and frivolous complaints; and 4. Confidentiality for all parties being a key component of the entire process."</p>

## 4. Local government administration

### Recruitment and selection of local government CEOs

<p>4.A</p> <p>56) Would councils benefit from assistance with CEO recruitment and selection? Why?</p> <p>57) How could the recruitment and selection of local government CEOs be improved?</p> <p>58) Should the Public Sector Commission be involved in CEO recruitment and selection? If so, how?</p> <p>59) Should other experts be involved in CEO recruitment and selection? If so, who and how?</p> <p>60) What competencies, attributes and qualifications should a CEO have?</p>	<p>The Local Government (Administration) Regulations and/or Section 5.36 of the <i>Local Government Act 1995</i> are amended to include the following requirements:</p> <p>The Council must approve the recruitment brief and advertisement before commencement of advertising the CEO position;</p> <p>The Council must, at a formal meeting, review and approve the proposed employment contract before an offer of appointment to a CEO or re-appointment of an existing CEO.</p> <p>The Local Government Act 1995 is amended to require all Councils to advertise the position of CEO following the completion of three consecutive five year terms by the same employee.</p> <p>The City believes that it would be appropriate for the Public Sector Commission to have a role in supporting Council, not only in relation to the recruitment and selection of a CEO, but perhaps more importantly, in relation to managing the CEOs contract. It is noted that in times of tension between Council and the CEO, Council is responsible for managing the CEOs performance but has little power to act (e.g. to appoint an advisor, lawyer, investigator) other than through the CEO.</p>
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### Acting CEOs

<p>4.B</p> <p>61) Should the process of appointing an acting CEO be covered in legislation? Why or why not?</p> <p>62) If so, who should appoint the CEO when there is a short term temporary vacancy (covering sick or annual leave for example)?</p> <p>63) Who should appoint the CEO if there will be vacancy for an extended period (for example, while a recruitment process is to be undertaken)?</p>	<p>The recruitment process of an acting CEO should be covered in legislation, only to the extent of requiring the City to adopt a policy position on the process which is already in place at many local governments.</p>
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Performance review of local government CEOs	
4.C	<p>64) Who should be involved in CEO performance reviews?65) What should the criteria be for reviewing a CEO's performance?66) How often should CEO performance be reviewed?67) Which of the above options (Approved 3rd party CEO Review, Mandatory CEO Review Policy, CEO Review Standard) do you prefer? Why?68) Is there an alternative model that could be considered?</p> <p>The City of Vincent has adopted a CEO Annual Performance Review Policy which sets out the process that the City believes is appropriate for undertaking the CEO performance review. This is available on the website at <a href="https://www.vincent.wa.gov.au/documents/1285/4.2.16-ceo-annual-performance-review">https://www.vincent.wa.gov.au/documents/1285/4.2.16-ceo-annual-performance-review</a>.</p>
Termination or extension of CEO contract around an election	
4.D	<p>69) Would a 'cooling off' period before a council can terminate the CEO following an election assist strengthening productive relationships between council and administration?</p> <p>70) What length should such a cooling off period be?</p> <p>71) For what period before an election should there be a restriction on a council from extending a CEO contract? Should there be any exceptions to this?</p> <p>Council supports amending the <i>Local Government Act 1995</i> to prohibit a Council from making any decision in respect to the appointment of a CEO (where a vacancy has arisen from termination) or the renewal or extension of a CEO's contract of employment within the six months prior to the bi-annual Council election.</p> <p>However, Council does not support a 'cooling off' period after an election.</p>
Public expectations of staff performance	
4.E	<p>72) Is greater oversight required over local government selection and recruitment of staff?</p> <p>73) Should certain offences or other criteria exclude a person from being employed in a local government? If so, what?</p> <p>The current selection and recruitment processes are working adequately.</p>
	<p>74) Do you have any other suggestions or comments on this topic?</p> <p>The City supports WALGA's adopted position in relation to Section 5.38 - Annual Review of Certain Employees Performance - which is:  <i>"That Section 5.38 either be deleted, or amended so that there is only a specific statutory requirement for Council to conduct the Chief Executive Officer's annual performance review."</i></p>

5. Supporting local governments in challenging times		
Remedial intervention		
5.A	<p>75) Should the appointed person be a departmental employee, a local government officer or an external party? Why?</p> <p>76) Should the appointed person be able to direct the local government or would their role be restricted to advice and support? Please explain.</p> <p>77) Who should pay for the appointed person? Why?</p>	The City has no position on this issue.
Powers of appointed person		
5.B	78) What powers should an appointed person have?	The power to access information.
Remedial action process		
5.C	<p>79) Do you think the proposed approach would improve the provision of good governance in Western Australia? Please explain.</p> <p>80) What issues need to be considered in appointing a person?</p>	The City has no position on this issue.
Supporting local governments in challenging times		
5.D	81) Do you have any other suggestions or comments on this topic?	<p>The City supports WALGA's adopted position on this issue which is:</p> <p><i>"That State Council endorse the following general principles as being fundamental to its response to the review of the Local Government Act:</i></p> <p><i>(a) Uphold the General Competence Principle currently embodied in the Local Government Act;</i></p> <p><i>(b) Provide for a flexible, principles-based legislative framework; and</i></p> <p><i>(c) Promote a size and scale compliance regime."</i></p>

## 6. Making it easier to move between State and local government employment

### Transferability of employees

6.A	82) Should local and State government employees be able to carry over the recognition of service and leave if they move between State and local government? 83) What would be the benefits if local and State government employees could move seamlessly via transfer and secondment?	The City has no issues with carrying over the recognition of service and leave between state and local government.
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### Making it easier to move between State and local government employment

6.B	84) Do you have any other suggestions or comments on this topic?	No
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## 7. Gifts

### A new framework for disclosing gifts

7.A	<p>85) Is the new framework for disclosing gifts appropriate?</p> <p>86) If not, why?</p> <p>87) Is the threshold of \$500 appropriate?</p> <p>88) If no, why?</p> <p>89) Should certain gifts – or gifts from particular classes or people – be prohibited? Why or why not?</p> <p>90) If yes, what gifts should be prohibited?</p>	<p>The City generally supports the recommendations made by the Gifts Working Group. However, it supports a \$200 disclosure threshold rather than a \$500 threshold.</p> <p>The City supports maintaining a prohibited gift threshold. Rather than set a sector-wide threshold, there could be a requirement for local governments to set their own prohibited gift threshold.</p> <p>The City believes that gifts from "developers" that should be prohibited. The City has defined what constitutes a "developer" in its "Policy 4.2.15 - Council Member Contact with Developers" - the definition was modelled on the Queensland government definition of the term. The City would also support allowing local government to prohibit other categories of gift givers.</p>
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**Excluding gifts received in a personal capacity**

- 7.B 91) Should gifts received in a personal capacity be exempt from disclosure?  
 92) If yes, how could 'personal capacity' be defined?  
 93) Should there be any other exemptions from the requirement to disclose a gift over the threshold?  
 94) If so, what should these be? Please justify your proposal.

The City supports the recommendations made by the Gifts Working Group. Gifts in a personal capacity should be exempt from disclosure.

95) Do you have any other suggestions or comments on this topic?

**8. Access to information****Public notices**

- 8.A 96) Which general option do you prefer (status quo, change to electronic notices only, removal of public notice requirement) for making local public notices available? Why?  
 97) Which general option do you prefer for State-wide public notices? Why?  
 98) With reference to the list of public notices, do you believe that the requirement for a particular notice should be changed? Please provide details.  
 99) For the State-wide notices in Attachment 3, are there alternative websites where any of this information could be made available?

The requirement to display public notices in newspapers should be removed. Instead, there should be a requirement for the public notice to be published on the Local Government's website. In addition, the creation of central WA "Public Notice Portal" provide a central point for interested parties to view public notices from across the state. In addition, compliance and verification of public notice requirements would be simple.

**Information available for public inspection**

100) Advise how you think the following information should be made available

(In person only, website only, neither, both):

8.B

- Annual Report
- Primary and Annual returns – for Elected members - Includes – sources of income (incl Trusts, Debts, Property holdings, Interests and positions in corporations, Discretionary disclosures generally)
- Gifts (already required to be on the website)
- Disclosure of travel contributions (already required to be on the website)
- Electoral gifts register
- Allowance for deputy mayor or deputy president
- Payments for certain committee members
- Tenders register
- Register of delegations to committees, CEO and employees
- Minutes of council, committee and elector meetings
- Future plan for the district
- Annual Budget
- Notice papers and agendas of meetings
- Reports tabled at a council or committee meeting
- Complaints register (concerning elected members)
- Contracts of employment of the CEO and other senior local government employees
- Schedule of fees and charges
- Proposed local laws
- Gazetted Local laws (and other law that has been adopted by the district)
- Rates record
- Electoral roll

The list of information that is made available for public inspection should be reviewed to ensure that it is aligned with the Privacy Principles and the exemptions in of the Freedom of Information Act. In particular to ensure that personal information is not being published. (e.g. rates records, primary returns etc). There review should also be undertaken in the context of what is trying to be achieved. If, for example, the goal is transparency of decision making, then there may be little need to publish rates records which have no bearing on decision-making. Notwithstanding, once a list is developed, the City's position is that all the information that is made available for public inspection should also be made available on the website to provide for greater accessibility.

	<p>101) Should the additional information that is available to the public in other jurisdictions be available here? If so which items? How should they be made available: in person, website only or both?</p> <p>102) Is there additional information that you believe should be made publicly available? Please detail.</p> <p>103) For Local Governments: How often do you receive requests from members of the public to see this information? What resources do you estimate are involved in providing access in person (hours of staff time and hourly rate)?</p>	<ul style="list-style-type: none"> <li>• Disclosures of interests</li> <li>• Register of Common Seal Usage</li> <li>• Contracts Over \$150,000</li> <li>• Lease Register</li> <li>• Council Member allowances, expenses and meeting attendances</li> <li>• Register of Council Member Contact with Developers</li> <li>• Public Reporting of Travel Undertaken by Councillor Members and Staff</li> </ul>
8.C	104) Do you have any other suggestions or comments on this topic?	No
<b>9. Available information</b>		
9.A	<p>105) In relation to expanding the information provided to the public, which of the following options do you prefer?</p> <p>A. Status Quo</p> <p>B. Additional reporting requirements</p> <p>C. Requirement for a policy relating to accessible information at the City.</p>	The City's position is that there should be a requirement for Local Governments to publish additional information and furthermore that the information should be in a standard format so that it is easily comparable between local governments. The City believes that local government transparency is an important element of good governance.
9.B	106) In the table below, please indicate whether you think the information should be made available, and if so, whether this should be required or at the discretion of the local government:	
9.B.1	Live streaming video of council meetings on local government website	At Council discretion
9.B.1	Diversity data on council membership and employees	At Council discretion
9.B.2	Elected member attendance rates at council meetings	Required
9.B.3	Elected member representation at external meetings/events	In principle, this should be required. However, further clarification is required as to what might constitute a meeting or event.
9.B.4	Gender equity ratios for staff salaries	Required
9.B.5	Complaints made to the local government and actions taken	Further definition of what a "complaint" means is required.
9.B.6	Performance reviews of CEO and senior employees	A summary of the CEO's performance review should be required to be published.
9.B.7	Website to provide information on differential rate categories	Required
9.B.8	District maps and ward boundaries	Required
9.B.9	Adverse findings of the Standards Panel, State Administrative Tribunal or Corruption and Crime Commission.	Rather than just "adverse" findings why not all findings in relation to the local government?
9.B.10	Financial and non-financial benefits register	Required - for Elected Members and CEO only, not senior staff.

9.C	107) What other information do you think should be made available?	
9.D	108) Do you have any other suggestions or comments on this topic?	
<b>10. Reducing red tape</b>		
10.A	109) Which regulatory measures within the Act should be removed or amended to reduce the burden on local governments? Please provide detailed analysis with your suggestions. a) Briefly describe the red tape problem you have identified. b) What is the impact of this problem? Please quantify if possible. c) What solutions can you suggest to solve this red tape problem?	1) Remove the need to advertise Senior Officer roles in print media. - Section 5.37(3). 2) That section 6.26 be amended to clarify whether or not the City has the power to part rate a property that is used for both exempt and non-exempt purposes, and furthermore to clarify that Independent Living Units should only be exempt from rates where they qualify under the <i>Commonwealth Aged Care Act 1997</i> ;
	110) Which regulatory measures within the Act should be removed or amended to reduce the burden on the community? Please provide detailed analysis with your suggestions. a) Briefly describe the red tape problem you have identified. b) What is the impact of this problem? Please quantify if possible. c) What solutions can you suggest to solve this red tape problem?	
10.B	111) Should the provisions for a special majority be removed? Why or why not?	Yes, a special majority adds complexity and an absolute majority would be appropriate in those cases where a special majority is currently called for.

<b>Senior employees</b>		
10.C	<p>112) Is it appropriate that council have a role in the appointment, dismissal or performance management of any employees other than the CEO? Why or why not?</p> <p>113) Is it necessary for some employees to be designated as senior employees? If so, what criteria should define which employees are senior employees?</p>	The City believes that the CEO should be responsible for the employment, management and dismissal of all (other) City employees.
<b>Exemption from accounting standard AASB124 - Related party disclosures</b>		
10.D	<p>114) Are the existing related party disclosure provisions in the Act sufficient without the additional requirements introduced by AASB 124? Why or why not?</p>	<p>The City supports WALGA's adopted position on this issue which is:</p> <p>"That Regulation 4 of the <i>Local Government (Financial Management) Regulations</i> be amended to provide an exemption from the application of AASB 124 'Related Party Transactions' of the Australian Accounting Standards (AAS). "</p>
<b>Disposal of property</b>		
10.E	<p>115) The threshold for trade-ins was set originally to \$50,000 in 1996 and raised to \$75,000 in 2015. Should that threshold be raised higher, if so how high?</p> <p>116) Should the threshold remain at \$75,000 but with separate exemptions for specific types of equipment, for example plant?</p> <p>117) The general \$20,000 threshold was put in place in 1996 and has not been amended. Should the threshold be raised higher than \$20,000? If so, what should it be and why?</p> <p>118) Would raising these thresholds create an unacceptable risk that the items would not be disposed of to achieve the best price for the local government?</p> <p>119) Is there an alternative model for managing the disposal of property? Please explain.</p>	<p>The City supports WALGA's adopted position on this issue which is:</p> <p>Dispositions of Property: Local Government (Functions and General) Regulation 30(3)</p> <p><i>"That Regulation 30(3) be amended to delete any financial threshold limitation (currently \$75,000) on a disposition where it is used exclusively to purchase other property in the course of acquiring goods and services, commonly applied to a trade-in activity."</i></p>
	120) Do you have any other suggestions or comments on this topic?	

## 11. Regional Subsidiaries

- |      |   |   |
|------|---|---|
| 11.A | 121) In relation Regional subsidiaries being able to borrow money, which of the following options do you prefer? A. Status Quo B. Borrow from Treasury Corporation C. Borrow from Financial Institutions  | The City has no position on the issue of borrowing for Regional subsidiaries. |
| 11.B | 122) Should regional subsidiaries be allowed to borrow money other than from the member councils?<br>123) Why or why not?<br>124) If a regional subsidiary is given the power to borrow directly, what provisions should be put in place to mitigate the risks? | The City has no position on the issue of borrowing for Regional subsidiaries. |
| 11.C | 125) Do you have any other suggestions or comments on this topic, including on any other aspect of the Local Government (Regional Subsidiaries) Regulations 2017?   | No  |

## 12. Local Government Act Review

- |      |   |   |
|------|---|---|
| 12.A | 126) You are invited to make comment and put forward suggestions for change on other matters which have not been covered in this paper. | <p><b>Public Question Time</b></p> <p>The Local Government (Administration) Regulations 1996 should be amended to provide more consistent and minimum standards for question time and statements from the public across all local governments to enable greater participation, including:</p> <ul style="list-style-type: none"> <li>• Specifically allowing the making of a public question and/or a general statement in relation to an agenda item or broader Council matter;</li> <li>• Allowing a member of the public to directly ask the question without being required to submit the question in advance; and</li> <li>• Setting a prescribed time limit of three minutes for any question or statement to be made by a member of the public at a Council meeting but limits such statements or questions to one ratepayer per meeting to enable a timely management of meetings.</li> </ul> |
|------|---|---|





12.B	<b>Voter Franchise</b> The City of Vincent is supportive of a one vote/one value model and is not supportive of any changes which would enshrine further disparity and unfairness in the current voting system such as compulsory enrolment of businesses or non-residential property owners.
12.C	<b>Trading Entities</b> The <i>Local Government Act 1995</i> should afford greater freedom and flexibility to establish trading entities and enter into private-public partnerships for business and community purposes.
12.D	<b>Audit Committees – External Member payments</b> The <i>Local Government Act 1995</i> should be amended to allow for payments to be made to external members of audit committees in order for local governments to attract and retain high calibre independent members;
12.E	<b>Audit Committees – Mandatory External Members</b> The City advocates that the appointment of external members to audit committees should be made mandatory in order to bring high level, professional finance and governance skills and a fresh perspective to the organisation. The appointment of external members is recommended in the Department of Local Government's Guideline No 9 – Audit Committees.

## 7.3 ADOPTION OF THE STANDING ORDERS AMENDMENT LOCAL LAW 2017

TRIM Ref: D17/161061

Author: Tim Evans, Manager Governance and Risk

Authoriser: Kerry Batten, Director Corporate Services

- Attachments:
1. Standing Orders Amendment Local Law 2017 - version for the government gazette [↓](#) 
  2. Standing Orders Amendment Local Law 2017 - tracked changes version [↓](#) 
  3. Consolidated Meeting Procedures Local Law 2008 - tracked changes version [↓](#) 
  4. Standing Orders Amendment Local Law 2017 - Summary of Submissions [↓](#) 

#### RECOMMENDATION:

That Council:

1. **MAKES BY ABSOLUTE MAJORITY**, in accordance with section 3.12(4) of the *Local Government Act 1995*, the *City of Vincent Standing Orders Amendment Local Law 2017* included as Attachment 1;

2. **NOTES** the purpose and effect of the local law as:

##### Purpose

The purpose of the Standing Orders Amendment Local Law 2017 is to make a number of minor amendments to the principal City of Vincent Standing Orders Local Law 2008 to allow for the orderly conduct of Council meetings;

##### Effect

The effect of the Standing Orders Amendment Local Law 2017 is to rename the Standing Orders Local Law 2008 to become the Meeting Procedures Local Law 2008 and to make minor amendments to the procedures for conducting Council meetings;

3. **NOTES:**

- 3.1 the minor amendments to the version of the Standing Orders Amendment Local Law 2017 that was advertised for public comment;
- 3.2 that Administration will publish the *Standing Orders Amendment Local Law 2017* in the *Government Gazette* in accordance with s3.12(5) of the *Local Government Act 1995* noting that a copy will be sent to the Minister for Local Government; Heritage; Culture and the Arts;
- 3.3 that Administration will give local public notice, in accordance with s3.12(6) of the *Local Government Act 1995*; and
- 3.4 that following Gazettal, in accordance with the Local Laws Explanatory Memoranda Directions as issued by the Minister on 12 November 2010, a copy of the local law and a duly completed explanatory memorandum signed by the Mayor and Chief Executive Officer will be sent to the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation.

#### PURPOSE OF REPORT:

To consider the submission received as a result of the public comment period on the proposed Standing Orders Amendment Local Law 2017 and to adopt the proposed local law.

#### BACKGROUND:

At its Ordinary Meeting held on 19 September 2017, Council approved the City of Vincent Standing Orders Amendment Local Law 2017, for the purposes of public comment.

The purpose of the Standing Orders Amendment Local Law 2017 is to make a number of minor amendments to the principal City of Vincent Standing Orders Local Law 2008 to allow for the orderly conduct of meetings of Council meetings. The effect of the Standing Orders Amendment Local Law 2017 is to rename the Standing Orders Local Law 2008 to become the Meeting Procedures Local Law 2008 and to make minor amendments to the procedures for conducting Council meetings.

At its ordinary meeting held on 6 February 2018, Council received a report (Agenda Item 11.3) recommending adoption of the Standing Orders Amendment Local Law 2017. Council deferred consideration of this item in order to examine the merit of amending clause 7.1 of the Local Law, dealing with a procedural motion to defer an item. Various options were discussed at a subsequent Council Workshop, however feedback from Council Members was inconclusive and therefore Administration is not proposing any change to the local law. Consequently the remainder of this report and its attachments are unchanged from those presented at Council's 6 February 2018 meeting.

#### DETAILS:

The Standing Orders Amendment Local Law 2017 amends the principal local law which is the Standing Orders Local Law 2008. Significantly, the title of the Standing Orders Local Law 2008 is amended so that it becomes the Meeting Procedures Local Law 2008. An administrative version of the consolidated Meeting Procedures Local Law 2008 is included as **Attachment 3**. The following is a summary of the changes that will result through the adoption of the proposed Standing Orders Amendment Local Law 2017:

Item #	Proposed Change	Reason
<b>Name</b>	The name of the local law will be amended from "Standing Orders" to "Meeting Procedures"	It is considered that the name change will make the law more recognisable and accessible to the general public.
<b>N/A</b>	The term "Council Member" is proposed to be used in place of "Councillor" as appropriate.	To align with the nomenclature in general use by the City of Vincent.
<b>1.6</b>	The definition of "Presiding Member" will be amended so that it matches the definition of "Presiding Member" in the WALGA model local law.	To align with standard industry practice.
<b>1.6</b>	The definition of "document" will be amended so that it matches the definition of "document" in the FOI Act.	To align with current legislation.
<b>1.6</b>	It is proposed to standardise the definitions so that defined words are not capitalised unless they are names or proper nouns. ("agenda", "closed doors", "document", "employee").	To align with standard industry practice.
<b>2.2(1)(b)</b>	Clause 2.2(1)(b) - which is a requirement to sign the notice of meeting, will be deleted	It is considered that the need for notice papers to be physically signed is no longer necessary.
<b>2.2(1)(e)</b>	Remove references to delivering agendas by physical post.	It is no longer considered necessary to post hard copies of meeting papers.
<b>2.3</b>	Include a requirement for the City to post meeting notice papers on its website.	The City's website is overwhelmingly the place where people visit to access this information.
<b>2.8(5)</b>	In the order of business, state that "confidential items" will be considered at the end and minor rephrasing.	To align the local law with current practice.
<b>2.9(1)</b>	It is proposed to remove the requirement to provide leave of absence applications at least one hour before the commencement of the meeting.	The clause is not considered necessary.
<b>2.16</b>	It is proposed to recognise that Council Meetings are web streamed and also give the power to the Presiding Member to decide to stop or start the web stream.	Aligns the Standing Orders with the City's adopted position on web streaming Council Meetings.

2.18(6)	It is proposed to remove the requirement to "bind" or paste the minutes or to keep a "minute book".	This clause is no longer considered necessary. Minutes will be kept in line with normal recordkeeping practice for any other permanent record.
2.19(6)(a)	The requirement to state a person's address will be replaced by a requirement to state their suburb of residence or the location of a business that they are representing.	To better protect the privacy of members of the public.
2.19(6)(c)	Clarify that each person can only speak once during public question time.	To align the local law with current practice.
2.19(9)	Preclude a list of written questions from being considered as being "asked" during public question time.	To clarify the intent of the local law in relation to the process for asking questions at Council Meetings.
2.22	Extend the power to approve deputations to "the Mayor or presiding member" rather than simply "the Mayor"	To cater for circumstances where the Mayor may be absent and unable to preside.
2.24(5)	Include a requirement for the CEO to nominate an officer who will be responsible for dealing with the petition.	To formalise and clarify the process for having petitions dealt with by the organisation.
5.2(3)	Allow for the possibility of electronic voting.	To provide future options for using voting technology at Council Meetings.
6.1	Delete reference to clause 3.6.4 which does not exist.	To amend an error in the local law.
8.10 and 8.11	Delete explicit prohibitions on alcohol consumption and smoking.	The clause is no longer considered necessary as smoking and alcohol consumption are already prohibited under other legislation and the City's code of conduct.
9.79(2)	Addition of power for the presiding member to require a person to "be seated".	To increase the powers of the presiding member to deal with unruly behaviour.
12.9	It is proposed to include recognition of "Council Briefings" and remove "forums".	To align the local law with current practice.

### CONSULTATION/ADVERTISING:

Public notice of the proposed City of Vincent Standing Orders Amendment Local Law 2017 was given in accordance with sections 3.12(3)(a) and (3a) of the *Local Government Act 1995*. Accordingly, advertisements were placed on the City's website, in *The West Australian* on 11 October 2017, *The Perth Voice* on 14 October 2017 and *The Guardian Express* on 17 October 2017 as well as posted on the City's notice boards and publicised on social media. In addition a letter was also sent to the Department of Local Government, Sport and Cultural Industries ("the Department") requesting feedback.

The submission period closed on 9 December 2017 with one submission being received. A summary of the submission along with Administration's comments is included in **Attachment 4**. In total the submission suggested a total of 18 minor amendments to the local law of which five are supported or partially supported by Administration. These have resulted in three proposed minor amendments to the advertised draft local law which are as follows:

- Inclusion of a requirement for the City to publish the agenda (notice paper) on its website;
- Rephrasing of the words in clause 2.8(5) to improve clarity;
- Extension of the power to approve deputations to "the Mayor or presiding member" rather than simply "the Mayor"; and

The Department provided feedback with respect to the form of the Standing Orders Amendment Local Law 2017 which has also resulted in Administration making a number of minor amendments to the version of the local law that was advertised. The changes were administrative in nature and have resulted in several minor changes to the proposed Standing Orders Amendment Local Law 2017. None of the amendments alter the effect of the principal local law.

**LEGAL/POLICY:**

Section 3.12 of the *Local Government Act 1995* sets out the procedural requirements for the making of a local law:

*"3.12. Procedure for making local laws*

- (1) In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.*
- (2A) Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure.*
- (2) At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner."*
- (3) The local government is to —*
  - (a) give Statewide public notice stating that —*
    - (i) the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and*
    - (ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and*
    - (iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given; and*
  - (b) as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and*
  - (c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.*
- (3a) A notice under subsection (3) is also to be published and exhibited as if it were a local public notice.*
- (4) After the last day for submissions, the local government is to consider any submissions made and may make the local law\* as proposed or make a local law\* that is not significantly different from what was proposed.*

*\* Absolute majority required.*
- (5) After making the local law, the local government is to publish it in the Gazette and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.*
- (6) After the local law has been published in the Gazette the local government is to give local public notice*
  - (a) stating the title of the local law; and*
  - (b) summarising the purpose and effect of the local law (specifying the day on which it comes into operation); and*
  - (c) advising that copies of the local law may be inspected or obtained from the local government's office.*
- (7) The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.*
- (8) In this section — making in relation to a local law, includes making a local law to amend the text of, or repeal, a local law."*

**RISK MANAGEMENT IMPLICATIONS:**

**Low:** It is not considered that the adoption of the Standing Orders Amendment Local Law 2017 will have a significant effect on the City's risk profile.

**STRATEGIC IMPLICATIONS:**

In keeping with the City's *Plan for the Future – Strategic Community Plan 2013 – 2023* – the following Objectives state:

- '4.1: Provide good strategic decision-making, governance, leadership and professional management.*

*4.1.5 Focus on stakeholder needs, values, engagement and involvement.'***SUSTAINABILITY IMPLICATIONS:**

Nil.

**FINANCIAL/BUDGET IMPLICATIONS:**

There are nominal costs associated with making the local law, including advertising and Gazettal which can be expended from the City's operating budget.

**COMMENTS:**

The proposed changes are primarily minor in nature and are largely adequately explained in the table in the "DETAILS" section of this report. However, the sections below provide further comment on several particular amendments in order to clarify the reasons behind these proposals.

Change of Name of the Local Law

Administration has consulted with the Department of Local Government, Sport and Cultural Industries in relation to the proposed change of name of the local law and whether it was preferable to change the name through an amendment or by repealing the current local law and making a new one. The advice received was that while both options were appropriate, an amendment was considered to be preferable in all instances where there was not considerable redrafting of sections of the law, such as in this case. Amendment local laws are considered to be easier to adopt because with any amendment local law, only the items that are being changed (3 pages) are considered and assessed by the Joint Standing Committee for Delegated Legislation. If a new local law was made, the entire new local law (44 pages) would be assessed. This would also have an impact on the fees charged to the City to gazette the local law which are related to its length.

Requirement to State Address

The requirement for a person to state their name and address when addressing Council has long been standard practice in local government. Administration notes that in the past decade there has been a change in expectations around the level of privacy of people's personal information, which has been brought to the fore by the new paradigm of accessibility to information made available via the web. In light of these changing expectations, Administration considers that the public interest in soliciting and recording the address of people who ask public questions no longer outweighs the privacy concerns of a number of members of the public and may act as a barrier to public participation at Council meetings. Consequently, it is proposed to amend this section of the local law and require only that a person must state their name and the suburb in which they reside.

Recognition of Council Briefings

Council at its meeting on 4 November 2014 resolved to move to a monthly meeting cycle in 2015, comprising monthly Council Briefings and Council Meetings. Council Briefings occur on the Tuesday of the week prior to the Ordinary Council Meeting and provide Council Members with the opportunity to ask questions and clarify issues relevant to the specific agenda items due to be presented to Council in the following week. The Council Briefing is not a decision-making forum and the Council has no power to make decisions at the Council Briefing. To date, Council Briefings have not been covered by the Standing Orders Local Law 2008. However, the City invariably holds public question time at the start of the meeting and follows the practice of declaring any interests relating to items on the agenda. It is proposed that these practices be formalised by amending the local law to stipulate that these sections of the local law apply to Council Briefings.

Recognition of Web Streaming

At its meeting on 7 March 2017, Council resolved to commence web streaming of Council Meetings and Briefing Sessions in order to improve the transparency and public access to the decision making process. Live streaming was implemented from the 30 May 2017 meeting onwards. Minor amendments to the local law have been proposed, to recognise Council's decision in relation to web streaming and the role that it plays in the conduct of Council meetings. It also clarifies powers of the Presiding Member and Council to stop and start web streaming during the meeting.

**LOCAL GOVERNMENT ACT 1995***City of Vincent*

## Standing Orders 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 6 February 2018 to make the following local law:

**1. Citation**

This local law may be cited as the *City of Vincent Standing Orders 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**

In this local law the *City of Vincent Standing Orders Local Law 2008* published in the *Government Gazette* on 14 October 2008 and amended as published in the *Government Gazette* on 5 July 2013, is referred to as the principal local law. The principal local law is amended.

**4. Title**

In the title of the principal local law delete "Standing Orders" and insert "Meeting Procedures".

**5. General**

Wherever it appears, delete "Standing Orders" and insert "Meeting Procedures".

**6. Citation**

In clause 1.1 of the principal local law after subclause (2) insert-

"(3) This local law was previously cited as the "*City of Vincent Standing Orders Local Law 2008*" until it was amended by the "*City of Vincent Standing Orders Amendment Local Law 2017*".

**7. Table of Contents**

In the table of contents —

- (a) delete clause 2.16 and insert:  
"2.16 Recording and web streaming of proceedings";
- (b) delete clauses 8.10, 8.11 and 8.12 and insert:  
"8.10 Mobile phones and audible electronic devices";
- (c) delete clause 12.9 and insert:  
"12.9 Council Briefings".

**8. Clause 1.6 amended**

In clause 1.6 —

- (a) delete ""**Agenda**"" and insert ""**agenda**"";
- (b) delete the definition of "**document**" and insert-  
" "**document**" means a document as prescribed in the *Freedom of Information Act 1992*;"

- (c) delete the definition of "**Minor Amendment**";
- (d) delete the definition of "**notice paper**" and insert-  
" "**notice paper**" in relation to any proposed meeting means a paper setting out the terms of business to be transacted at the meeting and the order of that business. The notice calling a special meeting may stand as the notice paper for that meeting;"
- (e) delete the definition of "**presiding member**" and insert-  
"**presiding member**" means:
  - (a) in respect of the Council, the person presiding under section 5.6 of the Act; and
  - (b) in respect of a committee, the person presiding under sections 5.12, 5.13, and 5.14 of the Act;"

**9. Clause 2.1 amended**

In clause 2.1 delete "Councillor" and insert "Council Member".

**10. Clause 2.2 amended**

Delete clause 2.2(1) and insert -

- "(1) Notice of ordinary meetings of the Council are to:-
- (a) be given to members in writing;
  - (b) state the place, date and hour of the meeting;
  - (c) state the business to be transacted; and
  - (d) be transmitted by electronic mail, together with an agenda at least seventy-two (72) hours before the time of the commencement of the meeting."

**11. Clause 2.3 amended**

In clause 2.3 after the word "Regulations" insert " and on the City's website";

**12. Clause 2.5 amended**

In clause 2.5(4) -

- (a) After the words "transacted at a" delete "Special" and insert "special";
- (b) After the words "which the" delete "Special" and insert "special".

**13. Clause 2.6 amended**

In clause 2.6(3) -

- (a) Delete "Special" and insert "special".

**14. Clause 2.8 amended**

In clause 2.8 -

- (a) In clause 2.8(5) delete "new order in which they are raised and include;" and insert "following order:"
- (b) After subclause (5)(c) insert -  
"(d) items which are marked "confidential" and are to be considered "behind closed doors"."

**15. Clause 2.9 amended**

In clause 2.9(1) delete "at least one (1) hour";

**16. Clause 2.16 amended**

Delete clause 2.16 and insert-

**"2.16 Recording and web streaming of proceedings**

- (1) No person is to use any electronic, visual or vocal recording device or instrument to record the proceedings of the Council or a committee, unless the person has been given prior permission by the Council.
- (2) Subclause (1) does not apply if the recording is taken by or at the direction of the CEO, with the permission of the Council or committee.
- (3) Wherever a meeting is open to the public, the Council may make the proceedings of the Council available to members of the public via web streaming.
- (4) The presiding member may decide to stop or start web streaming at any time during the Council meeting."

**17. Clause 2.18 amended**

In clause 2.18, delete subclause (6).

**18. Clause 2.19 amended**

- (1) Delete clauses 2.19(1) and 2.19(2);
- (2) Renumber clause 2.19(4) as 2.19(1);
- (3) Renumber clause 2.19(3) as 2.19(2);
- (2) In clause 2.19(6)(a), delete "address" and insert "the suburb in which they reside or, where a member of the public is representing the interests of a business, the suburb in which that business is located";
- (3) In clause 2.19(6)(c) after "three (3) minutes" insert "and each person may only speak once";
- (4) Renumber clauses 2.19(5) to 2.19(9) as 2.19(3) to 2.19(7) respectively;
- (5) In clause 2.19 after subclause (7) insert -  
"(8) Notwithstanding clause 2.19(4)(c), additional written questions not asked in the time allocated may be submitted in writing to the CEO and will be treated as correspondence."

**19. Clause 2.22 amended**

- (1) In clause 2.22(1) delete "the committee";
- (2) In clause 2.22(2) after "Mayor" insert " or presiding member".

**20. Clause 2.24 amended**

- (1) In clause 2.24(1)(g)(iv) delete "councillors" and insert "Council Members".
- (2) In clause 2.24 after subclause (4) insert -  
"(5) Once Council has resolved that a petition be received pursuant to clause (4)(a) or (4)(b), the CEO shall nominate an officer who will be responsible for dealing with the petition."

**21. Clause 3.2 amended**

- (1) In clause 3.2, where it appears delete "Councillor" and insert "Council Member";
- (2) In clause 3.2 delete "Councillors" and insert "Council Members".

**22. Clause 5.2 amended**

Delete clause 5.2(3) and insert-

"(3) The result of voting openly is determined by a method such as on the count of raised hands or through electronic voting that enables a record to be taken of each member's vote."

**23. Clause 8.10 amended**

Delete clause 8.10.

**24. Clause 8.11 amended**

Delete clause 8.11.

**25. Clause 8.12 amended**

Renumber clause 8.12 as 8.10.

**26. Clause 9.7 amended**

In clause 9.7(2) after the words "member to" insert " be seated or to".

**27. Clause 9.8 amended**

In clause 9.8, wherever it appears delete "Councillor" and insert "Council Member".

**28. Part 12 amended**

Delete "PART 12 - COMMITTEES AND FORUMS" and insert-

"PART 12 - COMMITTEES AND COUNCIL BRIEFINGS".

**29. Clause 12.9 amended**

Delete clause 12.9 and insert-

**"12.9 Council Briefings**

- (1) Council Briefings may be held to provide Council Members with the opportunity to ask questions and clarify issues relevant to the agenda items due to be presented to the following Ordinary Council Meeting.
- (2) Clause 2.17 of these Meeting Procedures shall apply to Council Briefings.
- (3) Clause 2.19 of these Meeting Procedures shall apply to Council Briefings, but questions shall only relate directly to items listed on the agenda.
- (4) Council may prescribe procedures for the management of Council Briefings."

**30. Clause 13.1 amended**

In clause 13.1(1) delete "Employee" and insert "employee".

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Dated:

The Common Seal of )

The City of Vincent was )

affixed in the presence of: )

---

**Emma Cole**  
**MAYOR**

---

**Len Kosova**  
**CHIEF EXECUTIVE OFFICER**

**LOCAL GOVERNMENT ACT 1995***City of Vincent***Standing Orders 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 ~~<insert date>~~ 6 February 2018 to make the following local law:

**1. Citation**

This local law may be cited as the *City of Vincent Standing Orders 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**

In this local law the *City of Vincent Standing Orders Local Law 2008* published in the *Government Gazette* on 14 October 2008 and amended as published in the *Government Gazette* on 5 July 2013, is referred to as the principal local law. The principal local law is amended.

**4. Title**

In the title of the principal local law delete "Standing Orders" and insert "Meeting Procedures".

**5. General**

Wherever it appears, delete "Standing Orders" and insert "Meeting Procedures".

**6. Citation**

In ~~the citation~~ clause 1.1 of the principal local law after subclause (2) insert-

"(3) This local law was previously cited as the "*City of Vincent Standing Orders Local Law 2008*" until it was amended by the "*City of Vincent Standing Orders Amendment Local Law 2017*".

**6.7. Table of Contents**

In the table of contents —

- (a) delete clause 2.16 and insert:  
"2.16 Recording and web streaming of proceedings";
- (b) delete clauses 8.10, 8.11 and 8.12 and insert:  
"8.10 Mobile phones and audible electronic devices";
- (c) delete clause 12.9 and insert:  
"12.9 Council Briefings".

**7.8. Clause 1.6 amended**

In clause 1.6 —

- (a) delete ""**Agenda**"" and insert ""**agenda**"";
- ~~(b) delete ""**Closed Doors**"" and insert ""**closed Doors**"";~~
- ~~(c) delete ""**Committee**"" and insert ""**committee**"";~~

(bd) delete the definition of "**Committeedocument**" and insert-

" "**document**" means a document as prescribed in the *Freedom of Information Act 1992*;"

~~(e)~~ delete "**Employee**" and insert "**employee**";

(cf) delete the definition of "**Minor Amendment**";

(dg) delete the definition of "**notice paper**" and insert-

" "**notice paper**" in relation to any proposed meeting means a paper setting out the terms of business to be transacted at the meeting and the order of that business. The notice calling a special meeting may stand as the notice paper for that meeting;"

(eh) delete the definition of "**presiding member**" and insert-

"**presiding member**" means:

- (a) in respect of the Council, the person presiding under section 5.6 of the Act; and
- (b) in respect of a committee, the person presiding under sections 5.12, 5.13, and 5.14 of the Act;"

#### **8.9. Clause 2.1 amended**

In clause 2.1 delete "Councillor" and insert "Council Member".

#### **9.10. Clause 2.2 amended**

Delete clause 2.2(1) and insert -

"(1) Notice of ordinary meetings of the Council are to:-

- (a) be given to members in writing;
- (b) state the place, date and hour of the meeting;
- (c) state the business to be transacted; and
- (d) be transmitted by electronic mail, together with an agenda at least seventy-two (72) hours before the time of the commencement of the meeting."

#### **11. Clause 2.3 amended**

In clause 2.3 after the word "Regulations" insert " and on the City's website".

#### **10.12. Clause 2.5 amended**

In clause 2.5(4) -

- (a) After the words "transacted at a" delete "Special" and insert "special";
- (b) After the words "which the" delete "Special" and insert "special".

#### **11.13. Clause 2.6 amended**

In clause 2.6(3) -

- (a) Delete "Special" and insert "special".

#### **12.14. Clause 2.8 amended**

In clause 2.8 -

(a) In clause 2.8(5) delete "new order in which they are raised and include;" and insert "following order:"

(b) aAfter subclause (5)(c) insert -

"(d) items which are marked "confidential" and are to be considered "behind closed doors"."

#### **13.15. Clause 2.9 amended**

In clause 2.9(1) delete "at least one (1) hour";

#### **14.16. Clause 2.16 amended**

Delete clause 2.16 and insert-

#### **"2.16 Recording and web streaming of proceedings**

- (1) No person is to use any electronic, visual or vocal recording device or instrument to record the proceedings of the Council or a committee, unless the person has been given prior permission by the Council.
- (2) Subclause (1) does not apply if the recording is taken by or at the direction of the CEO, with the permission of the Council or committee.
- (3) Wherever a meeting is open to the public, the Council may make the proceedings of the Council available to members of the public via web streaming.
- (4) The presiding member may decide to stop or start web streaming at any time during the Council meeting."

#### **15.17. Clause 2.18 amended**

In clause 2.18, delete subclause (6).

#### **16.18. Clause 2.19 amended**

- (1) Delete clauses 2.19(1) and 2.19(2);
- (2) Renumber clause 2.19(4) as 2.19(1);
- (3) Renumber clause 2.19(3) as 2.19(2);
- (2) In clause 2.19(6)(a), delete "address" and insert "the suburb in which they reside or, where a member of the public is representing the interests of a business, the suburb in which that business is located";
- (3) In clause 2.19(6)(c) after "three (3) minutes" insert "and each person may only speak once";
- (4) Renumber clauses 2.19(5) to 2.19(9) as 2.19(3) to 2.19(7) respectively;
- (5) In clause 2.19 after subclause (7) insert -
  - "(8) Notwithstanding clause 2.19(4)(c), additional written questions not asked in the time allocated may be submitted in writing to the CEO and will be treated as correspondence."

#### **19. Clause 2.22 amended**

(1) In clause 2.22(1) delete "the committee";

(2) In clause 2.22(2) after "Mayor" insert " or presiding member".

#### **17.20. Clause 2.24 amended**

- (1) In clause 2.24(1)(g)(iv) delete "councillors" and insert "Council Members".
- (2) In clause 2.24 after subclause (4) insert -
  - "(5) Once Council has resolved that a petition be received pursuant to clause (4)(a) or (4)(b), the CEO shall nominate an officer who will be responsible for dealing with the petition."

**18.21 Clause 3.2 amended**

- (1) In clause 3.2, where it appears delete "Councillor" and insert "Council Member";
- (2) In clause 3.2 delete "Councillors" and insert "Council Members".

**19.22 Clause 5.2 amended**

Delete clause 5.2(3) and insert-

"(3) The result of voting openly is determined by a method such as on the count of raised hands or through electronic voting that enables a record to be taken of each member's vote."

**20.23 Clause 8.10 amended**

Delete clause 8.10.

**24.24 Clause 8.11 amended**

Delete clause 8.11.

**22.25 Clause 8.12 amended**

Renumber clause 8.12 as 8.10.

**23.26 Clause 9.7 amended**

In clause 9.7(2) after the words "member to" insert " be seated or to".

**24.27 Clause 9.8 amended**

In clause 9.8, wherever it appears delete "Councillor" and insert "Council Member".

**25.28 Part 12 amended**

Delete "PART 12 - COMMITTEES AND FORUMS" and insert-

"PART 12 - COMMITTEES AND COUNCIL BRIEFINGS".

**26.29 Clause 12.9 amended**

Delete clause 12.9 and insert-

**"12.9 Council Briefings**

- (1) Council Briefings may be held to provide Council Members with the opportunity to ask questions and clarify issues relevant to the agenda items due to be presented to the following Ordinary Council Meeting.
- (2) Clause 2.17 of these Meeting Procedures shall apply to Council Briefings.
- (3) Clause 2.19 of these Meeting Procedures shall apply to Council Briefings, but questions shall only relate directly to items listed on the agenda.
- (4) Council may prescribe procedures for the management of Council Briefings."

**27.30. Clause 13.1 amended**

In clause 13.1(1) delete "Employee" and insert "employee".

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Dated:

The Common Seal of            )

The City of Vincent was        )

affixed in the presence of:    )

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**Emma Cole**  
**MAYOR**

---

**Len Kosova**  
**CHIEF EXECUTIVE OFFICER**



## CITY OF VINCENT

LOCAL GOVERNMENT ACT 1995

**STANDING ORDERSMEETING**  
**PROCEDURES LOCAL LAW 2008**

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~~STANDING ORDERS~~MEETING PROCEDURES LOCAL LAW 2008

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LOCAL GOVERNMENT ACT 1995

CITY OF VINCENT

~~STANDING ORDERS~~MEETING PROCEDURES LOCAL LAW 2008

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## LOCAL GOVERNMENT ACT 1995

## CITY OF VINCENT

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In pursuance of the powers conferred upon it by the above mentioned Act, and all other powers enabling it, the Council of the City of Vincent hereby records having resolved on the 23<sup>rd</sup> of September 2008 to make the following Local Law:-

## PART 1 - PRELIMINARY

## 1.1 Citation

- (1) This Local Law may be cited as the "City of Vincent ~~Standing Orders~~Meeting Procedures Local Law 2008".
- (2) In the clauses to follow, this local law is referred to as "the ~~"Meeting Procedures~~Standing Orders".
- (3) This local law was previously cited as the "City of Vincent Standing Orders Local Law 2008" until it was amended by the "City of Vincent Standing Orders Amendment Local Law 2017".

## 1.2 Objective and Intent

- (1) The objective of this local law is to provide rules, procedures and guidelines to assist in the good conduct of meetings of the Council, committees and the standards to be observed by persons attending such meetings.
- (2) The effect of these ~~Meeting Procedures~~ Standing Orders are intended to result in:
  - (a) better decision making by the Council;
  - (b) the orderly conduct of meetings dealing with Council business;
  - (c) the community understanding the process of conducting meetings dealing with Council business;
  - (d) the more efficient and effective use of time at meetings; and
  - (e) more open and accountable local government.

## 1.3 Commencement

This Local Law comes into operation fourteen (14) days after the date of its publication in the *Government Gazette*.

## 1.4 Repeal

The *City of Vincent Local Law Relating to Standing Orders* published in the *Government Gazette* of 11 September 2001 and as amended and published on 25 June 2004 and 14 January 2005 is repealed.

## 1.5 Application

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All meetings of the Council or a committee and other matters as prescribed are to be conducted in accordance with the Act, the Regulations and these ~~Meeting Procedures~~Standing Orders.

## 1.6 Interpretation

- (1) In these ~~Standing Orders~~Meeting Procedures, unless the context otherwise requires -

“**Act**” means the *Local Government Act 1995*;

“**aAgenda**” means in relation to any proposed meeting, a paper listing the terms of business to be transacted at the meeting and the order of that business;

“**CEO**” means the Chief Executive Officer or Acting Chief Executive Officer for the time being, of the City of Vincent;

“**City**” means the local government of the City of Vincent, established under the Act;

“**closed doors**” means a meeting of the Council or committee where no members of the public are present;

“**committee**” means a committee of the Council appointed in accordance with the Act;

“**Council**” means the Council of the City of Vincent;

“**dDocument**” means a document ~~or record~~ as prescribed in the *Freedom of Information Act 1992*;

“**employee**” means a person employed by the City under section 5.36 of the Act;

“**index**” means the sequential arrangement of items in numerical order as they appear in the ~~a~~Agenda;

~~“minor amendment” in relation to a motion to amend another motion (“the primary motion”) means one which does not alter the original or basic intent of the primary motion as determined by the presiding member at the meeting;~~

“**notice paper**” in relation to any proposed meeting means a paper setting out the terms of business to be transacted at the meeting and the order of that business. The notice calling a ~~s~~Special ~~m~~Meeting may stand as the ~~n~~Notice ~~P~~Paper for that meeting;

“**presiding member**” means:

(a) in respect of the Council, the person presiding under section 5.6 of the Act; and

(b) in respect of a committee, the person presiding under sections 5.12, 5.13, and 5.14 of the Act;

~~the presiding member at the meeting of the Council or a committee, or the deputy presiding member, or a member of the committee when performing a function of the presiding member in accordance with the Act;~~

“**procedural motion**” means any motion moved at a meeting dealing with Council business other than a substantive motion.

“**Regulations**” means the *Local Government (Administration) Regulations 1996*;

“**simple majority**” means more than 50% of the members present and voting;

“**substantive motion**” means an original motion, or original motion as amended, which the meeting is dealing with at a given time, but does not include an amendment or a procedural motion;

“**urgent business**” means business dealt with under clause 2.11, in accordance with the provisions of these ~~Standing Orders~~Meeting Procedures;

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“without discussion” means without debate, but does not preclude a member from asking such questions as the presiding member permits, there being no discussion, debate or challenge on the ruling of the presiding member.

- (2) (a) Unless otherwise defined herein the terms and expressions used in the ~~Meeting Procedures~~ ~~Standing Orders~~ are to have the meaning given to them in the Act and Regulations.
- (b) Where a term is not defined in these ~~Meeting Procedures~~ ~~Standing Orders~~, the Act or Regulations, the terminology is to be taken to be from the Macquarie Dictionary.

## PART 2 - MEETINGS AND BUSINESS OF THE COUNCIL

### 2.1 Mayor to preside

Subject to the Act, the Mayor or in his or her absence the Deputy Mayor, or in his or her absence, a ~~Councillor~~ ~~Council Member~~ chosen by the members present, is to preside at any meeting of the Council.

### 2.2 Notice of meetings

- (1) Notice of ordinary meetings of the Council are to:-
- (a) be given to members in writing;
  - ~~(b) be signed by or on behalf of the CEO;~~
  - ~~(c)~~ state the place, date and hour of the meeting;
  - ~~(d)~~ state the business to be transacted; and
  - ~~(e)~~ be transmitted by ~~post, or electronic mail, or delivered to the members at the usual or last known place of residence or business, or to another address any member may request in writing to the CEO,~~ together with an agenda at least seventy-two (72) hours before the time of the commencement of the meeting.
- (2) When a meeting of the Council is adjourned to a day and hour other than the next ordinary meeting of the Council, notice of the adjourned meeting is to, if time permits, be given in the manner provided by these ~~Meeting Procedures~~ ~~Standing Orders~~ except that at least twenty-four (24) hours' notice is to be given before the time of commencement of the meeting.
- (3) Notice of each special meeting of the Council is to be given to all members of the Council in the manner provided by the Act at least twenty-four (24) hours before the time of the commencement of the meeting.

### 2.3 Availability of notice paper

The notice paper and agenda for an ordinary meeting of the Council is to be made available for inspection by members of the public, at the office of the City, as prescribed by the Regulations ~~and on the City's website.~~

## 2.4 Quorum

- (1) Except in cases where the Act applies, the quorum for a meeting of a Council or committee is at least 50% of the number of offices (whether vacant or not) of members of the Council or committee.
- (2) The Council shall not transact business at a meeting unless a quorum is present.
- (3) If a quorum has not been established within thirty (30) minutes after a meeting is due to begin, then the meeting is to be adjourned in accordance with the Act Regulations.
- (4) Business which could have been transacted had there been a quorum at the meeting may be transacted at the resumption of the adjourned meeting.
- (5) If at any time during a meeting of the Council a quorum is not present, the presiding member upon becoming aware of that fact is to immediately suspend the proceedings of the meeting for a period of five (5) minutes.
- (6) If a quorum is not present at the expiration of the period in sub-clause (5), the meeting is deemed to have been "counted out", and the presiding member is to adjourn it to some future time or date.
- (7) A record is to be taken of all those who have spoken on the subject under consideration at the time of the adjournment.
- (8) Where the debate on any motion, is interrupted by the Council being "counted out", that debate shall be resumed at the next meeting at the point where it was interrupted.
- (9) Where the interruption in sub-clause (8) occurs at an ordinary meeting the resumption shall be at the next ordinary meeting unless a special meeting is called earlier for the purpose.
- (10) Where the interruption in sub-clause (8) is at a special meeting, the resumption shall be at the next special meeting called to consider the same business or at the next ordinary meeting if it occurs before a special meeting can be called.
- (11) At any meeting at which:-
  - (a) there is not a quorum of members present; or
  - (b) the Council is "counted out" for lack of a quorum;

the names of the members who are present are to be recorded in the minutes.

## 2.5 Categories of meetings

- (1) Meetings of the Council and committees are to be of two categories, namely "Ordinary" and "Special".
- (2) "Ordinary meetings" are those called at such place and at such times as the Council, from time to time, appoints for the transaction of the ordinary business of the Council, and any committees.

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- (3) "Special meetings" are those called to consider special business, the purpose of which is to be specified in the notice convening the meeting.
- (4) Subject to the provisions of the Act and these ~~Meeting Procedures Standing Orders~~ relating to the revoking or a changing of a decision, no business is to be transacted at a ~~s~~Special meeting other than that for which the ~~s~~Special meeting has been called.

## 2.6 Calling of meetings

- (1) The Mayor may call a special meeting of the Council as often as he or she thinks fit by notice in writing signed by the Mayor or the CEO sent to each member, at least twenty-four (24) hours before the commencement of the meeting.
- (2) A meeting of the Council may be called by at least one third of the members by serving a notice in writing signed by them stating the business to be transacted, on each of the other members of the Council, at least twenty-four (24) hours before the time of the commencement of the meeting.
- (3) The CEO may call a ~~s~~Special meeting of the Council, in accordance with the Act.

## 2.7 Business at ordinary meetings

No business is to be transacted at any meeting of the Council other than that specified in the notice paper and agenda, except matters which these ~~Meeting Procedures Standing Orders~~ or the Act permits to be dealt with without notice.

## 2.8 Order of business

- (1) Unless ordered by a decision of the Council, the "Order of Business" at any ordinary meeting of the Council shall be as follows:-
  - (a) Declaration of Opening;
  - (b) Apologies/Members on Leave of Absence;
  - (c) Public question time and receiving of public statements;
  - (d) Applications for leave of absence;
  - (e) The receiving of petitions, deputations and presentations;
  - (f) Confirmation of minutes;
  - (g) Announcements by the presiding member without discussion;
  - (h) Declaration of Interests;
  - (i) Reports;
  - (j) Motions of which previous notice has been given;
  - (k) Questions by members of which due notice has been given (without discussion);
  - (l) Representation on Committees and public bodies;

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- (m) Urgent business;
  - (n) Matters for which the meeting may be closed ("behind closed doors").
  - (o) Closure.
- (2) Unless otherwise decided by the members present, the "Order of Business" at any special meeting of the Council or at a committee meeting is to be the order in which that business stands in the agenda of the meeting.
- (3) Notwithstanding sub-clauses (1) and (2), in the "Order of Business" for any meeting of the Council or a committee, the provisions of the Act and Regulations relating to the time at which public question time is to be held are to be observed.
- (4) Notwithstanding sub-clause (1), the CEO may include on the agenda of a Council or committee meeting in an appropriate place within the "Order of Business" any matter which must be decided, or which he or she considers is appropriately decided, by that meeting.
- (5) Notwithstanding sub-clauses (1) and (2), reports listed in the agenda are to be considered in the following order: new order in which they are raised and include;
- (a) unopposed items which will be moved "En Bloc";
  - (b) items which are the subject of a question or statement from members of the public;
  - (c) items which members wish to discuss, items which members or officers have declared a financial or proximity interest and items which require an absolute majority decision
  - (d) items which are marked "confidential" and are to be considered "behind closed doors".

## 2.9 Applications for leave of absence

- (1) A member seeking the Council's approval to take leave of absence shall give written notice to the CEO ~~at least one hour~~ before the commencement of the meeting.
- (2) The notice referred to in sub-clause (1) shall include the period of leave of absence required and the reasons for seeking the leave.

## 2.10 Receiving of tabled correspondence

- (1) The CEO, in liaison with the Mayor, is to use discretion in deciding what correspondence to place before the Council or a committee.
- (2) Correspondence may be placed before the Council or a committee in the form of a precis, provided all relevant and material facts are contained in the precis.
- (3) Where correspondence contains a matter to be decided by the Council or committee, the CEO is, if the circumstances permit, to recommend a course of

action to the Council or committee, or state the alternative courses of action available.

### **2.11 Urgent business**

A member may move a motion involving urgent business that is not included in the notice paper for that meeting provided that:-

- (a) the presiding member has first consented to the business being raised; and
- (b) the presiding member considers that either:-
  - (i) the urgency of the business is such that the business cannot await inclusion in the notice paper and agenda for the next meeting of the Council; or
  - (ii) the delay in referring the business to the next meeting of the Council could have adverse legal or financial implications for the City.

### **2.12 Business at adjourned meetings**

At an adjourned meeting of the Council or committee no business is to be transacted other than that:-

- (a) specified in the notice of the meeting which had been adjourned; and
- (b) which remains unresolved;

except in the case of an adjournment to the next ordinary meeting of the Council or committee, when the business unresolved at the adjourned meeting shall have the precedence at that ordinary meeting and is to be dealt with prior to "Reports".

### **2.13 Meetings to be generally open to the public**

- (1) Subject to the provision of sub-clause (2), Council and committee meetings are to be open to the public.
- (2) The Council may by decision, decide to close to members of the public a meeting or part of a meeting to conduct any specified business as prescribed in the Act.

### **2.14 Confidential business**

- (1) All business conducted by the Council at meetings (or any part of it) which are closed to members of the public is to be treated in accordance with the *Local Government (Rules of Conduct) Regulations 2007*.

### **2.15 Visitors and reporters**

- (1) If a distinguished visitor or a Minister of the Government is present at a meeting, the presiding member may invite the visitor or Minister to sit beside the presiding member or at the Council table.
- (2) Reporters of the press and other media:-
  - (a) are to be permitted to attend at meetings of the Council, in such part of the Council chambers or meeting room as may be set aside for their use;

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- (b) must withdraw from the Council chamber or meeting room during any period when a meeting is closed to members of the public.

**2.16 Recording and web streaming of proceedings ~~prohibited~~**

- (1) No person is to use any electronic, visual or vocal recording device or instrument to record the proceedings of the Council or a committee, unless the person has been given prior permission by the Council.
- (2) Sub-clause (1) does not apply if the recording is taken by or at the direction of the CEO, with the permission of the Council or committee.

(3) Wherever a meeting is open to the public, the Council may make the proceedings of the Council available to members of the public via web streaming.

(4) The presiding member or the Council by carrying a decision, without debate, may decide to stop or start web streaming at any time during the Council meeting.

**2.17 Declaration of interests**

- (1) Any person who has an interest, within the meaning of the Act, in a matter proposed to be discussed at any meeting is to declare the interest and the nature of the interest, in accordance with the provisions of the Act and the Regulations.
- (2) The Council shall deal with a person's interest in a matter to be discussed at a Council or committee meeting in accordance with the provisions of the Act and the Regulations.
- (3) Where a member has disclosed the nature of his or her interest in a matter, immediately before the matter is considered by the meeting, he or she may, after disclosing the extent of the interest, request that he or she be allowed to be present during any discussion or decision making procedure related to the matter.
- (4) If such a request is made, the member is to leave the room while the request is considered. If the request is allowed by the members, the member may return to the meeting and be present during the discussion or decision making procedure related to that matter, but is not permitted to participate in any way.
- (5) A member, who discloses both the nature and extent of an interest, may request permission to take part in the consideration or discussion of the matter, or to vote on the matter.
- (6) If such a request is made, the member is to leave the room while the request is considered. If it is decided at a meeting that a member who has disclosed both the nature and extent of any interest in a matter, be permitted to participate in the consideration and discussion of the matter or to vote on the matter, or both, then the member may return to participate to the extent permitted.
- (7) Where a member has disclosed an interest in a matter and has left the room in accordance with the Act and the Regulations, the meeting may resolve to invite the member to return to provide information in respect of the matter or in respect of the member's interest in the matter and in such case the member is to withdraw after providing the information.
- (8) If an employee within the meaning of section 5.70 of the Act, presents a written report to a meeting, on a matter in which the employee has an interest, the nature of the interest is to be disclosed at the commencement of the report.

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- (9) If such an employee makes a verbal report to a meeting on a matter in which the employee has an interest, the employee is to preface his or her advice to the meeting by verbally disclosing the nature of the interest.
- (10) Where a member of the Council has disclosed an interest in a matter, at a committee meeting, and the matter is contained in the recommendations of the committee to an ordinary meeting of Council or to another committee meeting that will be attended by the member, the recommendation concerned is to be separated on the agenda of that ordinary meeting or other committee meeting, from other recommendations of the committee, to enable the member concerned to declare the interest and leave the room prior to consideration of that matter only.

### 2.18 Minutes

- (1) The minutes of a meeting of a Council or a committee meeting, not previously confirmed, are to be submitted to the next ordinary meeting of the Council or committee for confirmation.
- (2) Discussion of any minutes, other than discussion as to their accuracy as a record of the proceedings is not permitted.
- (3) Each page of the minutes shall be dated. The last page of the minutes must receive a full signature and date by the person presiding over the meeting as prescribed in the Act. The minutes, when confirmed, shall not be altered, except by resolution after notice has been given in accordance with the Act.
- (4) When minutes of a meeting are submitted to an ordinary meeting of the Council or committee for confirmation, if a member is dissatisfied with the accuracy of the minutes, then he or she is to –
  - (a) state the item or items with which he or she is dissatisfied; and
  - (b) propose a motion clearly outlining the alternative wording to amend the minutes.
- (5) In addition to the matters contained in Regulation 11 of the Regulations, the content of minutes of a meeting of the Council or a committee is to include, where an application for approval is declined or the authorisation of a licence, permit, or certificate is otherwise withheld or cancelled, the reasons for the decision.
- ~~(6) The binding, pasting or otherwise permanently affixing of the minutes to or as the pages of a book shall be sufficient recording of the minutes in the minute book.~~

### 2.19 Questions

- ~~(1) A member seeking to ask a question at any meeting of the Council shall give written notice of the specific question to the CEO at least four (4) clear working days before the meeting of the Council.~~
- ~~(2) If the question referred to in sub-clause (1) is in order, the answer is, as far as practicable, to be provided at that meeting of the Council.~~
- ~~(3) Every question and answer is to be submitted as briefly and concisely as possible, and no discussion is permitted.~~

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- (14) A member requesting general information from an employee present at a Council meeting may ask a question without notice. Where possible the appropriate employee shall endeavour to answer the question. If the information is unavailable or requires research or investigation, the employee is to have the right to ask that:-
- (a) the question be placed "on notice" for the next meeting of the Council; or
  - (b) the answer to the question be given within seven (7) days to the member who asked it.
- (2) Every question and answer is to be submitted as briefly and concisely as possible, and no discussion is permitted.
- (35) No discussion or further question is to be allowed on any question or the answer, unless with the consent of the presiding member.
- (46) Any person, other than a member, may ask questions or make public statements at a meeting of the Council or committee, provided that:-
- (a) any member of the public who raises a question or makes a public statement during question time is to state their name and address the suburb in which they reside or, where a member of the public is representing the interests of a business, the suburb in which that business is located;
  - (b) any member of the public who asks a question or speaks about an item listed on the agenda is to state the agenda item number (if known);
  - (c) the time allocated to each person to ask a question or make a statement is three (3) minutes and each person may only speak once;
  - (d) when required by the presiding member, questions are to be submitted in writing and will be read by the CEO;
  - (e) questions will be answered by the CEO or relevant employee nominated by the presiding member; and
  - (f) the presiding member may determine that any complex question requiring research or investigation be answered in writing by the CEO as soon as is practicable and a copy of the response is to be included in the agenda of the next meeting of the Council or committee as the case requires.
- (57) Any reports or items listed in the Agenda which are the subject of a question or statement from a member of the public:
- (a) are to be considered in the numerical order as they appear in the Index; and
  - (b) are to be considered immediately after all unopposed items have been determined, which will be moved "En Bloc".
- (68) The presiding member or the Council by carrying a motion, without debate, may alter the order in which any item, which is the subject of a question or statement from a member of the public, may be dealt with.

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(79) The presiding member or the majority of members present voting in the affirmative, may determine that the time available for question time is to be limited or extended, as the case may be, however, in any case shall not be less than 15 minutes.

(8) Notwithstanding clause 2.19(4)(c), additional written questions not asked in the time allocated may be submitted in writing to the CEO and will be treated as correspondence.

## 2.20 Reports

- (1) The CEO shall prepare or cause to be prepared for presentation to any meeting such reports, with recommendations, preamble and information, dealing with any matter which in the opinion of the CEO should be drawn to the attention of the meeting.
- (2) In cases of urgency or other special circumstances, a report by the CEO may, with the consent of the presiding member, be read or otherwise be given to members at the meeting and be dealt with.

## 2.21 Presentation of committee reports

- (1) Every committee is to cause:-

- (a) a report with recommendations and suitable preamble;
- (b) minutes of the committee's proceedings and transactions;

to be presented to the Council by the presiding member of each committee concerned, or in his or her absence, a member of the committee in the form of a motion; "That the report be received and the recommendation be adopted".

- (2) No objection to the receipt of a report of any committee, or any part of it, shall be raised when such reports are presented to the Council, except for reasons arising out of such reports.
- (3) The presiding member is to:-
  - (a) put the motion that the report be received;
  - (b) call for a motion to be moved by any member pursuant to clause 5.6(1), with the exception of item (a) of that clause, with respect to any recommendation contained in the report;
  - (c) put the motion that the recommendation be adopted in relation to the recommendations contained in the report, apart from a recommendation or recommendations which are the subject of a motion by a member pursuant to the preceding item of this sub-clause; and
  - (d) ensure that the motions are debated and dealt with in accordance with these Standing Orders in relation to a recommendation or those recommendations in the report which are the subject of a motion or motions by a member or members pursuant to clause 5.6.

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## 2.22 Deputations

- (1) A deputation wishing to be received by the Council or a committee shall apply in writing to the CEO, who is to forward the request to the Mayor or ~~the committee~~ presiding member, as the case may be.
- (2) If the Mayor or presiding member is of the opinion that the request for a deputation is one which should be brought before the Council or if the Council makes an order to that effect, the deputation is to be invited to attend.
- (3) If the presiding member of a committee is of the opinion that the request for a deputation is one which should be brought before the committee and the majority of members are in agreement, the deputation is to be invited to attend.
- (4) A deputation invited to attend a Council or committee meeting:-
  - (a) shall not exceed five members, only two of which may address the Council; and
  - (b) shall address the Council or committee for a period not exceeding fifteen (15) minutes.

## 2.23 Access to Information

- (1) A member shall have access to information, in accordance with the Act.
- (2) A member shall give the CEO at least four (4) hours notice of the request, and the CEO on receiving that notice, if it is in accordance with the Act, shall lay the document on the Council table at the commencement of the meeting.

## 2.24 Petitions

- (1) A petition, in order to be effective, is to:-
  - (a) be addressed to the Mayor, City or Chief Executive Officer;
  - (b) be made by a person;
  - (c) state the request on each page of the petition;
  - (d) contain the names, addresses and signatures of the persons making the request, and the date each person signed;
  - (e) contain a summary of the reasons for the request;
  - (f) state the name of the person upon whom, and an address at which, notice to the petitioners can be given;
  - (g) be in the form prescribed by the Act and Local Government (Constitution) Regulations 1996 if that is:-
    - (i) a proposal to change the method of filling the office of the Mayor, City or Chief Executive Officer;

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- (ii) a proposal to create a new district or the boundaries of the Local Government;
  - (iii) a request for a poll on a recommended amalgamation;
  - (iv) a submission about changes to wards, the name of a district or ward or the number of ~~councillors~~Council Members for a district or ward; and
- (h) be respectful and temperate in its language and not contain language disrespectful to the Council.
- (2) Every petition complying with sub-clause (1) shall be presented to the Council by the CEO.
- (3) The presentation of a petition shall be confined to the reading of the petition.
- (4) The only motions that are in order are:
  - (a) that the petition be received; or
  - (b) that the petition be received and a report be prepared; or
  - (c) that the petition be received and be referred to a committee for consideration and report; or
  - (d) that the petition be received and be dealt with by the Council.
- (5) Once Council has resolved that a petition be received pursuant to clause (4)(a) or (4)(b), the CEO shall nominate an officer who will be responsible for dealing with the petition.

## 2.25 Notices of motion

- (1) Unless the Act or these Standing Orders otherwise provides, a member may submit for inclusion in the notice paper a written motion of which notice shall be given in writing to the CEO, not less than twenty-four (24) hours before the publication of the notice paper.
- (2) Every notice of motion is to relate to;
  - (a) the good governance of persons in the local government district; or
  - (b) any matters affecting the condition, administration or constitution of the City or the Council.
- (3) All notices of motion shall be entered by the CEO upon the notice paper in the order in which they are received.
- (4) The CEO:-
  - (a) after consultation with the Mayor, may exclude from the notice paper any notice of motion which is out of order; or

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- (b) may on his own initiative make such amendments to the notice of motion, but not alter the substance, which will bring the notice of motion into due form.
- (5) No notice of motion is to be deemed out of order by reason of:-
  - (a) the notice of motion involved being considered objectionable; or
  - (b) its having relation to a matter not within the scope of the ordinary work of the Council, so long as in the opinion of the Mayor such matter is one of public interest or importance.
- (6) Nothing in this sub-clause is to limit or affect the power of a member, at an ordinary meeting of the Council to object to a motion pursuant to the Meeting Procedures Standing Orders.
- (7) A motion of which notice has been given is to lapse unless:-
  - (a) the member who gave notice, is present to move the motion or another member is willing to move the motion when called on, or some other member authorised by him or her in writing; or
  - (b) the Council on a motion agrees to defer consideration of the motion to a later stage or date.
- (8) If a notice of motion is given and lapses in the circumstances referred to in the preceding sub-clause, the notice of motion in the same terms or the same effect may be given for consideration at a subsequent meeting of the Council.
- (9) If a motion lapses and is in the same terms or to the same effect as a motion which lapsed at a previous meeting of the Council, the Council is not to entertain a motion in the same terms or to have the same effect at a subsequent meeting until at least three months have elapsed from the date of the meeting at which the motion last lapsed.
- (10) The provision in sub-clause (9) shall not apply to motions to revoke or alter a decision and to which clause 10.7 applies.
- (11) No member shall have more than three notices of motion on the notice paper unless approval of the Mayor has been obtained.

### PART 3 - MEETING PROCEDURES

#### 3.1 Meeting to proceed to business

Subject to Clause 2.4, every meeting is to proceed to business as soon as practicable after the time stated in the notice, provided a quorum is constituted.

#### 3.2 Members to occupy own seats

- (1) At the first meeting attended by a Councillor ~~Council Member~~ after election, Council Member ~~Councillors~~ shall determine their own seating arrangements. If agreement cannot be reached, the CEO shall allot by random draw, a position at the Council table to each Council Member ~~Councillor~~ and the Council Member ~~Councillor~~ shall, until such time as there is a call by a majority of Council

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~~Members~~ ~~Councillors~~ for a re-allotment of positions, occupy that position when present at meetings of the Council.

- (2) At meetings of the Council each ~~Council Member~~~~Councillor~~ shall occupy the place assigned to that ~~Council Member~~~~Councillor~~ within the Council chamber or meeting room.

### 3.3 Titles to be used

In referring to any other person present in the capacity of a member or employee of the Council, a speaker shall designate that person by the title of Mayor or Councillor, or by the title or name of the particular employee, as the case may be.

### 3.4 Members to address Presiding Member

A member moving a motion or amendment, or taking part in any discussion shall address the presiding member.

## PART 4 - RULES OF DEBATE

### 4.1 Presiding Member may take part in debate

Unless otherwise prohibited by the Act and subject to compliance with procedures for the debate of motions contained in these ~~Meeting Procedures~~~~Standing Orders~~, the presiding member may take part in the discussion upon any matter before the Council or committee as the case may be.

### 4.2 Priority of speaking

Where two or more members wish to speak at the same time, the presiding member is to decide which of them is entitled to priority. The decision is not open to discussion or debate.

### 4.3 Speaking without interruption

- (1) No member is to interrupt another person whilst speaking unless –
- (a) to raise a point of order;
  - (b) to call attention to the absence of a quorum;
  - (c) to make a personal explanation under clause 4.6; or
  - (d) to move a motion under clause 6.1(viii).
- (2) In the event of a point of order, the person speaking shall cease until the member raising the point of order has been heard and the question of order has been decided. When a decision has been given, the person so interrupted may, if permitted, proceed to speak again.

### 4.4 Speaking twice

- (1) Subject to clause 4.7, no member shall speak twice on the same motion, except:-
- (i) in reply upon an original motion of which he or she was the mover; or
  - (ii) as the mover of an amendment last moved.
- (2) The mover of any original motion may exercise a right of reply after any amendments have been moved and decided.

#### **4.5 Calling to order for speaking twice**

Subject to clause 4.8, the presiding member shall call to order any member proceeding to speak a second time on the same motion, without waiting for the intervention of the Council.

#### **4.6 Personal Explanation**

- (1) The presiding member may allow a member to make a personal explanation if the member claims that something he or she has said at a meeting has been misunderstood in a material respect. A member making a personal explanation shall confine that explanation to a brief and concise explanation of that part of his or her statement which may have been misunderstood.
- (2) A member wishing to make a personal explanation of matters referred to by any other member then speaking, is entitled to be heard immediately, if the member of the Council or committee then speaking consents at the time, but if the member who is speaking declines to give way, the explanation is to be offered at the conclusion of that speech.
- (3) The ruling of the presiding member on the admissibility of a personal explanation is final unless a motion of dissent with the ruling is moved before any other business proceeds.
- (4) A personal explanation is not open to debate or amendment.

#### **4.7 Mover or seconder deemed to have spoken**

- (1) A member, other than presiding member, moving a motion or amendment after obtaining a seconder, shall speak first to the motion or amendment.
- (2) A member, other than presiding member, seconding a motion or amendment may reserve speaking to the motion or amendment to a later stage in the debate, provided the seconder so indicates after the mover has spoken to the motion or amendment.

#### **4.8 Decision to allow speaking twice**

The Council may, by decision moved without notice, suspend the operation of clause 4.4 in the following circumstances:-

- (a) there may be a general suspension in which case clause 4.4 is to be suspended until such time as the Council carries a decision to lift the suspension; or
- (b) there may be a specific suspension giving the right to speak twice to specified members and that suspension shall be automatically lifted when all members specified have spoken twice or waived the right to do so.

#### **4.9 Questions during debate**

A member may ask a question at any time during the debate on a motion before the motion is put, but no discussion on the question is permitted.

**4.10 No speaking after motion has been put**

No member shall speak on any motion or amendment:-

- (a) after the mover has replied; or
- (b) after the motion has been put.

**4.11 Limitation of speeches**

(1) A member shall not speak:-

- (a) upon any motion or amendment for more than five (5) minutes; or
- (b) in answer to any motion with or without notice for more than five (5) minutes; or
- (c) in reply for more than five (5) minutes;

without the consent of the Council to extend, which is to be signified without discussion.

(2) The Council shall not consent to the extension of a member's time for speaking beyond ten (10) minutes of total extensions.

**4.12 Right of reply**

- (1) The mover of a substantive motion has the right of reply. After the mover of the substantive motion has commenced the reply, no other member is to speak or ask a question on the question.
- (2) The right of reply is to be strictly confined to answering previous speakers and rebutting arguments raised by previous speakers and no new matter is to be introduced.
- (3) The presiding member is not permitted to move a motion, therefore does not have a right of reply.

**4.13 Right of reply provisions**

The right of reply is governed by the following provisions -

- (a) if no amendment is moved to the substantive motion, the mover may reply at the conclusion of the discussion on the motion;
- (b) if an amendment is moved to the substantive motion the mover of the substantive motion is to take the right of reply at the conclusion of the vote on any amendments;
- (c) the mover of any amendment does not have a right of reply; and
- (d) once the right of reply has been taken, there can be no further discussion, nor any other amendment and the original motion or the original motion as amended is immediately to be put to the vote.

## PART 5 - PROCEDURES FOR DEALING WITH VOTING, MOTIONS AND AMENDMENTS

### 5.1 Members must vote

At any Council or committee meetings, except where he or she is prohibited from voting by the Act, a member present in the Council chamber or meeting room when a motion is put shall:-

- (a) vote on the motion; and
- (b) except where the Act provides otherwise, vote openly and not by secret ballot.

### 5.2 Method of taking vote

- (1) The presiding member, in taking the vote on any motion or amendment, shall:-
  - (a) put the motion, first in the affirmative and then in the negative;
  - (b) determine whether the affirmative or the negative has the majority of votes; and
  - (c) declare the result of the vote.
- (2) The motion put under sub-clause (1) may be put as often as is necessary to enable the presiding member to determine whether the affirmative or the negative has the majority of votes.
- (3) The result of voting openly is determined by a method such as on the count of raised hands or through electronic voting that enables a record to be taken of each member's vote, but it may be determined on the voices unless a member calls for a show of hands.

### 5.3 Recording of votes

The names and vote(s) of each member shall be recorded in the minutes.

### 5.4 Order of call in debate

The presiding member shall call speakers to a substantive motion in the following order:

- (i) the mover to state the motion;
- (ii) a seconder to the motion;
- (iii) the mover to speak to the motion;
- (iv) the seconder to speak to the motion;
- (v) speakers for and against the motion until all members wishing to speak have been given the opportunity to speak; and
- (vi) the mover takes the right of reply, which closes the debate.

### 5.5 Dealing with motions

When a substantive motion is under debate at any meeting, no further substantive motions shall be accepted.

### 5.6 Permissible motions on recommendations

- (1) The presiding member shall:-
  - (a) put the motion that the report be received;
  - (b) call for a motion to be moved by any other member in order shown in sub-clause (2) with respect to any recommendation contained in the report;
- (2) A recommendation made by or contained in a report shall be:-
  - (a) adopted by the Council without amendment or modification; or
  - (b) rejected by the Council in its entirety, before an alternative motion shall be considered; or
  - (c) subject to clause 5.12, amended or modified and adopted with such amendments or modifications; or
  - (d) deferred or referred back for further consideration.

#### **5.7 Division of motions and amendments**

The presiding member or the Council by carrying a decision, without debate, may order a motion or an amendment be divided and put in the form of two or more motions or amendments.

#### **5.8 Withdrawal of motions**

The Council may, without debate, grant leave for a motion or amendment to be withdrawn by the mover, with the consent of the seconder, provided there is no voice to the contrary by any member, in which case discussion on the motion or amendment shall continue which is to be signified without debate.

#### **5.9 Motion and amendments to be seconded**

- (1) A motion or amendment shall not be discussed or put to the vote of the Council or committee, unless seconded.
- (2) A motion or amendment shall not be altered by the mover without the consent of the seconder.

#### **5.10 Majority required for motions**

Any motion shall be carried upon the majority of members voting in the affirmative, in accordance with the Act, Regulations or these Meeting ProceduresStanding Orders.

**5.11 Unopposed Business/En bloc Motions**

- (1) When dealing with reports, the presiding member shall request the CEO to identify;
  - (a) items which are the subject of a question or statement from members of the public;
  - (b) items which Council members have identified they wish to deal with individually;
  - (c) items which Council members or employees (present at the meeting) have declared a financial or proximity interest;
  - (d) items which require an absolute majority decision;
  - (e) items which are marked "confidential" and are to be considered "behind closed doors";
- (2) The presiding member shall call for an en-bloc motion to adopt the recommendations for the remaining items;
- (3) The minutes shall record at the end of each report item that they were adopted by this "En-Bloc" method, as a unanimous decision of the Council or committee;
- (4) If a member identifies an item to be considered individually, the item is to be treated as such, in accordance with these Meeting Procedures~~Standing Orders~~.

**5.12 Relevancy of amendment**

Every amendment is:-

- (a) to be relevant to the motion to which it is moved;
- (b) to be worded to indicate precisely which words need to be deleted, added or altered; and
- (c) not to have the effect of negating the original motion or the intent of the original motion.

**5.13 Amendment to be read**

When requested by a member, every amendment is to be read before being debated or voted upon, but will not so as to interrupt any other member whilst speaking.

**5.14 One amendment at a time**

- (1) Only one amendment at a time is to be discussed.
- (2) Any number of amendments may be proposed to a motion, but when an amendment is moved to a substantive motion, no second or subsequent amendment is to be moved or considered until the first or previous amendment has been withdrawn, carried or lost.
- (3) In speaking to an amendment a member, other than the presiding member, may give notice of his or her intention to move further amendments.
- (4) The presiding member may, or upon the request of a member (without debate), order an amendment to be divided and put in the form of two or more amendments.

**5.15 Amended motion treated as the substantive motion**

- (1) Where an amendment is carried, the original motion as amended shall become the substantive motion before the Council upon which any member may speak and is, for all purposes of subsequent debate, subject only to clause 5.14, to be treated as if it was the original motion.
- (2) Only the mover of the original motion referred to in sub-clause (1) is to have the right of reply in respect of the original motion as amended.

**5.16 Recommendations become decisions**

Where the Council adopts a motion or a recommendation contained in a report, either with or without amendment or modification, the recommendation so adopted is to be deemed to be a decision of the Council.

**5.17 Amendments to be in writing**

When requested by the presiding member, every amendment shall be written and signed by the mover and provided to the presiding member and CEO immediately upon being seconded.

**5.18 Procedure for dealing with amendments which will significantly alter an Officer Recommendation**

- (1) Where a member proposes to move an amendment to the Officer Recommendation contained in an agenda item, the City's employees are to be given sufficient time and the opportunity to provide advice to the Council or committee as to whether the proposed amendment is "*significantly different*" to the officer recommendation, or in the case of a proposed development, will "*significantly*" alter the design of that development;

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- (2) (a) In the event of an amendment, as specified in sub-clause (1), is considered and the Council or committee approves the substantive motion (which includes the amendment), the Council is to provide reasons at the Council or committee meeting for significantly changing the officer recommendation;
- (b) The reasons are to be written in the minutes and inserted after the recording of the vote of the Council or committee decision;
- (3) (a) In the case of a proposed development where the amendment will "significantly" alter the design of that development such that it is considered to be a "deemed refusal", the presiding member will refuse to accept the proposed amendment;
- (b) The presiding member however may, accept a foreshadowed alternative recommendation;
- (c) The Council shall first deal with the officer recommendation in the agenda, in accordance with ~~Meeting Procedures Standing Orders~~ clauses 2.21(3) and 5.6;
- (4) In the case where an alternative recommendation is approved, the Council or committee is to provide reasons at the Council meeting for significantly changing the Officer Recommendation. The reasons are to be written into the minutes and inserted after the recording of the vote of the Council or committee decision.

## PART 6 - PROCEDURAL MOTIONS

### 6.1 Permissible procedural motions

In addition to proposing a properly worded amendment to a substantive motion ~~and subject to sub-clause 3.6.4,~~ when a motion is being debated, it is permissible for a member to move the following procedural motions:-

- (i) that the motion be deferred;
- (ii) that the Council (or committee) now adjourn;
- (iii) that the motion be adjourned;
- (iv) that the motion be now put;
- (v) that the Council (or committee) proceed with the next business;
- (vi) that the Council (or committee) meet behind closed doors;
- (vii) that the meeting be now closed;
- (viii) that the member no longer be heard;
- (ix) that the ruling of the presiding member be disagreed with; or
- (x) that the ~~Meeting Procedures Standing Orders~~ be suspended.

**PART 7 - EFFECT OF PROCEDURAL MOTIONS****7.1 Motion “that the motion be deferred” – Effect of motion**

- (1) The motion, “that the motion be deferred”, if carried, causes all debate on the substantive motion or any amendment to cease and for the motion to be deferred and resubmitted for consideration at a subsequent time or date specified in the motion.
- (2) A motion “that the motion be deferred” shall not be moved in respect of the election of a presiding member or the Deputy Mayor.
- (3) A member may at the conclusion of the speech of any other member, move without notice; “that the motion or any part of it be deferred or referred back for further consideration”.
- (4) On a motion referred to in sub-clause (3):-
  - (a) the mover shall not speak for more than five (5) minutes;
  - (b) the seconder shall not speak other than to formally second; and
  - (c) no other debate shall be allowed.
- (5) Where part of a recommendation is deferred back for further consideration, the balance of the recommendation shall be dealt with in accordance with this sub-clause.

**7.2 Motion “that the motion be adjourned” – Effect of motion**

- (1) This motion having been carried, causes all debate on the substantive motion or amendment to cease but to continue when the discussion is reconvened.
- (2) A member may, at the conclusion of the speech of any other member move, without notice, “that the debate be adjourned to a later time of the same meeting or to a subsequent meeting of the Council”.
- (3) On a motion that the debate be adjourned:-
  - (a) the mover shall not speak for more than five (5) minutes;
  - (b) the seconder shall not speak other than formally to second; and
  - (c) the mover of the motion then under debate shall not speak for more than five (5) minutes.
- (4) On a motion that the debate be adjourned, no debate shall be allowed other than that provided for in sub-clause (3).
- (5) The mover of a motion under debate speaking in opposition to an adjournment is not thereby to lose the right of reply.
- (6) A member who has spoken on the motion then under debate shall not move the adjournment of the debate.

- (7) A member shall not, at the same sitting of the Council, move or second more than one motion for the adjournment of the same debate.
- (8) On resuming an adjourned debate, the member who moved its adjournment is entitled to speak first.
- (9) On a motion for the adjournment of a debate being carried, a record is to be taken of all those who have spoken on the subject under debate.
- (10) Those members to which sub-clause (9) applies, shall not be permitted to speak on any resumption of the debate on that subject.
- (11) This sub-clause does not deprive a mover of the right of reply.

### **7.3 Motion “that the Council or Committee adjourn” – Effect of motion**

- (1) This motion having been carried, will cause the meeting to stand adjourned until it is re-opened at which time the meeting continues from the point at which it was adjourned unless the presiding member or the majority of the members upon vote, determine otherwise.
- (2) A member may:-
  - (a) at the conclusion of the speech of any other member; or
  - (b) on the conclusion of any business;move without notice that the Council or committee now adjourn.
- (3) A motion seeking to adjourn the Council or committee shall state the time and date to which the adjournment is to be made.
- (4) On a motion to adjourn:-
  - (a) the mover shall not speak for more than five (5) minutes;
  - (b) the seconder shall not speak other than formally to second;
  - (c) the mover of the motion (if any) which was then under debate shall not speak for more than five (5) minutes; and
  - (d) no other debate shall be allowed;
- (5) The mover of a motion under debate speaking in opposition of an adjournment is not to lose the right of reply.
- (6) If a motion for the adjournment of the Council or committee is lost, no similar motion shall be moved until:-
  - (a) after the conclusion of the business under discussion at the time the adjournment was moved; or
  - (b) if the adjournment was moved on the conclusion of an item of business, after the conclusion of the next item of business; or

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- (c) after the conclusion of any other business allowed precedence by the Council or committee.
- (7) A member who has spoken on the motion then before the Council or committee shall not move the adjournment of the Council or committee.
- (8) A member shall not, at the same sitting of the Council or committee, move or second more than one motion for the adjournment of the Council or committee.
- (9) On a motion for the adjournment of the Council or committee being carried, the discussion on the motion (if any) under debate when the motion was moved, shall be continued immediately upon the Council or committee resuming after the adjournment.
- (10) On a motion for the adjournment of the Council or committee being carried, a record shall be taken of all those who have spoken on the subject under consideration at the time of the adjournment.
- (11) Those members to which sub-clause (10) applies shall not be permitted to speak on any subsequent consideration of the same subject.
- (12) This sub-clause does not deprive a mover of the right of reply.
- (13) On the motion for the adjournment of the Council or committee being carried:-
  - (a) the presiding member shall adjourn the Council or committee to the time and date specified in the motion; or
  - (b) where no time and date is specified, to a time and date determined by the presiding member.

#### **7.4 Motion “that the motion be now put” – Effect of motion**

- (1) The motion, “that the motion be now put”, if carried during discussion of a substantive motion without amendment, causes the presiding member to offer the right of reply and then immediately put the matter under consideration without further debate.
- (2) This motion, if carried during discussion of an amendment, causes the presiding member to put the amendment to the vote without further debate.
- (3) This motion, if lost, causes debate to continue.
- (4) A member may, at the conclusion of the speech of any other member, move without notice and without comment, “that the motion or amendment under consideration be now put”.
- (5) A motion, “that the motion under consideration be now put”, shall not be moved by a member who has already spoken on the motion.
- (6) At any meeting, if any member objects, the motion shall not be carried, except by an absolute majority decision of the Council.

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- (7) Whenever it is decided by the Council that the motion be put, the motion to be put includes the original motion as well as any amendment adopted by the Council.
- (8) If the closure motion is moved during debate on an amendment, it is the amendment which is put to the vote and not the original motion.

**7.5 Motion “that the Council or Committee proceed to the next business” – Effect of Motion**

- (1) The motion, “that the Council or committee proceed to the next business”, if carried, causes the debate on the motion under consideration to cease immediately and for the Council or committee to move to the next business of the meeting. No decision will be made on the motion being discussed, nor is there any requirement for the matter to be again raised for consideration. The motion under consideration is to be considered lapsed.
- (2) If the motion to proceed to the “next business” is carried in respect of an amendment to a substantive motion, or another procedural motion, its effect is to remove that amendment or formal motion from consideration; and debate upon the substantive motion then proceeds. That amendment cannot be further moved at the meeting or at any adjournment of it.
- (3) The effect of the motion referred to in sub-clause (1) thus lapsing is to be the same as if it had been lost on a vote of the Council or committee.
- (4) A motion “that the Council or committee proceed to the next business”, shall not be moved in respect of the election of a presiding member or the deputy mayor.
- (5) A member may, at the conclusion of the speech of any other member, move without notice and without comment, that the Council proceed to the “next business”.
- (6) Upon the motion referred to in sub-clause (5) being formally seconded, it shall be immediately put, without debate.
- (7) During the same debate on any question, a “Next Business” motion shall not be moved within one hour after a similar motion has been negatived.

**7.6 Motion “that the Council or Committee meet behind closed doors” – Effect of motion**

- (1) Where the Council or committee resolves to close a meeting to members of the public -
  - (a) the presiding member is to direct all persons other than the members and relevant employees or advisers of the Council or committee to leave the Council chamber or meeting room and every person is to promptly comply with that direction; and
  - (b) subject to sub-clause (2), the business at a meeting closed to the public is to be conducted “behind closed doors” until the Council or committee resolves to open the meeting to the members of the public.

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- (2) If the decision is to conduct specified business at a meeting closed to members of the public, the meeting is to revert to open to members of the public upon the completion of the matter under consideration.
- (3) A person failing to comply with a direction made under sub-clause (1), may by order of the presiding member, be removed from the Council chamber or meeting room.
- (4) Upon the meeting being declared open to the public again, the presiding member, unless the Council or committee decides otherwise and if members of the public are present, is to cause the motions passed by the Council or committee whilst it was proceeding behind closed doors to be read out including the vote of a member or members to be recorded in the minutes under section 5.21 of the Act.

**7.7 Motion “that the meeting be now closed” – Effect of motion**

- (1) On a motion “that the meeting be now closed” being carried, the discussion on the motion (if any) under debate when that motion was moved, is to stand adjourned to its place on the notice paper for the next meeting of the Council or committee.
- (2) A member may, at the conclusion of the speech of any other member or on the conclusion of any business, move, without notice, “that the meeting of the Council or committee be now closed”.
- (3) On a motion “that the meeting of the Council or committee be now closed”:-
  - (a) the mover shall not speak for more than five (5) minutes;
  - (b) the seconder shall not speak other than formally to second;
  - (c) the mover of the motion (if any) then under debate shall not speak for more than five (5) minutes; and
  - (d) no other debate shall be allowed.
- (4) The mover of a motion under debate speaking in opposition to the Closure of the meeting is not thereby to lose the right of reply.
- (5) If a motion “that the meeting of the Council or committee be now closed” is lost, no similar motion is to be moved until:-
  - (a) after the conclusion of the motion under discussion at the time the closure was moved; or
  - (b) if the closure was moved on the conclusion of an item of business, after the conclusion of the next item of business; or
  - (c) after the conclusion of any other business allowed precedence by the Council or committee.
- (6) A member who has spoken on the motion then before the Council or committee shall not move that the meeting be closed.
- (7) A member shall not, at the same meeting of the Council or committee, move or second more than one motion that the meeting be closed.

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- (8) On a motion "that the meeting be now closed" being carried:-
- (a) a record shall be taken of all those who have spoken on the subject under consideration up to the closing of the meeting; and
  - (b) those members shall not be permitted to speak on any subsequent consideration of the same subject.
- (9) This sub-clause does not deprive a mover of the right of reply.

**7.8 Motion "that the Member no longer be heard" – Effect of motion**

The motion, "that the member no longer be heard", having been carried, will cause the presiding member to not allow the member against whom the motion has been moved to speak to the current substantive motion or any amendment relating to it, except to exercise the right of reply if the person is the mover of the substantive motion.

**7.9 Motion "that the ruling of the Presiding Member be disagreed with" – Effect of motion**

- (1) The motion, "that the ruling of the presiding member be disagreed with", having been carried, will cause the ruling of the presiding member about which this motion was moved, to be reversed and for the meeting to proceed accordingly.
- (2) Where the presiding member has adjourned the meeting in accordance with clause 7.3 of the ~~Meeting Procedures~~ Standing Orders, the motion, that the presiding member be disagreed with, may not be moved.

**7.10 Motion "that the ~~Meeting Procedures~~ Standing Orders be suspended" – Effect of motion**

- (1) The Council or a committee may on a motion, suspend temporarily one or more of the ~~Meeting Procedures~~ Standing Orders.
- (2) A member moving the suspension of ~~Meeting Procedures~~ Standing Orders shall state the object of the motion and no other discussion shall take place.
- (3) A member moving the suspension of ~~Meeting Procedures~~ Standing Orders under this clause shall state the purpose of the suspension and/or the specific clause or clauses of the ~~Meeting Procedures~~ Standing Orders sought to be suspended.
- (4) Only the clauses nominated in sub-clause (3) are to be affected by any decision to suspend ~~Meeting Procedures~~ Standing Orders under this clause.

## PART 8 - CONDUCT AND BEHAVIOUR

### 8.1 No digression

A member shall not speak otherwise than upon, or digress from, the motion then before the Council.

### 8.2 No adverse reflection on a Council decision or a person

- (1) A member shall not reflect adversely upon any decision of the Council except on a motion that the decision be revoked or changed.
- (2) A member shall not reflect adversely upon the character or actions of another member nor impute any motive to a member unless the Council resolves, without debate that the motion before the Council cannot otherwise be adequately considered.

### 8.3 Conduct and behaviour

- (1) A person must, at all times, comply with a high standard of personal conduct and behaviour and refrain from personal abuse or denigration of another person.
- (2) A person shall not carry out or perform any conduct, behaviour, gestures or actions which causes offence to another person.

### 8.4 Recording of statements

If a member of the Council or committee specifically requests, immediately after their use, that any particular words used by a member be recorded in the minutes, the person presiding is to cause the words used to be taken down and read to the meeting for verification and to then be recorded in the minutes.

### 8.5 Withdrawal of offensive language

- (1) Any person who uses an expression which in the opinion of the presiding member is out of order or reflects offensively on any other person, shall when required by the presiding member, unreservedly withdraw the expression and make a satisfactory apology to the presiding member, other person being referred to or the Council, whichever is appropriate.
- (2) If the person in sub-clause (1) declines, or neglects to do so, the presiding member may refuse to hear the person further upon the matter then under discussion and may call upon the next speaker.

### 8.6 Disturbances not permitted

A member shall not make any noise or disturbance or speak aloud while any other person is addressing the Council, except to:-

- (a) raise a point of order; or
- (b) call attention to the lack of a quorum.

### 8.7 Continued irrelevance, repetition, or offensive expressions

- (1) The presiding member may:-

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- (a) call the attention of the Council to continued irrelevance, tedious repetition, unbecoming language, or any breach of order or decorum on the part of a member; and
- (b) direct that member, if speaking, to stop speaking;

when directed, the member shall cease speaking.

- (2) A member may call the attention of the presiding member to any continued irrelevance, tedious repetition, unbecoming language, or any breach of order or decorum on the part of a member of the Council, and may call upon the presiding member to direct the member to cease speaking.
- (3) If after a member has drawn the attention of the presiding member according to sub-clause (2), a member continues without alteration, a member may move that the member ceases to speak. Upon moving this motion the presiding member must immediately call for a seconder, but there shall be no debate. If carried by a simple majority of the Council, the member may take no further part in debate on the question before the meeting, but can still vote.

### 8.8 Crossing Council Chambers

- (1) When the presiding member is putting any motion, a member shall not leave or cross the Council Chamber.
- (2) A member shall not pass between the speaker and the presiding member, whilst any other member is speaking.
- (3) A member shall not converse with any member of the public in the Council chamber or public gallery during a Council meeting.

### 8.9 Leaving and entering meetings

After a meeting of the Council has been formally constituted and the business commenced, no member shall enter or withdraw from the meeting without first advising or acknowledging the presiding member, in order to facilitate the recording in the minutes of the time of entry or departure.

### ~~8.10 Consumption of alcohol during meetings~~

~~The consumption of alcoholic beverages in any Council or committee meeting is prohibited.~~

### ~~8.11 Smoking prohibited~~

~~Smoking in the administration and civic centre or in any meeting is prohibited.~~

### 8.102 Mobile phones and audible electronic devices

Mobile telephones and audible electronic devices shall not be switched on or be used in the Council chamber or meeting room, if they interfere with the conduct of the meeting.

## PART 9 - PRESERVING ORDER

### 9.1 Presiding Member to preserve order

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The presiding member shall preserve order, and may call any member or person to order, whenever, in the presiding member's opinion, there is cause for so doing.

## 9.2 Definition of order

Any member or person who does anything or behaves in a manner which is forbidden by any of these ~~Meeting Procedures Standing Orders~~ shall be deemed to be out of order.

## 9.3 Breaches of order

The following are recognised as breaches of order:-

- (i) discussion of a motion which is not before the Council; or
- (ii) the use of abusive, defamatory, derogatory, insulting, intimidatory, offensive or profane, language ; or
- (iii) any conduct, behaviour, gestures or actions which causes offence to another person; or
- (iv) any violation of these ~~Meeting Procedures Standing Orders~~; or
- (v) a breach of any other written law.

## 9.4 Points of order

- (1) Any member may direct the attention of the presiding member to any breach of order by any other member, including interrupting the speaker.
- (2) A member raising a point of order shall specify one of the grounds of the breach of order before speaking further on the matter.
- (3) A member rising to express a difference of opinion or to contradict a speaker shall not be recognised as raising a point of order.

## 9.5 Precedence of points of order

Notwithstanding anything contained in these ~~Meeting Procedures Standing Orders~~ to the contrary, all points of order at any time arising shall, until decided, suspend the consideration of and decision on every other matter.

## 9.6 Rulings of points of order by Presiding Member

- (1) The presiding member, when deciding a point of order or practice, is to give his or her decision by either upholding or rejecting the point of order, and argument or comment is not permitted.
- (2) The presiding member's decision in sub-clause (1) is final in that specific case, unless a majority of the members present, upon motion made forthwith without discussion, dissent against the decision. Should the motion be seconded, it shall be put to the vote immediately and the result of the vote whether in support of the decision or otherwise, shall determine the action of the Council.

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- (3) Notwithstanding the generality of sub-clauses (1) and (2) there shall be no dissent against a ruling of the presiding member allowing or disallowing a question on a matter required to be dealt with without discussion.

#### 9.7 Ruling out of order

- (1) Whenever the presiding member has decided that any motion, amendment or other matter before the Council is out of order, it shall be rejected.
- (2) Whenever anything said or done by any member or person is similarly decided to be out of order, that member or person shall be called upon by the presiding member to be seated or to make such explanation, retraction or apology, as the case may require.

#### 9.8 Continued breach of order

- (1) Where a Councillor-Council Member persists in any conduct which the presiding member decides is out of order, the presiding member may direct that Council MemberCouncillor to refrain from taking any further part in the meeting of the Council or committee, other than by complying with the pecuniary interest and voting provisions of the Act. The member shall comply with the direction.
- (2) Any member or person who converses aloud, or makes any noise, or disturbance after being called to order by the presiding member, or who wilfully obstructs or interrupts the orderly conduct of business shall, upon the request of the presiding member cease to do so. In the event of a person (other than a member) persistently disregarding the authority of the presiding member when requested, the person may by order of the presiding member be removed from the Council chamber or meeting room for the remainder of the meeting.

#### 9.9 Serious disorder

- (1) If at a meeting of the Council or committee the presiding member is of the opinion that by reason of disorder or otherwise the business of the Council or committee cannot effectively be continued, the meeting shall be adjourned for a period of not more than fifteen (15) minutes.
- (2) After the adjournment in sub-clause (1) the Council or committee is to re-assemble and decide whether business is to be proceeded with, and that question is to be decided forthwith and without debate.
- (3) Where after any proceedings under sub-clauses (1) and (2), the presiding member is again of the opinion that the business of the Council or committee cannot effectively be continued, the meeting may be closed or adjourned.

#### 9.10 Presiding Member may be heard

Whenever the presiding member speaks during debate to raise or rule on a point of order, any person speaking or who is about to speak shall be silent so that the presiding member may be heard without interruption.

#### 9.11 Prevention of disturbance

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- (1) No person (other than a member) shall interrupt or interfere with the proceedings of any meeting of the Council or committee, whether by expressing approval or dissent, by loudly conversing or by any other means.
- (2) A person (other than a member) who fails to comply with sub-clause (1) when so directed by the presiding member, shall immediately leave the Council chamber or meeting room.
- (3) A person (other than a member) directed to leave the Council chamber or meeting room and failing to do so may, by order of the presiding member, be removed from the Council chamber or meeting room.
- (4) The direction of the presiding member is final and may not be challenged by moving dissent with the ruling.

**PART 10 - MOTION FOR REVOKING OR CHANGING A DECISION****10.1 Revoking or changing decisions at same meeting**

The Council may at the same meeting at which it is passed revoke or change a decision if all members who were present in the Council chamber at the time the decision was passed are also present in the Council chamber at the time the revoking or changing is proposed.

**10.2 Revoking or changing decisions at a subsequent meeting**

- (1) If a decision has been made at a Council or a committee meeting then any motion to revoke or change the decision must be supported:-
  - (a) in the case where an attempt to revoke or change the decision had been made within the previous three (3) months but had failed, by an absolute majority decision; or
  - (b) in any other case, by at least one third (1/3) of the number of offices (whether vacant or not) of members of the Council or committee;

inclusive of the mover.

- (2) If a decision has been made at a Council or a committee meeting then any decision to revoke or change the first-mentioned decision must be made:-
  - (a) in the case where the decision to be revoked or changed was required to be made by an absolute majority or by a special majority, by that kind of majority; or
  - (b) in any other case, by an absolute majority.
- (3) This clause does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.

**10.3 Notices received during same meeting**

- (1) If the CEO receives a notice of motion to revoke or change a decision before the close of the meeting at which the decision was passed:-
  - (a) the CEO shall immediately deliver the notice to the presiding member;
  - (b) the presiding member shall, at the earliest opportunity, notify the meeting of the notice; and

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- (c) thereafter, at the first available opportunity the presiding member shall bring on the revocation motion before the close of the meeting.
- (2) If the CEO receives a notice of motion to revoke or change a decision after the closure of the meeting at which the decision was passed, the CEO shall ensure that the revocation motion is considered at a special or ordinary meeting of the Council held at the earliest opportunity after the meeting at which the substantive decision was passed.

**10.4 Multiple revocation notices**

The CEO may receive more than one notice of motion to revoke or change the same decision.

**10.5 Absence of mover or seconder**

If a motion to revoke or change a decision fails to be considered by the Council by reason that at the time the motion is called on:-

- (a) the member who gave notice of the motion is not present or is not willing to move the motion; and
- (b) there is no other member present willing to move the motion;

then the motion is to lapse and a motion to the same effect is not thereafter to be entertained by the Council at that meeting.

**10.6 No revocation of procedural decision or a decision to revoke**

The Council shall not entertain a motion to revoke or change a decision which is:-

- (a) merely procedural in its form and effect; or
- (b) a decision to revoke another decision.

**10.7 Repeated revocations by the same Member prohibited**

If the Council, on a motion moved by any member, resolves not to revoke or change a substantive motion, then the Council shall not subsequently entertain a motion moved by the same member to revoke or change the same substantive motion.

**PART 11 - IMPLEMENTATION OF A DECISION****11.1 Implementation of a decision**

- (1) If a notice of motion to revoke or change a decision of the Council or a committee is received before any action has been taken to implement that decision, then no steps are to be taken to implement or give effect to that decision until such time as the motion of revocation or change has been dealt with, except that –
  - (a) if a notice of motion to revoke or change a decision of the Council or a committee is given during the same meeting at which the decision was made, the notice of motion is of no effect unless the number of members required to support the motion under Regulation 10 of the Regulations indicate their support for the notice of motion at that meeting; and
  - (b) if a notice of motion to revoke or change a decision of the Council or a committee is received after the closure of the meeting at which the decision was made, implementation of the decision is not to be withheld unless the notice of motion

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has the support in writing, of the number of members required to support the motion under Regulation 10 of the Regulations.

- (2) Implementation of a decision is only to be withheld under sub-clause (1) if the effect of the change proposed in a notice of motion would be that the decision would be revoked or would become substantially different.
- (3) The Council or a committee shall not vote on a motion to revoke or change a decision of the Council or committee whether the motion of revocation or change is moved with or without notice, if at the time the motion is moved or notice is given –
  - (a) action has been taken to implement the decision; or
  - (b) where the decision concerns the issue of an approval or the authorisation of a licence, permit or certificate and where that approval or authorisation of a licence, permit or certificate has been put into effect by the Council in writing to the applicant or the applicant's agent by an employee of the Council authorised to do so;

without having considered a statement of impact prepared by or at the direction of the CEO of the legal and financial consequences of the proposed revocation or change.

## PART 12 - COMMITTEES AND ~~FORUMS~~ COUNCIL BRIEFINGS

### 12.1 Committees

Committees of the Council shall operate in accordance with the Act, the Regulations and these Meeting Procedures ~~Standing Orders~~.

### 12.2 Meeting Procedures ~~Standing Orders~~ to apply to Committees

These Meeting Procedures ~~Standing Orders~~ shall apply generally to the proceedings of committees of the Council except that the requirement for members to speak only once shall not be applied in committee meetings.

### 12.3 Council may establish Committees

The Council may establish committees in accordance with the Act.

### 12.4 Duties of Committees

The powers and duties of committees are to be in accordance with the Act.

### 12.5 Calling of Meetings

The CEO shall call a meeting of any committee when requested to do so by the presiding member or any two members of that committee.

### 12.6 Appointment of Deputy Committee Members

- (1) The Council may by an absolute majority decision appoint a maximum of two persons to be the deputy or deputies, as the case may be, to act on behalf of a committee member whenever that member is unable, for a cause prescribed in section 52 of the *Interpretation Act 1984*, to be present at a meeting of the

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committee. Where two deputies are appointed, they are to have seniority in the order determined by the Council.

- (2) Where a committee member does not attend a meeting of a committee a deputy of that committee member is, subject to sub-clause (3), entitled to attend that meeting in place of the committee member and act for the committee member, and while so acting, has all power of that committee member.
- (3) A deputy who is one of two deputies of a committee member is not entitled to attend a meeting of the committee in place of that committee member if the meeting is attended by another deputy of that committee member who has precedence over that deputy in the order of seniority determined under sub-clause (1).
- (4) A person who is a committee member is not eligible to be appointed as a deputy for another member of that committee.

### 12.7 Qualification of deputy

The Council may only appoint a person to be a deputy if that person is qualified to be appointed as a committee member.

### 12.8 Term of appointment

A person appointed as a deputy holds that position until –

- (a) the term of the person's appointment as a deputy as determined by the Council expires;
- (b) the Council revokes the delegation;
- (c) the office of the committee member otherwise becomes vacant;
- (d) the committee is disbanded; or
- (e) the next ordinary elections day;

whichever occurs first.

### ~~12.9 Forums~~

~~The Council may prescribe guidelines and procedures for the management of forums.~~

### 12.9 Council Briefings

- (1) Council Briefings may be held to provide Council Members with the opportunity to ask questions and clarify issues relevant to the agenda items due to be presented to the following Ordinary Council Meeting.
- (2) Clause 2.17 of these Meeting Procedures shall apply to Council Briefings.
- (3) Clause 2.19 of these Meeting Procedures shall apply to Council Briefings, but questions shall only relate directly to items listed on the agenda.
- (4) Council may prescribe procedures for the management of Council Briefings.

**PART 13 - ADMINISTRATIVE MATTERS****13.1 Representation on committees, statutory authorities and public bodies**

- (1) Correspondence inviting the Council, a council member or an ~~e~~Employee to submit a nomination for appointment to a committee, statutory authority or a public body, shall be referred by the CEO to the Council.
- (2) A council member or an employee cannot represent the local government on a committee, statutory authority or public body, unless approved by the Council.

**13.2 Obligations of Council delegate**

A member or employee appointed by the Council to be its delegate to a committee, statutory authority or public body is;

- (a) when required to express an opinion or vote on any item of business, to have regard to the decisions, policies and practices of the Council;
- (b) to resign from the position if they cease to be a member or employee of the local government, within the term of their appointment.

**13.3 Common Seal**

- (1) The CEO is to have charge of the common seal of the Local Government, and is responsible for the safe custody and proper use of it.
- (2) The common seal of the Local Government may only be used on the authority of the Council given either generally or specifically and every document to which the seal is affixed must be signed by the Mayor (where applicable) and the CEO.
- (3) The common seal of the Local Government is to be affixed to any local law, which is made by the Local Government.
- (4) The CEO is to record in a register and report to the Council each date on which the common seal of the Local Government was affixed to a document, the nature of the document, and the parties to any agreement to which the common seal was affixed.
- (5) Any person who uses the common seal of the Local Government or a replica thereof without authority of the Council, commits an offence.

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## PART 14 - MISCELLANEOUS

### 14.1 Cases not provided for in ~~Meeting Procedures~~ Standing Orders

- (1) In cases of procedure where the ~~Meeting Procedures~~ Standing Orders, the Act or Regulations are silent, rulings shall be determined according to a recognised authoritative book on meeting procedure, as determined by the presiding member.
- (2) The presiding member shall decide all other questions of order, procedure, debate or otherwise where these ~~Meeting Procedures~~ Standing Orders, the Act and Regulations are silent or the approved authority has no provision, or insufficient provision.
- (3) The decision of the presiding member in these cases is final, except where a motion is moved and carried under clause 6.1(ix).

### 14.2 Duty of Chief Executive Officer

It is the duty of the CEO to draw the attention of the Council to any breach or likely breach of the ~~Meeting Procedures~~ Standing Orders, even if it requires interrupting any person speaking.

### 14.3 Presiding Member to ensure compliance

The presiding member is authorised and empowered to ensure that meetings are conducted in accordance with these ~~Meeting Procedures~~ Standing Orders.

### 14.4 Breach of ~~Meeting Procedures~~ Standing Orders

- (1) Any person who contravenes any provisions of these ~~Meeting Procedures~~ Standing Orders commits an offence and is liable to a penalty not less than \$200.00 and not exceeding \$5000.00 and if the offence is of a continuing nature, such person may be liable to a further penalty not exceeding a fine of \$500.00 in respect of each day or part of a day during which the offence has continued.
- (2) Any motion, amendment or action taken which is in breach of, or contrary to these ~~Meeting Procedures~~ Standing Orders is deemed invalid.

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This local law was made by the City of Vincent at an Ordinary Meeting held on the 23<sup>rd</sup> day of September 2008.

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**

Table 1 – Summary of Submissions

	Issue	Administration Response
1.1	Clause 2.3 should say "as prescribed by the regulations and displayed on the City's web site." It is inconvenient for members of the public to attend the office and it is impossible on weekends or public holidays.	Supported. Administration supports the inclusion of an amended clause requiring the publication of the notice paper on the City's website. This is in line with the City's current practice.
1.2	Clause 2.1 should say that selection of a presiding member should be done in public.	Not Supported. In the rare occasions that there is a requirement to "select" a presiding member in the absence of the Mayor and Deputy Mayor, this is done by Council Members prior to the Council Meeting. The Local Government Act 1995 requires that a chosen Council Member preside at a Council Meeting and technically it is not possible to open the meeting without a presiding member.
1.3	Clause 2.9 should make it clear that council members cannot ask for leave of absence for the meeting at which it may be granted. This was determined by the Standards committee or somebody with a similar standing.	Not Supported. Section 3A(b) of the <i>Local Government Act 1995</i> prohibits the granting of leave for "the part of the meeting before the granting of leave". This implies that it is acceptable to grant leave from the time of the grant of leave onwards.
1.4	Clause 2.16 (1) should be dropped and 2.16 (2) amended. The press, and public, should be able to record any part of the meeting that is open to the public.	Not Supported. Council Meeting live streamed and recordings are made available to the public on the City's website.
1.5	Clause 2.16 (3) should not just be limited to web streaming and should include that the recordings will be made available to the public.	Not Supported. Since September 2017 the City's current practice is to make recordings available via the website. While it would not be unreasonable to include this in the Local Law, Administration is of the view that it is appropriate that recordings are provided at Council's discretion via the City's <i>Policy 4.2.4 - Council Meetings – Recording And Web Streaming</i> rather than through the Local Law.
1.6	Clause 2.16 should also include provision for recording those parts of the meeting that are not open to the public and that those segments may subsequently be made public.	Not Supported. As above, Administration is of the view that it is appropriate that recordings are managed at Council's discretion via the City's <i>Policy 4.2.4 - Council Meetings – Recording And Web Streaming</i> rather than through the Local Law. It is noted that clause 1 of that policy provides the discretion to record proceedings occur behind closed doors.
1.7	Clause 2.18 should be changed to say that minutes will include the agenda reports as well as the decision. The aim should be for completeness rather than brevity so that anybody subsequently looking at the minutes is aware of the recommendations and reasons, and is aware of any late amendments to the agenda. The current practice requires people to look through at least two documents, and be aware of all amending documents, to get a full picture.	Not Supported. Administration is of the view that the current minutes document produced provides the most readable and accessible mechanism for finding decisions on Council Items and that the inclusion of the agenda reports – which are already available in the agenda – would only serve to make the minutes more lengthy and therefore harder to read and understand.
1.8	Clauses 2.8 (5) and 2.19 (5) (a) are not consistent. 2.8 says that items are considered in the order in which they are raised while 2.19 says they are considered in numerical order.	Supported. While it is not considered that the clauses are inconsistent with one another, it is agreed that the clauses could be clearer. It is proposed to amend clause 2.8(5) as follows: "(5) Notwithstanding sub-clauses (1) and (2), reports listed in the agenda are to be considered in the following order: new order in which they are raised and include;"
1.9	Clause 2.19 (8) should be dropped. In the interests of brevity, accountability and transparency any written questions which are submitted should be treated as normal questions on notice from members of the public and the answers included in the next agenda.	Not supported.
1.10	Clause 2.22 (2) should say "presiding member" rather than mayor. Generally "mayor" should be changed to "presiding member" where relevant to cater for situations where the mayor is on leave and another member, usually the deputy, takes their place.	Partially Supported It is proposed to amend 2.22(1) as follows: "... Mayor or the committee presiding member, as the case may be". It is proposed to amend 2.22(2) as follows: "If the Mayor or presiding member is of the opinion "

Table 1 – Summary of Submissions

Issue		Administration Response
1.11	Clause 2.22 (a) should be dropped. There is no need to provide limits other than the time as per 2.22 (b).	Not supported.  Administration has no issue with clause 2.22(b) which is intended to provide for orderliness during deputations by limiting the number of members of a deputation that may be present and may address Council.
1.12	Clause 2.24 (1) (d) should drop the date the person signed.	Not supported.
1.13	Clause 2.25 (9) should be dropped. It is not right if the proposer can't make it to the meeting that it can't be proposed for another 3 months.	Not supported  Clause 2.25(8) provides that if a Council Member is not present or if the motion is deferred that the notice of motion may be proposed at a subsequent Council Meeting.  2.25(9) provides that if a notice of motion has lapsed at two meetings that it may not be entertained for 3 months.
1.14	The term "other than presiding member" should be dropped from 4.7 (1) and (2) and 5.14 (3) and anywhere else where they preclude the presiding member from moving an amendment. The presiding member should be given the right to move amendments.	Not supported.  Custom and convention is that a presiding person should not move a motion (including an amendment) from the chair as it is argued that moving a motion undermines the presiding member's impartiality which is the cornerstone of their authority in the meeting.
1.15	Clause 4.9 should be changed from "before the motion is put" to "before the motion is determined" to allow questions until such time as the votes have been counted. Similar changes should be made to 4.12 because the mover may raise a point during the "right of reply" that warrants a question.	Not supported.  Administration is of the view that it is not appropriate to allow questions on an item between it being put and between the vote being declared. The role of questioning is to ensure Council Members are fully informed before they vote, therefore it follows that questions should be concluded before a vote is taken.  Similarly, the role of the right of reply is intended to close debate and no new material should be raised, therefore it is appropriate that no questions be asked during the right of reply.
1.16	Clause 5.2 (3) should be changed to make it clear that the result of each individual's vote is known to all those present at the meeting. We must avoid the situation where an electronic vote is taken but only the result (e.g. 5-3) is known at the meeting. It should not be left to reading the minutes some time later.	Partially supported.  Clause 5.1(b) provides that voting is to be undertaken "openly and not by secret ballot". Administration asserts that this would prevent any anonymous electronic voting system from being implemented.
1.17	Clause 7.1 should have a clause similar to 7.2 (6) that stops a member from speaking then moving deferral without allowing other members to speak first, or debate should be allowed on deferral contrary to 7.1.(4) (c)	Not supported.  While the procedural motions to "defer" and to "adjourn" are similar in nature, an adjournment has the effect of pausing debate on an item while a deferral stops debate and allows it to be recommenced at a later point. As a consequence, it may be appropriate and desirable to defer a motion after all members have spoken which would be prevented by this clause, whereas this can never be the case with an adjournment.
1.18	Clause 8.10 should say that devices should not be used during a meeting for any purpose other than council purposes. It is disrespectful to other council members and the public to see council members using electronic devices for non-council purposes during meetings.	Not supported.  The intent of the clause is to prevent interference with the conduct of the meeting.

A total of one submission was received in response to the City's public notice advertising the Standing Orders Amendment Local Law 2017.

## 7.4 DRAFT FINANCIAL RESERVES POLICY

TRIM Ref: D18/12692

Author: John Paton, Special Projects Officer

Authoriser: Kerry Batten, Director Corporate Services

Attachments: 1. Financial Reserves Policy (Marked Up) [↓](#)   
2. Financial Reserves Listing [↓](#) 

### RECOMMENDATION:

That Council:

1. ENDORSES for the purpose of giving of one month local public notice:

1.1. the draft Financial Reserves Policy No 1.2.10 as detailed in Attachment 1;

1.2. the closure of the following Reserves and transfer of remaining balances to the Asset Sustainability Reserve:

<u>Reserve</u>	<u>Reason/Justification</u>	<u>Balance</u>
Administration Centre	No longer required, use Asset Sustainability Reserve	\$1,156
Aged Person and Senior Citizens	No longer required	\$0
Capital	Not specific, no linkage to liabilities in LTFP	\$8,501
Electronic Equipment	Minor liability, use Asset Sustainability Reserve	\$54,175
Parking Funded City Centre and Parking Benefit Districts...	Not specific, no linkage to liabilities in LTFP	\$0
Parking Funded Sustainable Transport Initiatives	No linkage to liabilities in LTFP	\$0
Perth Oval	No longer required	\$0

1.3. the following Reserve purpose amendments:

<u>Title and Current Purpose</u>	<u>Proposed Purpose</u>
Cash-in-Lieu of Parking <i>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.</i>	<i>This reserve is established from payment of cash-in-lieu of car parking from development applicants and is to be used for providing and/or upgrading existing and proposed Transport infrastructure as defined in the City's Parking and Access Policy 7.7.1.</i>
Loftus Community Centre <i>For the redevelopment of the Centre, including upgrade / renovation / maintenance / repairs and replacement of major items of plant, equipment, fixtures and fittings.</i>	<i>For the purpose of capital improvements, including replacing major items of plant and equipment or renewal and modifications to the Centre.</i>
Loftus Recreation Centre <i>For the upgrade / renovation / maintenance / repairs of the centre and the purpose of replacing major items of plant, equipment, fixtures and fittings.</i>	<i>For the purpose of capital improvements, including replacing major items of plant and equipment or renewal and modifications to the Centre.</i>

<p>Parking Facility</p> <p><i>For the:</i></p> <ul style="list-style-type: none"> <li>• <i>purchase, maintenance and operations of parking ticket machines;</i></li> <li>• <i>provision and improvement of parking information systems;</i></li> <li>• <i>security lighting, improved pathways and associated infrastructure to access parking areas;</i></li> </ul> <p><i>and associated works.</i></p>	<p><i>For the:</i></p> <ul style="list-style-type: none"> <li>• <i>purchase <u>and replacement</u> of parking ticket machines;</i></li> <li>• <i>provision and improvement of parking information systems;</i></li> <li>• <i>security lighting, improved pathways and associated infrastructure to access parking areas;</i></li> </ul> <p><i>and associated works.</i></p>
<p>State Gymnastics Centre</p> <p><i>For works associated with the maintenance, repairs, alterations, upgrade and replacement of the proposed State Gymnastics Centre building, major plant, equipment, fixtures, fittings and associated land.</i></p>	<p><i>For the purpose of capital improvements, including replacing major items of plant and equipment or renewal and modifications to the Centre.</i></p>

**2. NOTES that a further report will be submitted to Council following the one month consultation period in 1 above**

**PURPOSE OF REPORT:**

To consider for adoption a draft Financial reserves Policy to guide the establishment and management of Reserves in the future.

**BACKGROUND:**

The *Local Government Act 1995 (the Act)* establishes controls over the creation and use of Reserve Accounts. Specifically, section 6.11(1) states that “*where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose*”. This provision also stipulates that before a local government changes the purpose of a reserve account or uses the money for another purpose, it must give one month’s local public notice. The primary exception to this rule is if the change is disclosed in the annual budget.

Section 6.2 (4)(e) of the Act specifies that the Annual Budget is to include “*details of the amounts to be set aside in, or used from, reserve accounts and of the purpose for which they are to be set aside or used*”.

Further controls are provided through the *Local Government (Financial Management) Regulations 1996*, including the requirement that a “*reserve account is to have a title that clearly identifies the purpose for which the money in the account is set aside*”.

In 1995/96, the City (then Town) had five cash-backed Financial Reserves (Reserves) with total funds of \$2.6m. The following year that had grown to 10 (\$4.4m) and by the end of 1996/97 there were 13 Reserves with a total funding of \$5.5m. Over the years, additional Reserves have been created for specific purposes, with the Annual Financial Report for the Year Ended 30 June 2017 listing 29 Reserves with a total closing balance of \$6.2m.

**DETAILS:**

A review has been undertaken into the 29 Reserves listed in the latest Annual Financial Report, with the following general points identified:

- seven of the Reserves have a \$0 balance;
- the Heritage Loan Reserve and Public Open Space Reserve were formally closed (rescinded) by Council on 5 July 2011. In addition, Council approved on 8 March 2016 the transfer to Trust of the funds held in the Aged Persons and Senior Citizens Reserve, which can also be closed, resulting in 26 Reserves remaining;
- Of the 26 Reserves, their purpose generally falls within the following categories:

Asset Renewal / Replacement	11	
Asset Maintenance and Renewal	3	<i>a wider purpose allowing funding of maintenance</i>
Asset Upgrade	1	
Specific	7	
Other – Non-Specific	4	
<b>Total</b>	<b>26</b>	

In addition, the following was identified in respect to specific Reserves:

RESERVE	ISSUE/COMMENT
Beatty Park Leisure Centre	Early annual reports referenced the Reserve would be funded from the centre's <i>'before depreciation operating surplus'</i> . This does not appear to have been consistently followed and the principle may warrant review.
Cash-in-Lieu of Parking	There is an inconsistency between the adopted purpose of the Reserve and the purpose specified in section 2.2.4 of the Parking and Access Policy (7.7.1).
Leederville Tennis	Potential inconsistency with Lease responsibility.
Loftus Community Centre	There is an inconsistency between the adopted purpose of the Reserve and the Lease provision governing the payment of contributions by the Lessee.
Loftus Recreation Centre	There is an inconsistency between the adopted purpose of the Reserve and the Lease provision governing the payment of contributions by the Lessee.
North Perth Tennis	Potential inconsistency with Lease responsibility.
Percent for Public Art	Purpose must align with section 2.2 and 2.3 of Policy 7.5.13.
State Gymnastics Centre	There is an inconsistency between the adopted purpose of the Reserve and the Lease provision governing the payment of contributions by the Lessee.
Strategic Waste Management	When established, it was identified that the Reserve would be funded from the MRC lease payments. This does not appear to have been consistently followed.

#### CONSULTATION/ADVERTISING:

Section 6.11 of the Act as detailed below, requires a one month local public notice before changing the purpose of a Reserve or using the money for another purpose. The Community Consultation Policy 4.1.5 extends this to include notice on the Council's website and letters to local business and community groups.

In addition to the above, Policy 4.1.5 provides that for new Policies, consultation will consist of:

- Local Public Notice for 21 days
- Letter to local Business and Community Groups.

It is proposed that these two elements of consultation occur simultaneously.

#### LEGAL/POLICY:

##### **Local Government Act 1995 (the Act)**

##### **6.11. Reserve accounts**

- (1) *Subject to subsection (5), where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.*
- (2) *Subject to subsection (3), before a local government —*
  - (a) *changes\* the purpose of a reserve account; or*
  - (b) *uses\* the money in a reserve account for another purpose,**it must give one month's local public notice of the proposed change of purpose or proposed use.*
- (3) *A local government is not required to give local public notice under subsection (2) —*
  - (a) *where the change of purpose or of proposed use of money has been disclosed in the annual budget of the local government for that financial year; or*
  - (b) *in such other circumstances as are prescribed.*

- (4) *A change of purpose of, or use of money in, a reserve account is to be disclosed in the annual financial report for the year in which the change occurs.*
- (5) *Regulations may prescribe the circumstances and the manner in which a local government may set aside money for use for a purpose in a future financial year without the requirement to establish and maintain a reserve account.*

### **Local Government (Financial Management) Regulations 1996**

#### **17. Reserve accounts, title of etc.**

- (1) *A reserve account is to have a title that clearly identifies the purpose for which the money in the account is set aside.*
- (2) *In the accounts, annual budget and financial reports of the local government a reserve account is to be referred to —*
  - (a) *in the information required by regulations 27(g) and 38, by its full title; and*
  - (b) *otherwise, by its full title or by an abbreviation of that title.*

#### **27. Notes to annual budget, when required**

*The annual budget is to include or be accompanied by notes detailing —*

- (g) *in relation to each reserve account, an estimate of —*
  - (i) *the opening balance brought forward on 1 July; and*
  - (ii) *the amount to be set aside during the financial year; and*
  - (iii) *the amount to be used during the financial year; and*
  - (iv) *the closing balance at 30 June;*
- and
- (h) *if all or part of the money in a reserve account is to be used or set aside for a purpose other than the purpose for which the account was established —*
  - (i) *the proposed purpose; and*
  - (ii) *an estimate of the amount to be used or set aside; and*
  - (iii) *the objects of, and reasons for, the change of use or purpose;*

### **RISK MANAGEMENT IMPLICATIONS:**

Low

### **STRATEGIC IMPLICATIONS:**

Plan for the Future – Strategic Plan 2013 – 2023 – Strategic Objectives

*“Objective 4.1: Provide good strategic decision-making, governance, leadership and professional management.*

### **SUSTAINABILITY IMPLICATIONS:**

The intent of the policy is to provide guidance that will lead to enhanced financial sustainability.

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

The 2017/18 – 2026/27 Long Term Financial Plan (LTFP) forecasts that the City's Reserves will hold a balance of \$9.4m at 30 June 2018, rising to \$44m by 30 June 2027. However, that forecast must be considered in the context of the following:

- The long term estimates are based on the City's developing, yet still incomplete understanding of the asset renewal requirements across all asset classes to meet acceptable levels of service and the financial implications of implementing the necessary maintenance renewal and upgrading programs.
- Over 50% of the long term balance is expected to be delivered from the land sale activities of the Tamala Park Regional Council, which is due to be finalised in 2027/28 (subject to market conditions), therefore that funding source is finite.
- Throughout the term of the LTFP, apart from interest, the only contributions reflected are to the Asset Sustainability Reserve and Tamala Park Land Sales Reserve.

- The majority of the then balance of the Tamala Park Land Sales Reserve is being applied to a capital repayment of a loan in 2019/20.
- There is no call on the Reserve funds from 2020/21, however that is a reflection of the forecast level of capital expenditure, which is almost certainly to increase as data is compiled on the asset renewal requirements of the City's property portfolio.

The Financial Reserves Policy and associated procedures and guidelines will provide better guidance in managing the various Reserves and ensuring appropriate balances are maintained.

#### COMMENTS:

The establishment of Financial Reserves is an effective financial management strategy, however the City does not currently have a framework for the establishment, review, management and use of its Financial Reserves. As a starting point, a Financial Reserves Policy would provide Administration with direction and guidance on the City's accepted approach to Financial Reserves.

The adoption of a Financial Reserves Policy will guide the establishment and maintenance of Reserves based on specific criteria, which will indicate when the City should 'reserve' funds for significant future liabilities thereby smoothing the impact on rates generation and ratepayers. This will assist in demonstrating the City's long term financial sustainability.

A draft Financial Reserves Policy has been developed (**Attachment 1**) with the objective to provide "*guidance for the establishment, funding and utilisation of Financial Reserve Accounts to promote sustainable and responsible financial management*". The policy sets the principle that the City will "*establish and maintain Financial Reserves as are statutorily, contractually or prudently required for known or reasonably predicted future financial liabilities that require funding over multiple years to avoid unreasonable fluctuations in funding to be made up from Rates*".

Given that the Act allows for the purpose of a Reserve to be changed or the money to be used for another purpose, it is important to recognise and record when there are other factors impacting on the Council's discretionary capacity to approve alternative uses for the Reserve funds. In this instance, it is noted that 9 of the 26 Reserves have an 'external' restriction imposed either contractually or through legislation.

To support the Policy, procedures and guidelines will be developed and a register maintained for each Reserve, recording key details and providing further clarity on the application of the funds in accordance with the approved purpose of the Reserve and linkage to any nominated funding source and external restrictions needing to be recognised. A standard template has been created to record relevant information in respect to each Reserve to include the following information:

<b>RESERVE NAME:</b>	<i>Reserve title that identifies the purpose for which the money in the account is set aside.</i>
<b>PURPOSE:</b>	<i>Expanding on the Title to clearly define the purpose of the Reserve and application of the funds.</i>
<b>CLASSIFICATION:</b>	<i>Records whether the funds are internally or externally restricted.</i>
<b>CATEGORY:</b>	<i>Opportunity to categorise the purpose of the Reserve, i.e. 'Asset Renewal/Replacement'.</i>
<b>FUNDING SOURCE:</b>	<i>Specifying how the Reserve will be funded.</i>
<b>DATE ESTABLISHED:</b>	<i>Date Council approved the Reserve (if known).</i>
<b>DATE AMENDED:</b>	<i>If Council has amended the original Reserve purpose etc.</i>
<b>LINKED RESTRICTION:</b>	<i>Reference to external restriction - funding agreement, lease etc</i>
<b>LINKED PROJECT:</b>	<i>Specific projects being funded (listed on LTFP)</i>
<b>PROJECT TIMING:</b>	<i>Specific, ongoing etc.</i>
<b>FUNDING DEMAND:</b>	<i>Target balance required (if known)</i>
<b>INTEREST CREDITED:</b>	<i>Is interest to be credited to the Reserve to maintain parity.</i>
<b>ACCEPTABLE USE:</b>	<i>Expand on the purpose to provide specific examples of how the funds could be applied.</i>
<b>UNACCEPTABLE USE:</b>	<i>Examples of what would not be consistent with the approved purpose.</i>
<b>COMMENTS:</b>	<i>Any relevant information.</i>

The current list of Reserves have been reviewed and relevant details incorporated into the standard guidelines template, which are appended for information to Attachment 1. In addition, **Attachment 2** provides further details on each Reserve, including financial balances.

Overall, it is considered that the number of Reserves could be reduced, particularly those with an identified use category of 'Asset Renewal / Replacement', subject to external restrictions. In addition, it is recognised that in a number of instances, there is no clear linkage between the Reserve and future liabilities set in the LTFP. Based on the information compiled, the following is highlighted:

Reserve	Retain	Comments
Administration Centre	N	No external restrictions, so any works could be funded from the Asset Sustainability Reserve.
Aged Persons and Senior Citizens	N	Funds transferred to Trust, no ongoing requirement.
Asset Sustainability	Y	
Beatty Park Leisure Centre	Y	Records indicate funding for the Reserve was to be made from transfers representing the before depreciation operating surplus of the Centre. Whilst the facility does not always make a profit, this restriction means it would never provide a 'dividend' back to the community (other than those using it).
Capital	N	Not specific, very limited funds and no liability in LTFP.
Cash-in-Lieu of Parking	Y	Purpose should be amended to align with Policy 7.7.1.
Electronic Equipment	N	No external restrictions, liabilities shouldn't create significant demand and any expenditure could be funded from the Asset Sustainability Reserve if required.
Heritage Loan	N	Rescinded 5 July 2011
Hyde Park Lakes	Y	Wider than asset renewal.
Land and Building Asset Acquisition	Y	May warrant further clarification of Purpose.
Leederville Oval	Y	Asset renewal planning required to identify long term funding demand. Likely to be well beyond current level. Unless funding source agreed with football clubs, which would introduce an external restriction, this Reserve could be closed and rely on the Asset Sustainability Reserve.
Leederville Tennis	Y	Clarity required on link between the requirement for the Club to pay a contribution and whether the City accepts responsibility for the associated works.
Light Fleet Replacement	N	Annual expenditure level (or variations) should not warrant the retention of the Reserve. Review with LTFP.
Loftus Community Centre	Y	Purpose needs to be amended to align with the restriction imposed through the Lease.
Loftus Recreation Centre	Y	Purpose needs to be amended to align with the restriction imposed through the Lease.
North Perth Tennis	Y	Clarity required on link between the requirement for the Club to pay a contribution and whether the City accepts responsibility for the associated works.
Office Building - 246 Vincent Street	Y	As this is an income generating asset, with Lessor asset obligations, it is proposed this Reserve be maintained and consistently funded from a portion of rent.
Parking Facility	Y	Purpose may need amendment as it is not considered appropriate for Reserve funds to be applied towards operational expenditure. Project planning required to clarify funding demand.
Parking Funded City Centre and Parking Benefit Districts Upgrade and Promotion	N	Purpose is very broad, restricted only by location. Demand is not clear and so would not meet the principles proposed in the Policy.
Parking Funded Sustainable Transport Initiatives	N	The Reserve appears to have been established to recognise a policy position, not to recognise a known or reasonably predicted liability.
Percentage For Public Art	Y	Funds are currently held in Trust.
Perth Oval	N	Whilst this facility is leased to the State Government, there should be no capital or renewal obligations on the City.
Plant and Equipment	Y	Only required to smooth out annual fluctuations associated with the major plant replacement program. Review with LTFP.
Public Open Space	N	Rescinded 5 July 2011
State Gymnastics Centre	Y	Purpose needs to be amended to align with the restriction imposed through the Lease.
Strategic Waste Management	Y	Transfers to the Reserve should be based on the MRC rent – currently \$58,000.

Tamala Park Land Sales	Y	The Tamala Park land sale activity has a finite life, with development and sales due to be finalised in 2027/28. Revenue should be treated as extraordinary and applied to deliver strategic benefit. The LTFP currently identifies a proportion of these funds will be used in 2019/20 on debt reduction.
Underground Power	Y	No projects currently listed in LTFP. Review once a formal position is developed.
Waste Management Plant and Equipment	Y	Only required to smooth out annual fluctuations associated with the major plant replacement program. Review with LTFP.

Further work on the LTFP (including 10 year capital works program) and Asset Management Plans should provide clarification in respect to the extent of the City's liabilities, which will then inform the level of funding required, including reliance on Reserves. It is important to note, that it should be the liability that drives the required funding level, not the reverse.

To progress, it is proposed that in conjunction with the adoption of the Policy, approval will be sought to:

1. Rescind/close the following Reserves and transfer the remaining balances to the Asset Sustainability Reserve:

<u>Reserve</u>	<u>Reason/Justification</u>	<u>Balance</u>
Administration Centre	No longer required, use Asset Sustainability Reserve	\$1,156
Aged Person and Senior Citizens	No longer required	\$0
Capital	Not specific, no linkage to liabilities in LTFP	\$8,501
Electronic Equipment	Minor liability, use Asset Sustainability Reserve	\$54,175
Parking Funded Sustainable Transport Initiatives	Not specific, no linkage to liabilities in LTFP	\$0
Parking Funded Sustainable Transport Initiatives	No linkage to liabilities in LTFP	\$0
Perth Oval	No longer required	\$0

2. Amend the purpose of the following Reserves: as detailed below could be closed.

<u>Title and Current Purpose</u>	<u>Proposed Purpose</u>
<b>Cash-in-Lieu of Parking</b> <i>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.</i>	<i>This reserve is established from payment of cash-in-lieu of car parking from development applicants and is to be used for providing and/or upgrading existing and proposed Transport infrastructure as defined in the City's Parking and Access Policy 7.7.1.</i>
<b>Loftus Community Centre</b> <i>For the redevelopment of the Centre, including upgrade / renovation / maintenance / repairs and replacement of major items of plant, equipment, fixtures and fittings.</i>	<i>For the purpose of capital improvements, including replacing major items of plant and equipment or renewal and modifications to the Centre.</i>
<b>Loftus Recreation Centre</b> <i>For the upgrade / renovation / maintenance / repairs of the centre and the purpose of replacing major items of plant, equipment, fixtures and fittings.</i>	<i>For the purpose of capital improvements, including replacing major items of plant and equipment or renewal and modifications to the Centre.</i>
<b>Parking Facility</b> <i>For the:</i> <ul style="list-style-type: none"> <li>• purchase, maintenance and operations of parking ticket machines;</li> <li>• provision and improvement of parking information systems;</li> <li>• security lighting, improved pathways and associated infrastructure to access parking areas;</li> </ul> <i>and associated works.</i>	<i>For the:</i> <ul style="list-style-type: none"> <li>• purchase <u>and replacement</u> of parking ticket machines;</li> <li>• provision and improvement of parking information systems;</li> <li>• security lighting, improved pathways and associated infrastructure to access parking areas;</li> </ul> <i>and associated works.</i>

**State Gymnastics Centre**

*For works associated with the maintenance, repairs, alterations, upgrade and replacement of the proposed State Gymnastics Centre building, major plant, equipment, fixtures, fittings and associated land.*

*For the purpose of capital improvements, including replacing major items of plant and equipment or renewal and modifications to the Centre.*

Following adoption of the Policy, Administration will progress development of the procedures and guidelines. In addition, further review of the funding requirements and funding linkages will be incorporated into and informed by the development of the 2018/19 Budget and review of the LTFP.

## FINANCIAL RESERVES POLICY

### OBJECTIVES

The *Local Government Act 1995* (the Act) provides for the establishment of Reserve Accounts for use for a specific purpose in a future financial year. This Policy provides guidance for the establishment, funding and utilisation of Financial Reserve Accounts to promote sustainable and responsible financial management.

### POLICY STATEMENT

The City of Vincent will establish and maintain Financial Reserves as are statutorily, contractually or prudently required for known or reasonably predicted future financial liabilities that require funding over multiple years to avoidare not unreasonably fluctuations in funding to be made up from Ratesable to be funded in any one financial year.

#### 1. Reserve Establishment

For a Financial Reserve to be established, it must have a title that clearly identifies the purpose, a nominated funding source and meet one of the following:

- Be required to meet a legislative or contractual requirement or where the funding source is required to be tied to expenditure over a longer period;
- Fund a future debt repayment liability;
- Provide for a known liability listed or reasonably likely to be listed within the Long Term Financial Plan (LTFP) and is of a scale that is not capable of being funded or would have a disproportionate rating impact on individuala single budgetary (financial) years; or
- Provide for a reasonably predicted liability to be incurred beyond the LTFP but is of a scale warranting accumulation over the extended period.

#### 2. Categories of Financial Reserves

Financial Reserve Accounts will be categorised as Internally or Externally Restricted in order to ensure appropriate controls are applied.

Internally Restricted	the Reserve has been established by the City for a specified purpose, however if that purpose does not eventuate; the project is complete or Council changes its priorities, the funding can generally be diverted to an alternative purpose (subject to legislative process).
Externally Restricted	established and utilised for defined purpose as specified by legislation or contractual obligations. Under this category of Reserve, there may be contractual obligations restricting the utilisation of the funds or diversion to an alternative purpose.

#### 3. Implementation

Guidelines and procedures will be established for the management of each Financial Reserve, to align with the following principles:

- All transfers to and from the Reserves shall be reflected in the Annual Budget and LTFP.

- 
- Transfers from the Reserve will be strictly in accordance with the Purpose of the Reserve unless alternatively approved by Council in accordance with section 6.11 (2) and (3) of *the Act*.
  - Proportional interest earned on the balance of the Reserves will be credited to the respective Reserve where indexation is required to be maintained.
  - Subject to any external restrictions, when the purpose of a Reserve is complete, any residual funds will be considered to be applied towards another purpose or Reserve in the Annual Budget or in accordance with section 6.11 (2) of *the Act*.

### POLICY CONTEXT

Local governments rely heavily on own source income, with Rates being a majority component. Given the demands placed on local governments to fund ongoing operations and specific major projects, funding strategies are required to avoid significant variations in the demand for funds and the consequential impact on ratepayers. Financial Reserves are considered an appropriate mechanism to sustainably manage a local government's financial stability.

#### Financial Reserves:

- are funds set aside by a local government to help fund future needs. They are generally created as a long term savings plan to fund major projects or expenditure planned for future years which cannot be managed or would have an unreasonable rating impact ~~on individual a single budgetary financial years;~~
- are restricted by the Act and associated Regulations and are required to be established with a clearly defined purpose and be used for that purpose;
- can reduce or remove the requirement to borrow, negating the ongoing operational impact associated with servicing loans;
- may be required to meet statutory or contractual requirements or to restrict a specific funding source to the linked expenditure over a longer term;
- should only be established and maintained for known or reasonably predicted future projects and expenditure, to avoid over rating;

Funding movements to and from the Reserves along with the associated expenditure on the specific purpose are incorporated into the Long Term Financial Plan (LTFP) to demonstrate the local government's sustainability and accountability.

<b>Date Adopted:</b>	..... 2018
<b>Date Amended:</b>	
<b>Date Reviewed:</b>	
<b>Date of Next Review:</b>	..... 2020

## City of Vincent Financial Reserves

ATTACHMENT 2

Reserve Title	Opening Balance 01-Jul-17	Budget Transfers From Muni	Budget Interest Earned	Budget Transfers To Muni	Balance 30-Jun-18	Classification Internal / External Restriction	Use Category	Nominated Funding Source	Ongoing Requirement	Funding Adequacy	Retain Y / N	Comments
Administration Centre Reserve	11,418	0	178	(10,440)	1,156	Internal	Asset Renewal/Replacement	-	No	Y	N	Use Asset Sustainability Reserve
Aged Persons and Senior Citizens Reserve	0	0	0	0	0	External	Specific	Leederville Gardens Inc.	No	N/A	N	Transferred to Trust - Closed
Asset Sustainability Reserve	3,246,209	0	92,983	0	3,339,192	Internal	Asset Renewal/Replacement	-	Yes	Unlikely	Y	
Beatty Park Leisure Centre Reserve	252,933	0	4,739	(175,000)	82,672	Internal	Asset Upgrade	Beatty Park surplus	No redevelopment projects on LTFF			Use Asset Sustainability Reserve
Capital Reserve	8,264	0	237	0	8,501	Internal	Other - non specific	Original \$1m allocation	No specific liabilities in LTFF	Unclear	N	Reserves should be more specific.
Cash in Lieu Parking Reserve	782,114	60,000	20,756	(175,000)	687,870	External	Specific	Developers - DA condition		Linked	Y	
Electronic Equipment Reserve	52,666	0	1,509	0	54,175	Internal	Asset Renewal/Replacement	-	Not required	Y	N	Short life assets - minimal annual variation
Heritage Loan Reserve	0	0	0	0	0	Internal	Specific	-	Not required - closed	N/A	Closed	Rescinded on 5 July 2011
Hyde Park Lakes Reserve	148,486	0	4,253	0	152,739	Internal	Asset Maintenance and Renewal	-	Subject to Asset Management Plan	TBC	Y	
Land and Building Asset Acquisition Reserve	277,340	0	7,944	0	285,284	Internal	Specific	Sale of land		N/A	Y	Last major proceeds in 2000/01.
Leederville Oval Reserve	217,145	0	5,217	(70,000)	152,362	External	Asset Maintenance and Renewal	-	Subject to Asset Management Plan	Unlikely	Y	Requires asset management plan
Leederville Tennis Reserve	1,976	970	70	0	3,016	External	Asset Renewal/Replacement	Leederville Tennis Club	Review Lease provision	N	Y	Review lease provisions and responsibilities
Light Fleet Replacement Reserve	0	0	0	0	0	Internal	Asset Renewal/Replacement	-	Shouldn't be necessary	N/A	N	
Loftus Community Centre Reserve	17,899	6,150	601	0	24,650	External	Asset Renewal/Replacement	Loftus Community Centre Inc	Lease requirement	N	Y	
Loftus Recreation Centre Reserve	39,329	57,060	1,380	(39,375)	58,394	External	Asset Renewal/Replacement	Belgravia Leisure Pty Ltd	Lease requirement	N	Y	
North Perth Tennis Reserve	42,094	4,670	1,273	0	48,037	External	Asset Renewal/Replacement	North Perth Tennis Club	Review Lease provision	Unclear	N	Review lease provisions and responsibilities
Office Building Reserve - 246 Vincent Street	528,131	0	12,979	(150,000)	391,110	Internal	Asset Maintenance and Renewal	-	Yes	Y	Y	
Parking Facility Reserve	98,461	0	2,788	(2,250)	98,999	Internal	Parking	A proportion of parking revenue	No specific liabilities in LTFF	TBC	Y	
Parking Funded City Centre and Parking Benefit Districts Upgrade and Promotion Reserve	0	0	0	0	0	Internal	Other - non specific	Parking revenue	No specific liabilities in LTFF	Unclear	N	
Parking Funded Sustainable Transport Initiatives Reserve	0	0	0	0	0	Internal	Specific	Parking revenue	No specific liabilities in LTFF	Unclear	N	
Percentage For Public Art Reserve	0	0	0	0	0	External	Specific	Developers - DA condition	Yes	Linked	Y	
Perth Oval Reserve	0	0	0	0	0	Internal	Asset Maintenance and Renewal	-	No	N/A	N	All renewal obligations held by the State.
Plant and Equipment Reserve	303,210	0	4,539	(289,500)	18,249	Internal	Asset Renewal/Replacement	-	Only if smoothing is required	Unclear	Y	
Public Open Space Reserve	0	0	0	0	0	Internal	Specific	-	Not required - closed	N/A	Closed	Rescinded on 5 July 2011
State Gymnastics Centre Reserve	96,746	10,750	2,925	0	110,421	External	Asset Renewal/Replacement	Gymnastics WA Inc.	Lease requirement	Y	Y	
Strategic Waste Management Reserve	20,884	0	598	0	21,482	Internal	Specific	Annual MRC Lease fee	No specific liabilities in LTFF	Unclear	Y	
Tamala Park Land Sales Reserve	1,991,393	1,452,514	77,298	(81,310)	3,473,165	Internal	Other - non specific	Land sale distribution	Yes	Linked	Y	
Underground Power Reserve	195,835	0	5,609	0	201,444	External	Specific	-	Should be project based	Unclear	Y	Retain pending position on underground power
Waste Management Plant and Equipment Reserve	543,138	0	10,544	(350,000)	203,682	Internal	Asset Renewal/Replacement	-	Only if smoothing is required	Unclear	Y	
	8,875,871	1,592,114	258,420	(1,342,875)	9,416,600							

**7.5 AMENDED PURCHASING POLICY 1.2.3****TRIM Ref:** D18/14473**Authors:** Kara Davies, Administration Officer Corporate Services  
John Paton, Special Projects Officer**Authoriser:** Kerry Batten, Director Corporate Services**Attachments:** 1. Current Purchasing Policy 1.2.3    
2. Revised Purchasing Policy 1.2.3  **RECOMMENDATION:****That Council:**

1. **NOTES** that at the conclusion of the Local Public Notice period, no public submissions were received; and
2. **ADOPTS** the revised Purchasing Policy 1.2.3 as detailed in Attachment 2.

**PURPOSE OF REPORT:**

To report back to Council after the public consultation period and seek approval of the revised Purchasing Policy 1.2.3.

**BACKGROUND:**

The current version of the Purchasing Policy (**Attachment 1**) was due for review in February 2017.

Amendments to the *Local Government (Functions and General) Regulations 1996* (Regulations) were published in the Government Gazette on 18 September 2015, effective from 1 October 2015. Key changes included:

- An increase of the tender threshold from \$100,000 to \$150,000;
- Require a Local Government's purchasing policy to specify the minimum number of oral or written quotes required for purchases under the tender threshold;
- A new division in the Regulations for the introduction of 'Panels of Pre-Qualified Suppliers';
- Introduction of additional tender exemptions for Australian Disability Enterprises and Registered Aboriginal Enterprises; and
- Technical drafting amendments to improve understanding of the Regulations.

Administration reviewed the current policy to make use of the above provisions, to endeavour to strike a balance between controls and efficiency. Generally the goal for policies is to be one or two pages. However, in this case the requirements that need to be covered to meet the provisions of the Regulations result in a longer policy.

Following a full review, Administration submitted a revised draft of the Policy to the June Council Workshop and subsequently to the Audit Committee meeting held 18 July 2017.

As an outcome of the Audit Committee meeting held 18 July 2017, a marked up copy of the proposed changes to the Policy was presented to Council on 12 December 2017. As a result Council resolved in part:

1. *APPROVES for the purpose of community consultation, the revised Purchasing Policy 1.2.3 as detailed in Attachment 2;*
2. *NOTES that a subsequent report will be presented to Council at the conclusion of the Local Public Notice period, along with any public submissions received; and*

**DETAILS:**

Part 4 of the Regulations deals with Provision of Goods and Services, including the requirement to adopt and implement a Purchasing Policy.

As a result of the amendments to the Regulations, Administration reviewed its Purchasing Policy 1.2.3 and determined that the existing policy was not fully compliant when viewed without the Policy Guidelines and Procedures (currently attached to the Policy). The policy should contain the policy positions of the Council, however it is the CEO's responsibility to establish effective systems and controls to comply with both legislation and Council policies. Therefore Administration proposes to develop a separate set of procedures to implement the revised policy.

In reviewing the Policy, the Western Australian Local Government Association (WALGA) 'Model Purchasing Policy' template was used as a reference. A draft was presented to the City's Audit Committee on 18 July 2017.

The main changes proposed to the policy were:

- A mandatory tender threshold;
- Creation of panels of pre-qualified suppliers;
- General purchasing thresholds; and
- Limits on tender exemptions.

**1. Mandatory Tender Threshold**

The Regulations mandate that purchases of goods or services over the value of \$150,000 must be sourced via tender. In the intervening period, the City has continued to use \$100,000 as its tender threshold minimum. On review, Administration is recommending increasing the minimum tender threshold to \$150,000.

**2. Panels of Pre-Qualified Suppliers**

Part 4 Division 3 of the Regulations has been added to allow local governments to create a panel of pre-qualified suppliers. The Regulations only allow this when the purchasing policy outlines: how to establish a panel; how the panel will operate; how each supplier will be invited to quote; consistent communication with the panel; and recording and retention of quotes and purchases from suppliers. Section 5 of the draft Policy identifies the objectives of panels.

**3. General Purchasing Thresholds**

Section 4 of the Policy identifies purchasing requirements for various thresholds. Administration has developed a two tier table which allows different purchasing requirements for pre-qualified suppliers. This had not been addressed in the previous Policy. The intention is to offer an efficiency incentive for the use of pre-qualified suppliers. Pre-qualified suppliers include suppliers on the WALGA Preferred Supply Program; the State Government CUA; or a City appointed panel of pre-qualified suppliers.

**4. Limit on Tender Exemptions**

The Amendments to Regulation 11(2) allow (in most instances) an unlimited exemption from the requirement to go to tender for purchases from certain preferred suppliers. Administration is recommending to cap this exemption at \$250,000. The cap is intended to ensure effective oversight of large purchases and contracts, and has been set at this level to coincide with the requirement to present to Council a Business Case.

The Audit Committee considered the draft Policy and resolved:

*"That the Audit Committee SUPPORTS the draft Purchasing Policy included as Attachment 2 and RECOMMENDS the following points are addressed before being referred to Council for formal consideration:*

- 1.1 *Provide further clarification around the qualitative criteria to be used in assessing the value and competitiveness of goods or services to be acquired;*

- 1.2 *Include a provision requiring staff to request suppliers to provide their quotations in writing, noting that in any event staff will be required to create a written record of all verbal quotations received;*
- 1.3 *Expand the Objectives of the Policy to include compliance with applicable standards and codes and ensure that goods and services to be procured are necessary and fit for purpose; and*
- 1.4 *Include a provision to qualify, for the avoidance of doubt, that the purchasing requirements defined in clause 4.4 of the Policy do not exempt compliance with other relevant provisions of the Policy."*

Feedback provided by the Committee was considered and the draft policy updated to strengthen accountability and ensure good governance. A draft Policy was included as **attachment 2**, with the amendments arising from the Audit Committee marked up in red. In summary the main changes are:

#### **Policy Objectives**

- Additional wording regarding compliance with codes and standards; and
- Include wording that all procurement is necessary, fit for purpose and supported by an appropriate budget provision.

#### **Value for Money**

- An expended definition of value for money;
- Reinforce the requirement for an initial needs assessment to verify ongoing relevance and necessity for the procurement and mode of delivery; and
- Additional points to consider when assessing value for money.

#### **Purchasing Requirements**

- Specifying the requirement for a written record of verbal quotes; and
- Expanding the Sustainable Procurement provision to recognise the benefit from reducing consumption.

In reviewing the Purchasing Policy, consideration was also given to the following existing policies that have a relationship to the Purchasing Policy:

#### **Policy 1.2.9 Sustainable Use of Paper, Printing and Office Products**

The Purchasing Policy includes a section on Sustainable Procurement and specifies the consideration of sustainable benefits as an objective of the Policy. It is considered that this overarching principle applied across the City's overall procurement activities removes the need for this stand-alone policy. It is therefore recommended for rescinding.

#### **Policy 1.2.10 Commercial Dealings – Native Forest Woodchips**

As with the previous Policy, it is considered that this Policy is superseded by the broader sustainability provisions in the Purchasing Policy and therefore is recommended for rescinding.

#### **Policy 4.1.24 Legal Advice**

Obtaining legal advice is considered to be an administrative process and as such should be controlled by the CEO. This Policy is therefore recommended for rescinding.

#### **CONSULTATION/ADVERTISING:**

A Local Public Notice and Letter to local Business & Community Groups was issued on 18 January 2018 with public submissions invited until 8 February 2018.

#### **LEGAL/POLICY:**

Part 4 of the *Local Government (Functions and General) Regulations 1996*.

The following City policies have been identified as being related to purchasing:

- a) Policy 1.2.9 Sustainable Use of Paper, Printing and Office Products
- b) Policy 1.2.10 Commercial Dealings – Native Forest Woodchips
- c) Policy 4.1.24 Legal Advice

**RISK MANAGEMENT IMPLICATIONS:**

High: Purchasing and supply management cuts across the entire operation of the City and all aspects of risk, including compliance, financial and reputational. This policy and associated procedures establish clear expectations to guide effective procurement practices at the City.

**STRATEGIC IMPLICATIONS:**

This is in keeping with the City's Strategic Plan 2013-2023:

*"4.1.2 Manage the organisation in a responsible, efficient and accountable manner."*

**SUSTAINABILITY IMPLICATIONS:**

Section 1.3 (3) of the *Local Government Act 1995* (Act) provides that:

*"In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity."*

The intent of this provision, being at the commencement of the Act establishes an influence over all aspects of a local government's operations, including procurement. The Purchasing Policy includes specific references to Sustainable Procurement to ensure principles are applied across all aspects of the City's procurement activities.

**FINANCIAL/BUDGET IMPLICATIONS:**

The purchasing policy guides how procurement is to occur and has an overarching principle of achieving value for money outcomes.

**COMMENTS:**

The revised policy is now in line with amendments to the *Local Government (Functions and General) Regulations 1996* effective from 1 October 2015 and Administration has also included a number of other amendments to the Policy that will strengthen accountability and ensure good governance.

As a result of there being no community submissions, Administration proposes no further changes and therefore approval of the revised Purchasing Policy 1.2.3 is recommended.



**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.

<b>Date Adopted:</b>	<b>27 February 2007</b>
<b>Date Amended:</b>	<b>28 February 2012, 11 June 2013</b>
<b>Date Reviewed:</b>	<b>28 February 2012</b>
<b>Date of Next Review:</b>	<b>February 2017</b>

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**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;

- 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.

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 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"><li>an existing panel of pre-qualified suppliers administered by the City; or</li><li>a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA</li></ul> with zero quotations required.
Over \$200 and up to \$5,000	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.  *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"><li>an existing panel of pre-qualified suppliers administered by the City; or</li><li>a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA</li></ul> requiring one 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"><li>an existing panel of pre-qualified suppliers administered by the City; or</li><li>a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA</li></ul> 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:

Purchase Value Threshold	Purchasing Requirement Open Market	Purchasing Requirement Pre-Qualified Suppliers
		<ul style="list-style-type: none"> <li>an existing panel of pre-qualified suppliers administered by the City; or</li> <li>a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA</li> </ul>
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><b>(Council Approval or Delegated Authority)</b></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><b>(CEO Approval)</b></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.

## 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		



<b>7.6</b>	<b>AUTHORISATION OF EXPENDITURE FOR THE PERIOD 6 JANUARY 2018 TO 1 FEBRUARY 2018</b>
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**TRIM Ref:** D18/19135

**Author:** Nikki Hirrill, Accounts Payable Officer

**Authoriser:** Kerryn Batten, Director Corporate Services

**Attachments:**

1. Payments by EFT January 2018 [↓](#) 
2. Payments by Cheque January 2018 [↓](#) 
3. Payments by Credit Card January 2018 [↓](#) 

#### RECOMMENDATION:

That Council RECEIVES the list of accounts paid under delegated authority for the period 6 January 2018 to 1 February 2018 as detailed in attachment 1, 2 and 3 as summarised below:

Cheque Numbers 82004 - 82086	\$116,676.90
Cancelled Cheques 82040, 82046 & 81904	-\$699.00
EFT Documents 2188 - 2201	\$3,389,718.11
Payroll	\$1,203,692.47

#### Direct Debits

• Lease Fees	\$0.00
• Loan Repayments	\$148,527.34
• Bank Fees and Charges	\$15,509.53
• Credit Cards	\$4,888.20

<b>Total Direct Debit</b>	<b>\$168,925.07</b>
<b>Total Accounts Paid</b>	<b>\$4,878,313.55</b>

#### PURPOSE OF REPORT:

To present to Council the expenditure and list of accounts paid for the period 6 January 2018 to 1 February 2018.

#### BACKGROUND:

Council has delegated to the Chief Executive Officer (Delegation No. 1.14) the exercise of its power to make payments from the City's Municipal and Trust funds. In accordance with *Regulation 13(1) of the Local Government (Financial Management) Regulations 1996* a list of accounts paid by the Chief Executive Officer is to be provided to Council, where such delegation is made.

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

**DETAILS:**

The Schedule of Accounts paid for the period 6 January 2018 to 1 February 2018, covers the following:

<b>FUND</b>	<b>CHEQUE NUMBERS/ PAY PERIOD</b>	<b>AMOUNT</b>
<b>Municipal Account (Attachment 1, 2 and 3)</b>		
Cheques	<b>82004 - 82086</b>	\$116,676.90
Cancelled Cheques	<b>82040, 82046 and 81904</b>	-\$699.00
EFT Payments	<b>2188 - 2201</b>	\$3,389,718.11
<b>Sub Total</b>		<b>\$3,505,696.01</b>
<b>Transfer of Payroll by EFT</b>	<b>09/01/18</b>	\$559,045.66
	<b>10/01/18 Ad hoc</b>	\$718.24
	<b>10/01/18 Ad hoc</b>	\$225.76
	<b>24/01/18</b>	\$643,702.81
	<b>January 2018</b>	<b>\$1,203,692.47</b>
<b>Bank Charges and Other Direct Debits</b>		
Lease Fees		\$0.00
Loan Repayments		\$148,527.34
Bank Charges – CBA		\$15,509.53
Credit Cards		\$4,888.20
<b>Total Bank Charges and Other Direct Debits (Sub Total)</b>		<b>\$168,925.07</b>
<b>Total Payments</b>		<b>\$4,878,313.55</b>

**CONSULTING/ADVERTISING:**

Not applicable.

**LEGAL/POLICY:**

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

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

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

13. *Lists of Accounts*
- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared -*

- *the payee's name;*
- *the amount of the payment;*
- *the date of the payment; and*
- *sufficient information to identify the transaction.*

(3) *A list prepared under sub regulation (1) is to be —*

- *presented to Council at the next ordinary meeting of Council after the list is prepared; and*
- *recorded in the minutes of that meeting.*

**RISK MANAGEMENT IMPLICATIONS:**

**Low:** Management systems are in place to establish satisfactory controls, supported by internal and external audit function.

**STRATEGIC IMPLICATIONS:**

Strategic Plan 2013-2023:

*"4.1 Provide good strategic decision-making, governance, leadership and professional management:*

*4.1.2 Manage the organisation in a responsible, efficient and accountable manner;*

- (a) Continue to adopt best practice to ensure the financial resources and assets of the City are responsibly managed and the quality of services, performance procedures and processes is improved and enhanced."*

**SUSTAINABILITY IMPLICATIONS:**

Not applicable.

**FINANCIAL/BUDGET IMPLICATIONS:**

All Municipal Fund expenditure included in the list of payments is in accordance with Council's Annual Budget.

**COMMENTS:**

If Councillors require further information on any of the payments, please contact the Manager Financial Services.

Creditors Report - Payments by EFT 06/01/2018 to 01/02/2018				
<i>Creditor</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
2188.2008-01	09/01/2018	Alinta Energy	Electricity and gas charges - various locations	\$ 1,719.53
2188.2204-01	09/01/2018	Telstra Corporation Ltd	Telephone and internet charges	\$ 371.90
2188.2234-01	09/01/2018	Water Corporation	Water charges	\$ 934.50
2188.5193-01	09/01/2018	Protector Fire Services Pty Ltd	Fire equipment service and maintenance - various locations	\$ 9,290.60
2188.5683-01	09/01/2018	Tourism Brochure Exchange	Distribution services	\$ 165.00
2188.7754-01	09/01/2018	Soundtown	Service of PA systems	\$ 324.00
2188.7955-01	09/01/2018	Synergy	Electricity charges - various locations	\$ 8,642.70
2188.9023-01	09/01/2018	Dymocks Subiaco	Book vouchers for student citizenship awards	\$ 960.00
2189.98000-01	10/01/2018	Australian Taxation Office	Payroll deduction	\$ 171,052.00
2190.2020-01	10/01/2018	Australian Services Union	Payroll deduction	\$ 302.06
2190.2045-01	10/01/2018	Child Support Agency	Payroll deduction	\$ 1,099.92
2190.2153-01	10/01/2018	L.G.R.C.E.U.	Payroll deduction	\$ 20.50
2190.2213-01	10/01/2018	City of Vincent	Payroll deduction	\$ 878.64
2190.2216-01	10/01/2018	City of Vincent Staff Social Club	Payroll deduction	\$ 468.00
2190.3133-01	10/01/2018	Depot Social Club	Payroll deduction	\$ 84.00
2190.6156-01	10/01/2018	Health Insurance Fund of WA	Payroll deduction	\$ 419.05
2190.8120-01	10/01/2018	Selectus Employee Benefits Pty Ltd	Payroll deduction	\$ 1,724.06
2191.2136-01	11/01/2018	Mindarie Regional Council	Processable and non processable waste	\$ 102,977.01
2191.2204-01	11/01/2018	Telstra Corporation Ltd	Telephone and internet charges	\$ 1,259.95
2191.2234-01	11/01/2018	Water Corporation	Water charges	\$ 853.64
2191.3001-01	11/01/2018	Hays Specialist Recruitment (Australia) Pty Ltd	Temporary staff	\$ 1,732.98
2191.3034-01	11/01/2018	Sanax Medical & First Aid Supplies	First aid supplies	\$ 245.07
2191.3038-01	11/01/2018	St John Ambulance Australia	First aid supplies	\$ 303.04
2191.3195-01	11/01/2018	Initial Hygiene	Sharps disposal services	\$ 2,068.02
2191.3359-01	11/01/2018	Department of Mines, Industry Regulation and Safety	Levy collection	\$ 7,293.62
2191.3750-01	11/01/2018	Primus Telecom	Telephone charges	\$ 32.53
2191.4768-01	11/01/2018	Optus Billing Services Pty Ltd	Telephone and internet charges; replacement handsets	\$ 779.48
2191.6304-01	11/01/2018	Suez Medical Solutions Pty Ltd	Supply of sharps containers	\$ 137.50
2191.7955-01	11/01/2018	Synergy	Electricity charges - various locations	\$ 2,050.90
2191.8757-01	11/01/2018	Suez Recycling & Recovery (Perth) Pty Ltd	Recycling services and waste collection	\$ 101,602.84
2191.8781-01	11/01/2018	JJ Richards & Sons	Rental of recycling bins	\$ 45.40
2191.8810-01	11/01/2018	Australia Post	Postage charges	\$ 4,934.20
2191.8834-01	11/01/2018	SIA Architects Pty Ltd	Design advisory fees	\$ 825.00
2192.6524-01	15/01/2018	Cr J Topelberg	Council meeting fee	\$ 1,916.66
2192.7143-01	15/01/2018	Cr R Harley	Council meeting fee	\$ 1,916.66

<b>Creditor</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
2192.7862-01	15/01/2018	Mayor E Cole	Council meeting fee	\$ 7,797.33
2192.8435-01	15/01/2018	Cr D Loden	Council meeting fee	\$ 1,916.66
2192.8438-01	15/01/2018	Cr S Gontaszewski	Council meeting fee	\$ 3,223.49
2192.8449-01	15/01/2018	Cr J Murphy	Council meeting fee	\$ 1,916.66
2192.8808-01	15/01/2018	Cr J Hallett	Council meeting fee	\$ 1,916.66
2192.9018-01	15/01/2018	Cr A Castle	Council meeting fee	\$ 1,916.66
2192.9019-01	15/01/2018	Cr J Fotakis	Council meeting fee	\$ 1,916.66
2193.2008-01	17/01/2018	Alinta Energy	Electricity and gas charges - various locations	\$ 131.45
2193.2019-01	17/01/2018	Australia Post (Agency Commission)	Commission charges	\$ 791.40
2193.2029-01	17/01/2018	Bunnings Building Supplies	Hardware supplies	\$ 1,834.00
2193.2030-01	17/01/2018	Benara Nurseries	Supply of plants	\$ 279.40
2193.2033-01	17/01/2018	BOC Gases Australia Limited	CO2 for beverage	\$ 581.69
2193.2049-01	17/01/2018	City Of Perth	Cleaning of protected cycle lanes	\$ 544.43
2193.2051-01	17/01/2018	Cleansweep (WA) Pty Ltd	Hire of road sweepers	\$ 1,650.00
2193.2052-01	17/01/2018	Cobblestone Concrete	Concrete footpath installations - various locations	\$ 23,947.00
2193.2053-01	17/01/2018	Coca-Cola Amatil (Aust) Pty Limited	Beatty Park Café supplies	\$ 5,048.64
2193.2072-01	17/01/2018	Landgate	Gross rental valuations and land enquiries	\$ 1,813.34
2193.2074-01	17/01/2018	Dickies Tree Service	Tree lopping services	\$ 6,864.00
2193.2105-01	17/01/2018	Inner City Newsagency	Newspaper delivery	\$ 111.28
2193.2106-01	17/01/2018	Programmed Integrated Workforce Ltd	Temporary staff	\$ 5,356.53
2193.2119-01	17/01/2018	Line Marking Specialists	Line marking services	\$ 5,400.28
2193.2120-01	17/01/2018	LO-GO Appointments	Temporary staff	\$ 3,212.00
2193.2122-01	17/01/2018	Bucher Municipal Pty Ltd	Plant repairs and maintenance	\$ 1,364.45
2193.2123-01	17/01/2018	Major Motors Pty Ltd	Truck service	\$ 1,112.04
2193.2126-01	17/01/2018	Mayday Earthmoving	Bobcat, truck and mini excavator hire	\$ 9,520.50
2193.2136-01	17/01/2018	Mindarie Regional Council	Processable and non processable waste	\$ 90,086.21
2193.2165-01	17/01/2018	Perth Patterned Concrete	Concrete stencilling services	\$ 2,069.10
2193.2189-01	17/01/2018	SAS Locksmiths	Key cutting and lock maintenance service	\$ 694.41
2193.2192-01	17/01/2018	Sigma Chemicals	Pool chemicals	\$ 5,347.73
2193.2195-01	17/01/2018	Civica Pty Limited	Software licence renewal	\$ 7,282.24
2193.2200-01	17/01/2018	Sportsworld Of WA	Apparel for retail	\$ 1,010.35
2193.2204-01	17/01/2018	Telstra Corporation Ltd	Telephone and internet charges	\$ 57.75
2193.2221-01	17/01/2018	Turfmaster Facility Management	Turf maintenance, mowing and brushcutting	\$ 36,040.13
2193.2229-01	17/01/2018	W.A. Hino Sales & Service	Sweeper service	\$ 3,349.00
2193.2232-01	17/01/2018	Walshy All Round Tradesman	Parks and Reserves repairs and maintenance	\$ 649.00
2193.2234-01	17/01/2018	Water Corporation	Water charges	\$ 19,649.36
2193.2236-01	17/01/2018	Westcare Industries	Label supplies	\$ 343.20
2193.2241-01	17/01/2018	Zipform	Rates notices 17/18 - 3rd instalment	\$ 8,945.44
2193.3014-01	17/01/2018	Ausrecord	Records stationery supplies	\$ 40.70

<b>Creditor</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
2193.3038-01	17/01/2018	St John Ambulance Australia	First aid cabinet with alarm	\$ 284.72
2193.3040-01	17/01/2018	Shenton Enterprises Pty Ltd	Service of AIDS memorial fountain	\$ 1,034.00
2193.3057-01	17/01/2018	European Foods Wholesalers Pty Ltd.	Beatty Park Café supplies	\$ 3,017.86
2193.3066-01	17/01/2018	Royal Life Saving Society	Lifeguard bumbags	\$ 60.00
2193.3091-01	17/01/2018	Sam's Repairs & Maintenance	Sign installation and maintenance	\$ 8,514.00
2193.3099-01	17/01/2018	Total Packaging WA Pty Ltd	Dog litter bags	\$ 5,561.60
2193.3110-01	17/01/2018	Depiazzi	Mulch supplies	\$ 3,160.30
2193.3129-01	17/01/2018	Margaret River Agencies	Beverage supplies	\$ 316.80
2193.3144-01	17/01/2018	Caltex Australia Petroleum Pty Ltd	Fuel and oils	\$ 31,710.72
2193.3146-01	17/01/2018	K.S. Black (WA) Pty Ltd	Bore construction - Menzies Park	\$ 40,739.60
2193.3161-01	17/01/2018	Enzed Perth & Enzed Wangara	Plant repairs	\$ 473.45
2193.3170-01	17/01/2018	Elliotts Irrigation Pty Ltd	Reticulation repairs and maintenance	\$ 12,066.06
2193.3195-01	17/01/2018	Initial Hygiene	Sharps disposal services	\$ 1,034.01
2193.3213-01	17/01/2018	Domus Nursery	Supply of plants	\$ 445.23
2193.3215-01	17/01/2018	Les Mills	Licence fees for fitness classes; smartbands for gym	\$ 2,805.75
2193.3239-01	17/01/2018	Award Contracting Pty Ltd	Locating services	\$ 1,457.50
2193.3281-01	17/01/2018	Community Newspapers	Advertising	\$ 1,019.88
2193.3315-01	17/01/2018	RPG Auto Electrics	Plant repairs	\$ 1,785.85
2193.3393-01	17/01/2018	Allstamps	Supply of date stamps	\$ 730.40
2193.3397-01	17/01/2018	Fuji Xerox Australia Pty Ltd	Copy cost charges	\$ 3,506.37
2193.3410-01	17/01/2018	Allmark and Associates Pty Ltd	Supply of signs	\$ 891.00
2193.3424-01	17/01/2018	Lynford Motors Pty Ltd Osborne Park	Vehicle services and repairs	\$ 3,128.35
2193.3444-01	17/01/2018	Raeco International Pty Ltd	Library supplies	\$ 151.69
2193.3459-01	17/01/2018	State Law Publisher	Government gazette advertising	\$ 390.60
2193.3470-01	17/01/2018	BLYTH Enterprises Pty Ltd	Supply of step ladder and tubs	\$ 877.10
2193.3474-01	17/01/2018	CSP Group	PPE supplies	\$ 270.00
2193.3492-01	17/01/2018	The West Australian Newspaper Ltd	Newspapers for resale	\$ 524.27
2193.3493-01	17/01/2018	Advanced Spatial Tech Pty Ltd	Renewal of Autocad and map subscription	\$ 5,104.00
2193.3496-01	17/01/2018	Orbit Health & Fitness Solutions	Maintenance of gym equipment	\$ 5,714.98
2193.3511-01	17/01/2018	City of Stirling	Bulk waste collection and green waste tipping fees	\$ 10,146.60
2193.3560-01	17/01/2018	Winc Australia Pty Ltd	Office supplies and consumables	\$ 2,326.76
2193.3563-01	17/01/2018	Greenwood Party Hire	Hire of tables and tablecloths	\$ 294.00
2193.3564-01	17/01/2018	Nosh Catering	Catering services - two functions	\$ 12,799.05
2193.3613-01	17/01/2018	Donegan Enterprises Pty Ltd	Supply and install rope net - Hyde Park	\$ 1,408.00
2193.3614-01	17/01/2018	Exclusive Trophies	Supply of brass plaques	\$ 1,421.30
2193.3662-01	17/01/2018	Western Resource Recovery Pty Ltd	Grease trap maintenance	\$ 439.78
2193.3705-01	17/01/2018	PlayRight Australia Pty Ltd	Installation of swing - Britannia Rd Reserve	\$ 275.00
2193.3712-01	17/01/2018	Sports Turf Technology Pty Ltd	Turf and irrigation audit report - Leederville Oval	\$ 5,280.00
2193.3760-01	17/01/2018	WA Electoral Commission	Local government election fees	\$ 94,995.56

<b>Creditor</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
2193.3929-01	17/01/2018	Chittering Valley Worm Farm	Worms and castings	\$ 165.00
2193.3944-01	17/01/2018	Snap Printing	Printing services	\$ 183.00
2193.4034-01	17/01/2018	Penske Power System	Ad blue supplies	\$ 989.10
2193.4085-01	17/01/2018	Parks and Leisure Australia	Training courses	\$ 495.00
2193.4210-01	17/01/2018	Beaver Tree Services	Street trees & parks pruning/removal	\$ 6,619.03
2193.4277-01	17/01/2018	Downer EDI Engineering Power Pty Ltd	CCTV audit and report	\$ 3,740.00
2193.4367-01	17/01/2018	Academy Services WA Pty Ltd	Cleaning services - various locations	\$ 4,252.34
2193.4447-01	17/01/2018	Blackwoods Atkins	PPE and hardware supplies	\$ 2,372.32
2193.4493-01	17/01/2018	Tom Lawton - Bobcat Hire	Bobcat hire	\$ 7,913.40
2193.4627-01	17/01/2018	Flexi Staff Pty Ltd	Temporary staff	\$ 14,668.20
2193.4637-01	17/01/2018	Multi Mix Concrete Pty Ltd	Concrete supplies	\$ 2,641.32
2193.4768-01	17/01/2018	Optus Billing Services Pty Ltd	Telephone and internet charges	\$ 9,022.70
2193.4800-01	17/01/2018	Cockburn Cement Limited	Cement & pallets	\$ 628.32
2193.4841-01	17/01/2018	NCH Australia - Chemsearch	Mend - con supplies	\$ 2,637.93
2193.4872-01	17/01/2018	Parkonsult Pty Ltd	Daily checks and minor maintenance	\$ 4,512.14
2193.4957-01	17/01/2018	WA Profiling	Profiling services	\$ 8,890.20
2193.4971-01	17/01/2018	Totally Workwear	Uniform supplies	\$ 7,356.47
2193.5041-01	17/01/2018	Alsco Pty Ltd	Mat supplies	\$ 460.91
2193.5080-01	17/01/2018	Repco Auto Parts	Parts supplies	\$ 148.59
2193.5083-01	17/01/2018	Discus Digital Print	Printing services	\$ 465.72
2193.5084-01	17/01/2018	ATF Services Pty Ltd	Security fence	\$ 144.21
2193.5294-01	17/01/2018	A Team Printing	Printing services	\$ 603.90
2193.5301-01	17/01/2018	Kott Gunning	Legal advice	\$ 17,762.68
2193.5398-01	17/01/2018	Subaru Osborne Park	Vehicle services and repairs	\$ 334.65
2193.5435-01	17/01/2018	Archival Survival	Library archival stationery	\$ 299.97
2193.5446-01	17/01/2018	Rotary Club Of North Perth Inc.	Sponsorship - Hyde Park Community Fair 2018	\$ 10,723.25
2193.5538-01	17/01/2018	Frediani Milk Wholesalers	Milk supplies	\$ 448.35
2193.5553-01	17/01/2018	Structerre Consulting Engineers	Consultancy - structural engineering reports	\$ 4,030.40
2193.5683-01	17/01/2018	Tourism Brochure Exchange	Distribution services	\$ 165.00
2193.5731-01	17/01/2018	WA Timber Products Pty Ltd	Tree stakes	\$ 3,843.40
2193.5737-01	17/01/2018	Massey's Herd Milk Supply	Milk supplies	\$ 471.75
2193.5764-01	17/01/2018	Graffiti Force	Graffiti removal services	\$ 1,121.47
2193.5836-01	17/01/2018	Manheim Pty Ltd	Towing services	\$ 462.00
2193.5936-01	17/01/2018	Outsource Business Support Solutions Pty Ltd	Technical support to Authority system	\$ 1,320.00
2193.6041-01	17/01/2018	Battery World Osborne Park	Supply of batteries	\$ 66.00
2193.6072-01	17/01/2018	PFD Food Services Pty Ltd	Beatty Park Café supplies	\$ 7,106.15
2193.6191-01	17/01/2018	Cora Bikerack Pty Ltd	Bike rack supplies	\$ 847.00
2193.6207-01	17/01/2018	The Perth Mint	Citizenship ceremony coins	\$ 271.77
2193.6218-01	17/01/2018	Devco Builders	Small maintenance and repairs - various locations	\$ 44,309.43

<b>Creditor</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
2193.6258-01	17/01/2018	Sanderson's Outdoor Power Equipment	Plant repairs	\$ 93.00
2193.6259-01	17/01/2018	Australian HVAC Services Pty Ltd	Airconditioning maintenance & repairs - various locations	\$ 1,129.25
2193.6307-01	17/01/2018	Dulux Australia	Paint supplies	\$ 79.66
2193.6383-01	17/01/2018	WC Convenience Management Pty Ltd	Maintenance exelooos	\$ 3,992.44
2193.6390-01	17/01/2018	Eric Hood Pty Ltd	Painting services - Beatty Park Leisure Centre	\$ 5,676.00
2193.6455-01	17/01/2018	The BBQ Man	BBQ cleaning services	\$ 5,706.68
2193.6468-01	17/01/2018	Scarborough Toyota	Vehicle services and repairs	\$ 595.11
2193.6766-01	17/01/2018	Iredale Pedersen Hook Architects	Design advisory fees	\$ 660.00
2193.6783-01	17/01/2018	Action Asbestos Removals	Asbestos removal services	\$ 484.00
2193.6815-01	17/01/2018	City Motors (1981) Pty Ltd	Vehicle services and repairs	\$ 526.95
2193.6872-01	17/01/2018	Truck Centre (WA) Pty Ltd	Truck repairs	\$ 854.22
2193.6900-01	17/01/2018	Keep Australia Beautiful	Box car litter bags	\$ 42.00
2193.6903-01	17/01/2018	APARC Pty Ltd	CMS licensing fees; parking meter maintenance	\$ 5,069.27
2193.7003-01	17/01/2018	Sonic HealthPlus Pty Ltd	Medical consultation; pre employment medical	\$ 287.90
2193.7073-01	17/01/2018	Atom Supply	PPE supplies	\$ 437.18
2193.7104-01	17/01/2018	Turf Care WA Pty Ltd	Turf care services	\$ 1,270.50
2193.7118-01	17/01/2018	C Wood Distributors	Beatty Park Café supplies	\$ 2,893.99
2193.7189-01	17/01/2018	Steann Pty Ltd	Collect and dispose of illegally dumped goods	\$ 17,908.00
2193.7275-01	17/01/2018	Marshall Beattie Pty Ltd	Automatic door repairs	\$ 374.00
2193.7282-01	17/01/2018	Rubek Automatic Doors	Automatic door repairs	\$ 834.90
2193.7335-01	17/01/2018	Canningvale Flooring Xtra	Supply and install lino	\$ 1,650.00
2193.7399-01	17/01/2018	Briskleen Supplies Pty Ltd	Toiletry and cleaning products; sanipod service	\$ 2,688.64
2193.7431-01	17/01/2018	BM Perich	Street tree services	\$ 8,194.34
2193.7488-01	17/01/2018	Natale Security Services	Security services	\$ 363.00
2193.7510-01	17/01/2018	Northsands Resources	Fill sand supplies	\$ 1,063.80
2193.7572-01	17/01/2018	Compu-Stor	Records digitisation & off-site storage; document destruction	\$ 181.34
2193.7574-01	17/01/2018	Dolcetto Patisserie and Café	Catering services	\$ 60.00
2193.7593-01	17/01/2018	Yoshino Sushi	Beatty Park Café supplies	\$ 673.86
2193.7605-01	17/01/2018	Centropak	Beatty Park Café supplies	\$ 2,704.63
2193.7654-01	17/01/2018	Worldwide Printing Solutions East Perth	Printing services - Heritage calendars 2018	\$ 3,137.00
2193.7733-01	17/01/2018	Acurix Networks Pty Ltd	Public Wi Fi service - various locations	\$ 2,319.90
2193.7754-01	17/01/2018	Soundtown	Audio equipment supplies	\$ 383.00
2193.7767-01	17/01/2018	Billi Pty Ltd	Water heater repairs	\$ 485.38
2193.7776-01	17/01/2018	Aqueo Import & Distribution Pty Ltd	Merchandise - Beatty Park Leisure Centre	\$ 1,345.08
2193.7777-01	17/01/2018	Daniela Toffali	Fitness instructor fees	\$ 434.00
2193.7816-01	17/01/2018	Beilby Corporation	Placement fee	\$ 6,160.00
2193.7818-01	17/01/2018	The Pest Guys	Pest control services	\$ 1,167.30
2193.7862-01	17/01/2018	Mayor E Cole	Reimbursement of expenses - child care costs	\$ 280.00
2193.7950-01	17/01/2018	Rawlicious Delights	Beatty Park Café supplies	\$ 254.10

<b>Creditor</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
2193.7955-01	17/01/2018	Synergy	Electricity charges - various locations	\$ 77,550.30
2193.7967-01	17/01/2018	CS Legal	Debt recovery and legal services	\$ 2,423.53
2193.7993-01	17/01/2018	ARM Security	Security monitoring services - various locations	\$ 544.54
2193.8009-01	17/01/2018	Marketforce Express Pty Ltd	Advertising and graphic design service	\$ 4,807.49
2193.8040-01	17/01/2018	Wilson Security	Security services - various locations	\$ 341.00
2193.8108-01	17/01/2018	Leo Heaney Pty Ltd	Street tree services	\$ 39,018.32
2193.8120-01	17/01/2018	Selectus Employee Benefits Pty Ltd	Payroll deduction	\$ 186.00
2193.8133-01	17/01/2018	Access Metals	Repairs to vandalised bus shelter seats	\$ 220.00
2193.8212-01	17/01/2018	Son Energy Solutions	Hydrocarbon conversions - Beatty Park Leisure Centre	\$ 32,780.00
2193.8222-01	17/01/2018	Harbour Software Pty Ltd	Subscription renewal	\$ 4,797.10
2193.8420-01	17/01/2018	Corsign WA Pty Ltd	Sign supplies	\$ 1,762.53
2193.8431-01	17/01/2018	Acrodyne Pty Ltd	Service discharge water meter	\$ 660.00
2193.8498-01	17/01/2018	Wheelers Books	Library books	\$ 559.80
2193.8526-01	17/01/2018	Solution 4 Building Pty Ltd	Refurbishment upgrade works - Charles Veryard Pavilion	\$ 6,729.02
2193.8527-01	17/01/2018	Shanthi Bhavana Meditation & Yoga	Fitness instructor fees	\$ 89.10
2193.8542-01	17/01/2018	Window Shading Solutions Pty Ltd	Blinds maintenance and installation - various locations	\$ 1,046.88
2193.8547-01	17/01/2018	AWB Building Co.	Plumbing services - various locations	\$ 20,509.86
2193.8586-01	17/01/2018	Tree Amigos	Street trees & parks pruning/removal	\$ 1,534.50
2193.8593-01	17/01/2018	Colleagues Nagels	Infringement tickets	\$ 2,750.73
2193.8641-01	17/01/2018	Public Transport Authority WA (PTAWA)	Supply and install bus shelter	\$ 7,261.36
2193.8649-01	17/01/2018	Club 55 Travel	Bus hire - seniors outing	\$ 2,795.00
2193.8672-01	17/01/2018	Brownes Food Operations Pty Ltd	Beatty Park Café supplies	\$ 2,155.89
2193.8684-01	17/01/2018	Ip Khalsa Pvt Ltd	Mail delivery service	\$ 173.32
2193.8694-01	17/01/2018	Nordic Fitness Equipment	Cleaning wipes	\$ 975.00
2193.8696-01	17/01/2018	Lovegrove Turf Services	Turf maintenance - Charles Veryard Reserve	\$ 22,000.00
2193.8724-01	17/01/2018	Bamboo Catering	Catering services	\$ 2,699.84
2193.8737-01	17/01/2018	Unilever Australia Ltd	Beatty Park Café supplies	\$ 3,355.83
2193.8743-01	17/01/2018	Konica Minolta Business Solutions	Copy costs	\$ 166.59
2193.8752-01	17/01/2018	Jackie Barron	Fitness instructor fees	\$ 170.52
2193.8761-01	17/01/2018	Elyse Amy Johnstone	Fitness instructor fees	\$ 511.56
2193.8763-01	17/01/2018	StrataGreen	Garden equipment supplies	\$ 798.44
2193.8765-01	17/01/2018	Bowden Tree Consultancy	Arboricultural services - various locations	\$ 1,001.00
2193.8789-01	17/01/2018	TPG & Place Match	Professional fees	\$ 13,683.58
2193.8793-01	17/01/2018	Nightlife Music Pty Ltd	Crowd DJ	\$ 560.43
2193.8797-01	17/01/2018	Fit 4 Business WA	Consultancy - sales and membership retention review	\$ 275.00
2193.8820-01	17/01/2018	Inhouse Group Pty Ltd	Trendwise visitor analytics	\$ 899.96
2193.8821-01	17/01/2018	My Media Intelligence Pty Ltd	Media monitoring	\$ 710.15
2193.8827-01	17/01/2018	Superior Pak Pty Ltd	Plant repairs	\$ 421.05
2193.8829-01	17/01/2018	InterStream Pty Ltd	Webcast and hosting service	\$ 1,386.00

<b>Creditor</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
2193.8833-01	17/01/2018	Noma Pty Ltd	Design advisory fees	\$ 660.00
2193.8840-01	17/01/2018	Architex Design	Design advisory fees	\$ 600.00
2193.8843-01	17/01/2018	Shamir OHS Pty Ltd	PPE supplies	\$ 1,056.00
2193.8845-01	17/01/2018	Gymcare	Gym equipment repairs and maintenance	\$ 3,352.73
2193.8847-01	17/01/2018	REALMstudios Pty Ltd	Design advisory fees	\$ 660.00
2193.8854-01	17/01/2018	Tyres 4U Pty Ltd	Tyre replacements and maintenance	\$ 6,002.00
2193.8857-01	17/01/2018	Pall Mall Manufacturing Company Pty Ltd	Supply of matting	\$ 718.28
2193.8868-01	17/01/2018	Poolwise Living	Maintenance - Hyde Park Water Playground	\$ 4,714.50
2193.8890-01	17/01/2018	Vigilant Traffic Management	Traffic management services	\$ 23,707.50
2193.8895-01	17/01/2018	Braestone Pty Ltd	Business systems review	\$ 687.50
2193.8911-01	17/01/2018	Quayclean Australia Pty Ltd	Cleaning services	\$ 10,068.41
2193.8914-01	17/01/2018	Refresh Water Pty Ltd	Water cooler rental	\$ 33.00
2193.8928-01	17/01/2018	KOMPAN Playscape Pty Ltd	Playground equipment - Britannia Reserve	\$ 2,706.00
2193.8937-01	17/01/2018	People Sense	Counselling services	\$ 1,056.00
2193.8938-01	17/01/2018	Atmos Foods Pty Ltd	Beatty Park Café supplies	\$ 475.20
2193.8944-01	17/01/2018	RSA Signs Pty Ltd	Sign supplies	\$ 822.80
2193.8950-01	17/01/2018	Altus Planning	SAT representation	\$ 7,590.00
2193.8959-01	17/01/2018	KP Electric (Australia) Pty Ltd	Electrical services - various locations	\$ 11,903.00
2193.8974-01	17/01/2018	GTA Consultants (WA) Pty Ltd	Consultancy - analysis of Vincent/Oxford St intersection	\$ 5,199.08
2193.8979-01	17/01/2018	Geoff Nannes Fong & Partners Pty Ltd	Consultancy services - Beatty Park plant room and plant	\$ 20,680.00
2193.8990-01	17/01/2018	Regal Cement & Sales Pty Ltd	Soakwell supplies	\$ 2,226.00
2193.9003-01	17/01/2018	Monica Defendi Photography	Photography services	\$ 800.00
2193.9009-01	17/01/2018	Event Artillery	Christmas tree hire for Seniors lunch	\$ 340.00
2193.9026-01	17/01/2018	Hegney Consulting Engineers	Electrical drawings - Woodville Reserve upgrade	\$ 3,080.00
2193.9030-01	17/01/2018	The Event Mill	Hire of equipment - '6006 In The Park'	\$ 1,014.20
2193.9041-01	17/01/2018	Bryant Creative	Chalkboards and artwork for cafe	\$ 1,455.00
2193.9049-01	17/01/2018	Chef De Home Pty Ltd	Library Christmas event for Seniors	\$ 53.00
2193.9052-01	17/01/2018	S F Taylor	Fitness instructor fees	\$ 60.00
2193.9053-01	17/01/2018	K Delcours	Painting of mural	\$ 1,000.00
2193.9054-01	17/01/2018	Leeuwin Ocean Adventure Foundation Ltd	Parent project voyage - tickets for two residents	\$ 1,300.00
2193.9084-01	17/01/2018	V Govender	Reimbursement of professional fees	\$ 720.00
2193.9085-01	17/01/2018	Kimberley Pace	Artist fees - Lightbox Laneway exhibition	\$ 1,000.00
2194.2050-01	19/01/2018	City Of Perth Superannuation	Superannuation	\$ 27,131.06
2195.9057-01	18/01/2018	C A Clement	One off \$40 refund for smaller bin trial	\$ 40.00
2195.9058-01	18/01/2018	L Quinn	One off \$40 refund for smaller bin trial	\$ 40.00
2195.9059-01	18/01/2018	J Webster	One off \$40 refund for smaller bin trial	\$ 40.00
2195.9060-01	18/01/2018	J A Dwyer	One off \$40 refund for smaller bin trial	\$ 40.00
2195.9061-01	18/01/2018	P M Haynes	One off \$40 refund for smaller bin trial	\$ 40.00
2195.9062-01	18/01/2018	G Tually	One off \$40 refund for smaller bin trial	\$ 40.00

<b>Creditor</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
2195.9063-01	18/01/2018	J L Hart	One off \$40 refund for smaller bin trial	\$ 40.00
2195.9064-01	18/01/2018	T B Corbett	One off \$40 refund for smaller bin trial	\$ 40.00
2195.9065-01	18/01/2018	C C Sharpe	One off \$40 refund for smaller bin trial	\$ 40.00
2195.9066-01	18/01/2018	R C Horne	One off \$40 refund for smaller bin trial	\$ 40.00
2195.9067-01	18/01/2018	B A Filing	One off \$40 refund for smaller bin trial	\$ 40.00
2195.9070-01	18/01/2018	B Dearlove	One off \$40 refund for smaller bin trial	\$ 40.00
2195.9071-01	18/01/2018	L Rowe	One off \$40 refund for smaller bin trial	\$ 40.00
2195.9072-01	18/01/2018	B J Elliott	One off \$40 refund for smaller bin trial	\$ 40.00
2195.9073-01	18/01/2018	C A O'Grady	One off \$40 refund for smaller bin trial	\$ 40.00
2195.9074-01	18/01/2018	L Sousa	One off \$40 refund for smaller bin trial	\$ 40.00
2195.9075-01	18/01/2018	S J Naude	One off \$40 refund for smaller bin trial	\$ 40.00
2195.9076-01	18/01/2018	S Assmann	One off \$40 refund for smaller bin trial	\$ 40.00
2195.9078-01	18/01/2018	D L Sprigg	One off \$40 refund for smaller bin trial	\$ 40.00
2195.9079-01	18/01/2018	A G Main	One off \$40 refund for smaller bin trial	\$ 40.00
2195.9080-01	18/01/2018	C B Edwards	One off \$40 refund for smaller bin trial	\$ 40.00
2195.9081-01	18/01/2018	P A Waldock	One off \$40 refund for smaller bin trial	\$ 40.00
2195.9082-01	18/01/2018	J C Chin	One off \$40 refund for smaller bin trial	\$ 40.00
2195.9087-01	18/01/2018	J Warrick	One off \$40 refund for smaller bin trial	\$ 40.00
2195.9088-01	18/01/2018	C E Sas	One off \$40 refund for smaller bin trial	\$ 40.00
2195.9089-01	18/01/2018	J C Tan	One off \$40 refund for smaller bin trial	\$ 40.00
2195.9090-01	18/01/2018	J Alexander	One off \$40 refund for smaller bin trial	\$ 40.00
2195.9091-01	18/01/2018	J M Malone	One off \$40 refund for smaller bin trial	\$ 40.00
2195.9092-01	18/01/2018	R R Chadwick	One off \$40 refund for smaller bin trial	\$ 40.00
2195.9093-01	18/01/2018	J Seymour	One off \$40 refund for smaller bin trial	\$ 40.00
2195.9094-01	18/01/2018	B Piano	One off \$40 refund for smaller bin trial	\$ 40.00
2196.2008-01	23/01/2018	Alinta Energy	Electricity and gas charges - various locations	\$ 164.60
2196.2106-01	23/01/2018	Programmed Integrated Workforce Ltd	Temporary staff	\$ 292.66
2196.2204-01	23/01/2018	Telstra Corporation Ltd	Telephone and internet charges	\$ 270.83
2196.2232-01	23/01/2018	Walshy All Round Tradesman	Parks and Reserves repairs and maintenance	\$ 743.05
2196.2234-01	23/01/2018	Water Corporation	Water charges	\$ 21,196.94
2196.3066-01	23/01/2018	Royal Life Saving Society	WAW wristbands	\$ 660.00
2196.3337-01	23/01/2018	E Bentley	Reimbursement of expenses - Sports cones for gym class	\$ 206.87
2196.3613-01	23/01/2018	Donegan Enterprises Pty Ltd	Playground repairs and maintenance - various locations	\$ 2,288.00
2196.4214-01	23/01/2018	Kerbing West	Kerbing services	\$ 16,614.24
2196.4627-01	23/01/2018	Flexi Staff Pty Ltd	Temporary staff	\$ 1,286.05
2196.4971-01	23/01/2018	Totally Workwear	Uniform supplies	\$ 395.00
2196.6025-01	23/01/2018	Royal Wolf Trading Australia Pty Ltd	Hire of storage container	\$ 3,019.50
2196.6903-01	23/01/2018	APARC Pty Ltd	CMS licensing fee	\$ 6,138.00
2196.7399-01	23/01/2018	Briskleen Supplies Pty Ltd	Sanipod service	\$ 639.43

<b>Creditor</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
2196.7955-01	23/01/2018	Synergy	Electricity charges - various locations	\$ 1,700.65
2196.8111-01	23/01/2018	SimplePay Solutions Pty Ltd	Credit card transactions	\$ 8,363.69
2196.8547-01	23/01/2018	AWB Building Co.	Plumbing services - various locations	\$ 5,075.40
2196.8576-01	23/01/2018	Work Metrics Pty Ltd	Online inductions	\$ 110.00
2196.8757-01	23/01/2018	Suez Recycling & Recovery (Perth) Pty Ltd	Waste collection services	\$ 3,431.47
2196.8976-01	23/01/2018	Stott Hoare	Computer hard drive	\$ 349.80
2196.9055-01	23/01/2018	Amelia Harvey	Training session in workplace resilience	\$ 450.00
2197.98000-01	24/01/2018	Australian Taxation Office	Payroll deduction	\$ 209,787.70
2198.1000-01	25/01/2018	WA Local Gov't Super Plan Pty Ltd	Superannuation	\$ 247,190.91
2198.5677-01	25/01/2018	Australian Super Pty Ltd	Superannuation	\$ 38,922.71
2198.5728-01	25/01/2018	Cbus Trustee	Superannuation	\$ 3,392.50
2198.5789-01	25/01/2018	Retail Employees Superannuation Trust	Superannuation	\$ 16,340.31
2198.5818-01	25/01/2018	CARE Super Pty Ltd	Superannuation	\$ 142.47
2198.5837-01	25/01/2018	Commonwealth Bank Superannuation Savings Account	Superannuation	\$ 709.37
2198.5863-01	25/01/2018	Unisuper Limited	Superannuation	\$ 5,351.59
2198.5894-01	25/01/2018	Asgard	Superannuation	\$ 4,591.87
2198.5904-01	25/01/2018	AMP SuperLeader	Superannuation	\$ 905.38
2198.5905-01	25/01/2018	BT Business Super	Superannuation	\$ 3,801.57
2198.5966-01	25/01/2018	First State Super	Superannuation	\$ 276.40
2198.6040-01	25/01/2018	Bistona Pty Ltd	Superannuation	\$ 2,360.61
2198.6070-01	25/01/2018	SuperWrap	Superannuation	\$ 219.07
2198.6117-01	25/01/2018	BT Super For Life	Superannuation	\$ 457.75
2198.6137-01	25/01/2018	HostPlus	Superannuation	\$ 12,813.57
2198.6262-01	25/01/2018	HESTA Super Fund	Superannuation	\$ 2,735.95
2198.6266-01	25/01/2018	MTAA Super Fund	Superannuation	\$ 414.48
2198.6308-01	25/01/2018	BT Super for Life	Superannuation	\$ 577.07
2198.6391-01	25/01/2018	Colonial First State	Superannuation	\$ 1,218.59
2198.6504-01	25/01/2018	ANZ One Answer Personal Super	Superannuation	\$ 755.68
2198.6520-01	25/01/2018	BT Lifetime Super Employer Plan	Superannuation	\$ 435.44
2198.6659-01	25/01/2018	MLC Masterkey Superannuation	Superannuation	\$ 531.76
2198.6682-01	25/01/2018	Telstra Super Pty Ltd	Superannuation	\$ 891.08
2198.6685-01	25/01/2018	Fondacaro Superfund	Superannuation	\$ 3,087.94
2198.6769-01	25/01/2018	Concept One the Industry Superannuation Fund	Superannuation	\$ 651.36
2198.6836-01	25/01/2018	MLC Navigator Retirement Plan - Superannuation Service	Superannuation	\$ 4,276.96
2198.6918-01	25/01/2018	LUCRF Super	Superannuation	\$ 953.97
2198.6925-01	25/01/2018	BT Super for Life	Superannuation	\$ 763.69
2198.7013-01	25/01/2018	Spectrum Super	Superannuation	\$ 933.94
2198.7216-01	25/01/2018	Sunsuper Superannuation	Superannuation	\$ 3,334.57
2198.7277-01	25/01/2018	Colonial First State First Choice Personal Super	Superannuation	\$ 1,012.80

<b>Creditor</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
2198.7548-01	25/01/2018	IOOF Portfolio Service Superannuation Fund	Superannuation	\$ 140.33
2198.7632-01	25/01/2018	AMP Flexible Super	Superannuation	\$ 1,901.33
2198.7640-01	25/01/2018	Commonwealth Personal Superannuation and Rollover Plan	Superannuation	\$ 611.48
2198.7708-01	25/01/2018	Q Super (Employer Express SuperChoice)	Superannuation	\$ 698.34
2198.7720-01	25/01/2018	LGsuper	Superannuation	\$ 3,977.62
2198.7768-01	25/01/2018	Australian Ethical	Superannuation	\$ 313.55
2198.7801-01	25/01/2018	ANZ Smart Choice Super (OnePath MasterFund)	Superannuation	\$ 2,623.50
2198.8029-01	25/01/2018	Kinetic Superannuation	Superannuation	\$ 2,758.86
2198.8060-01	25/01/2018	Essential Super	Superannuation	\$ 2,925.40
2198.8091-01	25/01/2018	Colonial First State - First Choice Employer Super	Superannuation	\$ 807.11
2198.8124-01	25/01/2018	Defence Bank Super	Superannuation	\$ 2,782.15
2198.8189-01	25/01/2018	Enterprise Super	Superannuation	\$ 571.02
2198.8358-01	25/01/2018	AMP CustomSuper	Superannuation	\$ 1,315.82
2198.8405-01	25/01/2018	Wealth Personal Superannuation and Pension Fund	Superannuation	\$ 1,608.55
2198.8543-01	25/01/2018	GESS Superannuation Fund	Superannuation	\$ 1,087.17
2198.8594-01	25/01/2018	The Trustee for Ruby Super Fund	Superannuation	\$ 1,707.72
2198.8713-01	25/01/2018	Integra Super	Superannuation	\$ 54.00
2198.8725-01	25/01/2018	Shatahjad Superannuation Fund	Superannuation	\$ 1,953.73
2198.8773-01	25/01/2018	Statewide Superannuation	Superannuation	\$ 152.14
2198.8804-01	25/01/2018	MLC Super Fund	Superannuation	\$ 2,079.73
2198.8863-01	25/01/2018	Netwealth Superannuation Master Fund	Superannuation	\$ 1,226.18
2198.8882-01	25/01/2018	Trustee for Local Government Super	Superannuation	\$ 1,101.83
2198.9029-01	25/01/2018	Legal Super	Superannuation	\$ 49.23
2199.2020-01	24/01/2018	Australian Services Union	Payroll deduction	\$ 302.06
2199.2045-01	24/01/2018	Child Support Agency	Payroll deduction	\$ 1,099.92
2199.2153-01	24/01/2018	L.G.R.C.E.U.	Payroll deduction	\$ 20.50
2199.2213-01	24/01/2018	City of Vincent	Payroll deduction	\$ 931.90
2199.2216-01	24/01/2018	City of Vincent Staff Social Club	Payroll deduction	\$ 462.00
2199.3133-01	24/01/2018	Depot Social Club	Payroll deduction	\$ 84.00
2199.6156-01	24/01/2018	Health Insurance Fund of WA	Payroll deduction	\$ 419.05
2199.8120-01	24/01/2018	Selectus Employee Benefits Pty Ltd	Payroll deduction	\$ 1,724.06
2200.9097-01	25/01/2018	A Dixon	One off \$40 refund for smaller bin trial	\$ 40.00
2200.9098-01	25/01/2018	T L Summerfield	One off \$40 refund for smaller bin trial	\$ 40.00
2200.9099-01	25/01/2018	E Barbaro	One off \$40 refund for smaller bin trial	\$ 40.00
2200.9100-01	25/01/2018	C A Groves	One off \$40 refund for smaller bin trial	\$ 40.00
2200.9101-01	25/01/2018	A Germano	One off \$40 refund for smaller bin trial	\$ 40.00
2200.9102-01	25/01/2018	G Maranta	One off \$40 refund for smaller bin trial	\$ 40.00
2200.9103-01	25/01/2018	L E Di Giulio	One off \$40 refund for smaller bin trial	\$ 40.00
2200.9104-01	25/01/2018	S M Salisbury	One off \$40 refund for smaller bin trial	\$ 40.00

<b>Creditor</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
2200.9105-01	25/01/2018	K L Shead	One off \$40 refund for smaller bin trial	\$ 40.00
2200.9106-01	25/01/2018	L K Jamieson	One off \$40 refund for smaller bin trial	\$ 40.00
2200.9107-01	25/01/2018	A T Comas	One off \$40 refund for smaller bin trial	\$ 40.00
2200.9108-01	25/01/2018	K M Terry	One off \$40 refund for smaller bin trial	\$ 40.00
2200.9109-01	25/01/2018	C M Hofmeester	One off \$40 refund for smaller bin trial	\$ 40.00
2200.9110-01	25/01/2018	H J Griffiths	One off \$40 refund for smaller bin trial	\$ 40.00
2200.9111-01	25/01/2018	M E Keating	One off \$40 refund for smaller bin trial	\$ 40.00
2200.9112-01	25/01/2018	C I Sherratt	One off \$40 refund for smaller bin trial	\$ 40.00
2200.9113-01	25/01/2018	T A Aram	One off \$40 refund for smaller bin trial	\$ 40.00
2200.9114-01	25/01/2018	C M Wylie	One off \$40 refund for smaller bin trial	\$ 40.00
2200.9115-01	25/01/2018	H E Pemberton	One off \$40 refund for smaller bin trial	\$ 40.00
2200.9116-01	25/01/2018	T Ratcliffe	One off \$40 refund for smaller bin trial	\$ 40.00
2200.9117-01	25/01/2018	J M Hopwood	One off \$40 refund for smaller bin trial	\$ 40.00
2200.9118-01	25/01/2018	G J Butler	One off \$40 refund for smaller bin trial	\$ 40.00
2200.9119-01	25/01/2018	D W Bishop	One off \$40 refund for smaller bin trial	\$ 40.00
2200.9120-01	25/01/2018	H Reid	One off \$40 refund for smaller bin trial	\$ 40.00
2200.9121-01	25/01/2018	A J Stuart	One off \$40 refund for smaller bin trial	\$ 40.00
2200.9122-01	25/01/2018	J Valli	One off \$40 refund for smaller bin trial	\$ 40.00
2200.9123-01	25/01/2018	D L Diletti	One off \$40 refund for smaller bin trial	\$ 40.00
2200.9124-01	25/01/2018	F M Smith	One off \$40 refund for smaller bin trial	\$ 40.00
2200.9125-01	25/01/2018	R Barnes	One off \$40 refund for smaller bin trial	\$ 40.00
2200.9126-01	25/01/2018	C Majzner-Kaye	One off \$40 refund for smaller bin trial	\$ 40.00
2201.2008-01	31/01/2018	Alinta Energy	Electricity and gas charges - various locations	\$ 15,397.89
2201.2029-01	31/01/2018	Bunnings Building Supplies	Hardware supplies	\$ 128.17
2201.2033-01	31/01/2018	BOC Gases Australia Limited	CO2 for beverage	\$ 666.20
2201.2049-01	31/01/2018	City Of Perth	Secondment services	\$ 10,288.70
2201.2051-01	31/01/2018	Cleansweep (WA) Pty Ltd	Hire of road sweepers	\$ 1,753.13
2201.2052-01	31/01/2018	Cobblestone Concrete	Concrete path repairs - Benelong Place	\$ 11,484.00
2201.2053-01	31/01/2018	Coca-Cola Amatil (Aust) Pty Limited	Beatty Park Café supplies	\$ 3,184.49
2201.2063-01	31/01/2018	D & A Hot Water And Heating	Service to boilers	\$ 286.00
2201.2066-01	31/01/2018	D Morrissy	Reimbursement of expenses - prize for survey	\$ 152.25
2201.2072-01	31/01/2018	Landgate	Gross rental valuations	\$ 1,189.50
2201.2074-01	31/01/2018	Dickies Tree Service	Tree lopping services	\$ 638.00
2201.2106-01	31/01/2018	Programmed Integrated Workforce Ltd	Temporary staff	\$ 4,122.43
2201.2119-01	31/01/2018	Line Marking Specialists	Line marking services	\$ 6,347.21
2201.2122-01	31/01/2018	Bucher Municipal Pty Ltd	Plant repairs and maintenance	\$ 9,684.51
2201.2126-01	31/01/2018	Mayday Earthmoving	Bobcat, truck and mini excavator hire	\$ 4,133.80
2201.2136-01	31/01/2018	Mindarie Regional Council	Processable and non processable waste	\$ 102,140.80
2201.2165-01	31/01/2018	Perth Patterned Concrete	Concrete stencilling services	\$ 7,573.50

<b>Creditor</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
2201.2175-01	31/01/2018	Pro Turf Services	Plant repairs	\$ 1,078.00
2201.2185-01	31/01/2018	Galvins Plumbing Supplies	Plumbing supplies	\$ 747.11
2201.2188-01	31/01/2018	Running Bare Australia Pty Ltd	Apparel for retail	\$ 1,017.50
2201.2189-01	31/01/2018	SAS Locksmiths	Key cutting and lock maintenance service	\$ 2,634.10
2201.2192-01	31/01/2018	Sigma Chemicals	Pool chemicals	\$ 6,861.03
2201.2199-01	31/01/2018	Speedo Australia Pty Ltd	Apparel for retail	\$ 7,092.80
2201.2200-01	31/01/2018	Sportsworld Of WA	Apparel for retail	\$ 8,560.20
2201.3057-01	31/01/2018	European Foods Wholesalers Pty Ltd.	Beatty Park Café supplies	\$ 868.83
2201.3066-01	31/01/2018	Royal Life Saving Society	WAW wristbands	\$ 2,440.00
2201.3091-01	31/01/2018	Sam's Repairs & Maintenance	Sign installation and maintenance	\$ 2,238.50
2201.3110-01	31/01/2018	Depiazzi	Mulch supplies	\$ 3,160.30
2201.3137-01	31/01/2018	WALGA	Training course	\$ 567.00
2201.3146-01	31/01/2018	K.S. Black (WA) Pty Ltd	Pump repairs	\$ 698.50
2201.3161-01	31/01/2018	Enzed Perth & Enzed Wangara	Plant repairs	\$ 511.79
2201.3170-01	31/01/2018	Elliotts Irrigation Pty Ltd	Reticulation repairs and maintenance	\$ 2,386.02
2201.3195-01	31/01/2018	Initial Hygiene	Sharps disposal services	\$ 1,031.81
2201.3222-01	31/01/2018	Securepay Pty Ltd	Web payment fees	\$ 2,196.10
2201.3239-01	31/01/2018	Award Contracting Pty Ltd	Locating services	\$ 13,506.90
2201.3257-01	31/01/2018	Kone Elevators Pty Ltd	Elevator repairs	\$ 530.20
2201.3299-01	31/01/2018	Baileys Fertilisers	Fertiliser and soil wetter supplies	\$ 10,108.45
2201.3315-01	31/01/2018	RPG Auto Electrics	Plant repairs	\$ 4,888.56
2201.3320-01	31/01/2018	Nyoongar Patrol System Inc.	Nyoongar patrol services	\$ 13,750.00
2201.3410-01	31/01/2018	Allmark and Associates Pty Ltd	Supply of sign - Braithwaite Park	\$ 269.50
2201.3444-01	31/01/2018	Raeco International Pty Ltd	Library supplies	\$ 41.22
2201.3459-01	31/01/2018	State Law Publisher	Government gazette advertising	\$ 1,288.80
2201.3474-01	31/01/2018	CSP Group	Hardware supplies	\$ 354.00
2201.3492-01	31/01/2018	The West Australian Newspaper Ltd	Newspapers for resale	\$ 195.57
2201.3511-01	31/01/2018	City of Stirling	Meals on Wheels	\$ 650.25
2201.3560-01	31/01/2018	Winc Australia Pty Ltd	Office supplies and consumables	\$ 1,096.71
2201.3628-01	31/01/2018	Crommelins Machinery	Plant repairs	\$ 407.87
2201.3757-01	31/01/2018	J & K Hopkins	Office furniture supply	\$ 239.00
2201.3942-01	31/01/2018	Moore Stephens (WA) Pty Ltd	Audit fees	\$ 3,685.00
2201.3943-01	31/01/2018	Cleanaway	Supply of skip bins	\$ 929.50
2201.4017-01	31/01/2018	Trisley's Hydraulic Services Pty Ltd	Pool pump maintenance	\$ 1,536.79
2201.4034-01	31/01/2018	Penske Power System	Plant repairs	\$ 1,404.98
2201.4036-01	31/01/2018	J.D Organics	Multi mix	\$ 518.76
2201.4103-01	31/01/2018	Asphaltech Pty Ltd	Asphalt supplies	\$ 40,617.31
2201.4105-01	31/01/2018	Messages on Hold	Ownership agreements	\$ 413.67
2201.4156-01	31/01/2018	Wanneroo Plant Farm	Supply of plants	\$ 316.80

<b>Creditor</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
2201.4214-01	31/01/2018	Kerbing West	Kerbing services	\$ 9,205.41
2201.4221-01	31/01/2018	Suez Recycling & Recovery Pty Ltd	Waste collection services	\$ 1,479.65
2201.4367-01	31/01/2018	Academy Services WA Pty Ltd	Cleaning services - various locations; washroom consumables	\$ 41,203.81
2201.4418-01	31/01/2018	West-Sure Group Pty Ltd	Cash collection services	\$ 5,035.64
2201.4447-01	31/01/2018	Blackwoods Atkins	Hardware supplies	\$ 1,845.94
2201.4493-01	31/01/2018	Tom Lawton - Bobcat Hire	Bobcat hire	\$ 730.40
2201.4627-01	31/01/2018	Flexi Staff Pty Ltd	Temporary staff	\$ 14,780.20
2201.4637-01	31/01/2018	Multi Mix Concrete Pty Ltd	Concrete supplies	\$ 362.12
2201.4768-01	31/01/2018	Optus Billing Services Pty Ltd	Telephone and internet charges	\$ 2,479.90
2201.4889-01	31/01/2018	Officeworks Superstores Pty Ltd	Paper supplies	\$ 998.00
2201.4934-01	31/01/2018	YMCA of Perth Youth & Community Services Inc	Community budget grant - Y Create programme	\$ 44,000.00
2201.4957-01	31/01/2018	WA Profiling	Profiling services	\$ 3,709.75
2201.4971-01	31/01/2018	Totally Workwear	Uniform supplies	\$ 243.97
2201.4992-01	31/01/2018	C L Carroll	Reimbursement of expenses - Lego for Library	\$ 59.00
2201.5079-01	31/01/2018	Statewide Oil Distributors	Oil supplies	\$ 549.95
2201.5080-01	31/01/2018	Repco Auto Parts	Parts supplies	\$ 23.60
2201.5084-01	31/01/2018	ATF Services Pty Ltd	Security fence	\$ 144.21
2201.5193-01	31/01/2018	Protector Fire Services Pty Ltd	Fire equipment service and maintenance - various locations	\$ 2,775.58
2201.5294-01	31/01/2018	A Team Printing	Printing services	\$ 1,390.40
2201.5301-01	31/01/2018	Kott Gunning	General protections claim advice	\$ 5,332.03
2201.5342-01	31/01/2018	Ozscot Horticulture	Supply of plants	\$ 78.54
2201.5368-01	31/01/2018	Tamala Park Regional Council	Account for GST for sale of land	\$ 35,123.99
2201.5398-01	31/01/2018	Subaru Osborne Park	Purchase of new vehicle	\$ 24,505.80
2201.5500-01	31/01/2018	Workwear Group Pty Ltd	Uniform supplies	\$ 625.05
2201.5538-01	31/01/2018	Frediani Milk Wholesalers	Milk supplies	\$ 377.20
2201.5545-01	31/01/2018	Safetyquip Perth North	PPE supplies	\$ 1,158.96
2201.5548-01	31/01/2018	Specialty Timber Flooring WA	Resurfacing stadium floor - Loftus Recreation Centre	\$ 10,780.00
2201.5598-01	31/01/2018	Total Eden Pty Ltd	Reticulation supplies	\$ 183.13
2201.5764-01	31/01/2018	Graffiti Force	Graffiti removal services - various locations	\$ 1,120.97
2201.5790-01	31/01/2018	Giant Autos (1997) Pty Ltd	Vehicle services and repairs	\$ 644.65
2201.5835-01	31/01/2018	Beaurepaires	Tyre services	\$ 1,645.88
2201.5936-01	31/01/2018	Outsource Business Support Solutions Pty Ltd	Technical support to Authority system	\$ 1,320.00
2201.6072-01	31/01/2018	PFD Food Services Pty Ltd	Beatty Park Café supplies	\$ 9,371.65
2201.6081-01	31/01/2018	Boral Construction Materials Group	Concrete supplies	\$ 3,553.83
2201.6218-01	31/01/2018	Devco Builders	Small maintenance and repairs - various locations	\$ 35,263.81
2201.6233-01	31/01/2018	OCLC (UK) Limited	Subscription renewal	\$ 922.21
2201.6258-01	31/01/2018	Sanderson's Outdoor Power Equipment	Plant repairs	\$ 573.00
2201.6259-01	31/01/2018	Australian HVAC Services Pty Ltd	Airconditioning maintenance & repairs - various locations	\$ 9,005.48
2201.6451-01	31/01/2018	MizCo	Repairs to BMS system - Department of Sport & Recreation	\$ 374.00

<b>Creditor</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
2201.6455-01	31/01/2018	The BBQ Man	BBQ, pressure and outdoor artwork cleaning services	\$ 2,332.00
2201.6482-01	31/01/2018	Department of Transport	Vehicle ownership searches	\$ 6.70
2201.6544-01	31/01/2018	The University of Western Australia	Kidsport voucher	\$ 96.80
2201.6551-01	31/01/2018	iSUBSCRIBE Pty Ltd	Library magazine subscriptions	\$ 272.70
2201.6759-01	31/01/2018	Techwest Solutions Pty Ltd	Audio equipment repairs	\$ 561.00
2201.6781-01	31/01/2018	Sean Cappeau	Installation of stickers on signage	\$ 1,218.00
2201.6783-01	31/01/2018	Action Asbestos Removals	Asbestos removal services	\$ 484.00
2201.6903-01	31/01/2018	APARC Pty Ltd	2 pay and display parking meters	\$ 33,770.00
2201.7073-01	31/01/2018	Atom Supply	Hardware supplies	\$ 663.43
2201.7118-01	31/01/2018	C Wood Distributors	Beatty Park Café supplies	\$ 749.32
2201.7189-01	31/01/2018	Steann Pty Ltd	Collect and dispose of illegally dumped goods	\$ 1,848.00
2201.7253-01	31/01/2018	Replas WA	Wheel stops and spikes	\$ 2,540.53
2201.7271-01	31/01/2018	MASTEC Australia Pty Ltd	Supply of 140L green bins	\$ 30,327.00
2201.7282-01	31/01/2018	Rubek Automatic Doors	Repair automatic door - BPLC	\$ 653.40
2201.7399-01	31/01/2018	Briskleen Supplies Pty Ltd	Toiletry and cleaning products	\$ 966.03
2201.7420-01	31/01/2018	Leederville Hotel (T/A Pent Pty Ltd)	Parking revenue distribution	\$ 32,026.09
2201.7477-01	31/01/2018	Expo Group	Printing services	\$ 4,417.27
2201.7481-01	31/01/2018	Regents Commercial	Rent and variable outgoings - Barlee Street car park	\$ 11,799.51
2201.7510-01	31/01/2018	Northsands Resources	Construction waste disposal	\$ 3,903.90
2201.7593-01	31/01/2018	Yoshino Sushi	Beatty Park Café supplies	\$ 304.26
2201.7612-01	31/01/2018	Crimea Growers Market	Beatty Park Café supplies	\$ 3,148.47
2201.7648-01	31/01/2018	Revelation Perth International Film Festival Inc.	Sponsorship - Perth International Film Festival 2018	\$ 12,540.00
2201.7654-01	31/01/2018	Worldwide Printing Solutions East Perth	Printing services	\$ 2,529.00
2201.7664-01	31/01/2018	Raymond Sleeman	Fitness instructor fees	\$ 397.88
2201.7818-01	31/01/2018	The Pest Guys	Pest control services	\$ 2,077.22
2201.7946-01	31/01/2018	Connect Security Systems	Security camera maintenance and repairs	\$ 3,359.14
2201.7950-01	31/01/2018	Rawlicious Delights	Beatty Park Café supplies	\$ 254.10
2201.7967-01	31/01/2018	CS Legal	Debt recovery services	\$ 100.40
2201.8009-01	31/01/2018	Marketforce Express Pty Ltd	Advertising and graphic design service	\$ 5,731.36
2201.8040-01	31/01/2018	Wilson Security	Security services - various locations	\$ 170.50
2201.8108-01	31/01/2018	Leo Heaney Pty Ltd	Street tree services	\$ 59,110.81
2201.8118-01	31/01/2018	Vendpro Vending Services	Vending machine hire	\$ 235.40
2201.8212-01	31/01/2018	Son Energy Solutions	Real time energy monitoring - Beatty Park Leisure Centre	\$ 3,960.00
2201.8307-01	31/01/2018	MessageMedia	SMS integrating for Phoenix	\$ 118.75
2201.8309-01	31/01/2018	Birubi Art Pty Ltd	Supply of citizenship badges	\$ 273.74
2201.8369-01	31/01/2018	Technology One Ltd	GIS consulting services	\$ 8,294.00
2201.8395-01	31/01/2018	S & A Smash Repairs	Plant repairs	\$ 10,206.45
2201.8403-01	31/01/2018	Challenge Chemicals Australia	Cleaning supplies	\$ 738.10
2201.8420-01	31/01/2018	Corsign WA Pty Ltd	Sign supplies	\$ 600.93

<b>Creditor</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
2201.8423-01	31/01/2018	Organic Websites	Subscription	\$ 231.00
2201.8450-01	31/01/2018	Hope Community Services	Provision of community outreach services	\$ 5,635.30
2201.8490-01	31/01/2018	Subthermal	Replace geothermal pool pump	\$ 4,997.30
2201.8547-01	31/01/2018	AWB Building Co.	Plumbing services - various locations	\$ 4,024.78
2201.8585-01	31/01/2018	Sodexo	Catering services	\$ 1,406.35
2201.8586-01	31/01/2018	Tree Amigos	Street trees & parks pruning/removal	\$ 1,395.08
2201.8593-01	31/01/2018	Colleagues Nagels	Integrated transferable parking permits and brochures	\$ 2,201.10
2201.8620-01	31/01/2018	Boyan Electrical Services	Electrical services - Britannia Reserve	\$ 3,404.50
2201.8646-01	31/01/2018	Apollo Plumbing and Gas Pty Ltd	Hire of fencing - Loftus Recreation Centre	\$ 1,350.00
2201.8671-01	31/01/2018	Design Right	Architectural fees - Hyde Park ablutions	\$ 16,500.00
2201.8672-01	31/01/2018	Brownes Food Operations Pty Ltd	Beatty Park Café supplies	\$ 1,860.53
2201.8724-01	31/01/2018	Bamboo Catering	Catering services	\$ 851.84
2201.8737-01	31/01/2018	Unilever Australia Ltd	Beatty Park Café supplies	\$ 5,021.16
2201.8743-01	31/01/2018	Konica Minolta Business Solutions	Copy costs	\$ 1,566.93
2201.8757-01	31/01/2018	Suez Recycling & Recovery (Perth) Pty Ltd	Recycling services and waste collection	\$ 91,627.77
2201.8763-01	31/01/2018	StrataGreen	Fertiliser supplies	\$ 2,688.86
2201.8772-01	31/01/2018	Access Icon Pty Ltd	Side entry frames and covers	\$ 5,032.50
2201.8798-01	31/01/2018	Shane McMaster Surveys	Surveying services	\$ 330.00
2201.8820-01	31/01/2018	Inhouse Group Pty Ltd	Trendwise visitor analytics	\$ 1,399.94
2201.8821-01	31/01/2018	My Media Intelligence Pty Ltd	Media monitoring	\$ 937.36
2201.8841-01	31/01/2018	Edgefield Projects	Design advisory fees	\$ 660.00
2201.8842-01	31/01/2018	Emerge Associates	Tree selection tool development; drainage assessment	\$ 7,815.50
2201.8845-01	31/01/2018	Gymcare	Gym equipment repairs and maintenance	\$ 191.40
2201.8848-01	31/01/2018	DDLs Training	Training courses	\$ 2,860.00
2201.8854-01	31/01/2018	Tyres 4U Pty Ltd	Tyre replacements and maintenance	\$ 691.90
2201.8868-01	31/01/2018	Poolwise Living	Maintenance - Hyde Park Water Playground	\$ 4,796.25
2201.8878-01	31/01/2018	Cirrus Networks	IT hardware supplies	\$ 903.32
2201.8890-01	31/01/2018	Vigilant Traffic Management	Traffic management services	\$ 31,998.25
2201.8946-01	31/01/2018	Market Creations	Website design and development	\$ 14,042.00
2201.8959-01	31/01/2018	KP Electric (Australia) Pty Ltd	Electrical services - various locations	\$ 26,821.23
2201.8976-01	31/01/2018	Stott Hoare	Supply of computer monitors	\$ 2,480.50
2201.8991-01	31/01/2018	Securus	Supply of proximity cards	\$ 2,396.66
2201.9003-01	31/01/2018	Monica Defendi Photography	Photography services	\$ 750.00
2201.9044-01	31/01/2018	Ashleigh Nicolau	Video production services	\$ 1,183.93
2201.9069-01	31/01/2018	Kapinara Netball Club	Kidsport voucher	\$ 160.00
2201.9127-01	31/01/2018	The Fabric Printer	Fabric printing services	\$ 805.20
2201.9131-01	31/01/2018	Wembley Downs Soccer Club	Kidsport vouchers	\$ 300.00
				<b>\$ 3,389,718.11</b>

<i><b>Creditor</b></i>	<i><b>Date</b></i>	<i><b>Payee</b></i>	<i><b>Description</b></i>	<i><b>Amount</b></i>
<b>Direct Debit</b>				
Credit Card		Commonwealth Bank	Full listing in Attachment 3	\$ 4,888.20
Lease Fees			<b>Total Lease Fees</b>	\$ -
Loan Repayments		Treasury Corporation	Department Sport and Recreation Building, Loftus Centre, Loftus Underground Carpark, Beatty Park Leisure Centre	\$ 148,527.34
Bank Fees and Charges		Commonwealth Bank	Bank fees	\$ 15,509.53
<b>Total Direct Debit</b>				<b>\$ 168,925.07</b>

Creditors Report - Payments by Cheque 06/01/2018 to 01/02/2018				
<i>Creditor</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
00082004	12/01/2018	V Barbera	Rates refund	\$313.28
00082005	12/01/2018	J A Rees	Rates refund	\$352.62
00082006	12/01/2018	C A Conway	Rates refund	\$2,432.66
00082007	12/01/2018	J C Rogers	Refund of works bond	\$2,000.00
00082008	17/01/2018	BCITF Building & Construction Industry Training Fund	Levy collection	\$10,838.34
00082009	17/01/2018	City Of Wanneroo	Tamala Park 2017/18 rates share	\$29,822.55
00082010	17/01/2018	Petty Cash - Beatty Park Leisure Centre	Petty cash recoup	\$291.50
00082011	17/01/2018	Petty Cash - Finance	Petty cash recoup	\$415.35
00082012	17/01/2018	Petty Cash - Library	Petty cash recoup	\$255.25
00082013	17/01/2018	Zurich Australian Insurance Ltd	Insurance excess	\$500.00
00082014	17/01/2018	Playgroup WA (Inc)	Rates refund	\$454.85
00082015	17/01/2018	B Bollig	Refund of hall bond	\$300.00
00082016	17/01/2018	J Hogan	Refund of hall bond	\$1,000.00
00082017	17/01/2018	N Dyson	Refund of grounds bond	\$250.00
00082018	17/01/2018	D H Da Silva	Refund of part booking	\$162.00
00082019	17/01/2018	Amerex Pty Ltd	Refund of works bond	\$2,000.00
00082020	17/01/2018	M Ziebell & A Hodgson	Refund of infrastructure bond	\$2,000.00
00082021	17/01/2018	M H Tran	Refund of infrastructure bond	\$1,500.00
00082022	17/01/2018	C Zeiser	Refund of infrastructure bond	\$1,500.00
00082023	17/01/2018	I J Leonard	Refund of infrastructure bond	\$600.00
00082024	17/01/2018	G De Campo	Refund of infrastructure bond	\$275.00
00082025	17/01/2018	L Christou	Refund of infrastructure bond	\$2,000.00
00082026	17/01/2018	B Power	Refund of infrastructure bond	\$2,000.00
00082027	17/01/2018	I C Rigoli	Refund of infrastructure bond	\$2,000.00
00082028	17/01/2018	T Sukoski	Refund of infrastructure bond	\$2,000.00
00082029	17/01/2018	A McLean & O Craze	Refund of hall bond	\$2,100.00
00082030	17/01/2018	M Mattes	Refund of hall bond	\$1,250.00
00082031	17/01/2018	Youth With A Mission	Grant funding - Carols by Candlelight	\$1,415.00
00082032	17/01/2018	J Nguyen	Refund of parking infringement, paid twice	\$95.00
00082033	17/01/2018	B G & C H Ooi	Rates refund	\$337.19
00082034	17/01/2018	F Mutlu	Refund for faulty goods	\$18.85
00082035	17/01/2018	H Monaco	Refund of Beatty Park swim pass	\$62.40
00082036	17/01/2018	I Saharag	Refund of Beatty Park swim pass	\$14.00
00082037	17/01/2018	M Seakgosing-Kibuka	Refund of Beatty Park Leisure Centre crèche fees	\$20.00
00082038	17/01/2018	S Teoh	Reimbursement of expenses - study fees	\$923.50

<b>Creditor</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
00082039	17/01/2018	J McIntosh	Refund for duplicate parking ticket	\$7.50
00082040	17/01/2018	M Jessop	Part refund of Beatty Park swim pass	\$199.50
00082041	17/01/2018	B Savage	Refund for duplicate parking ticket	\$5.50
00082042	17/01/2018	J Cowling	Refund of hall bond - paid twice in error	\$270.00
00082043	17/01/2018	I C Rigoli	Crossover subsidy	\$600.00
00082044	17/01/2018	Repair Café	Community support grant funding donation	\$3,850.00
00082045	17/01/2018	G Shaw	Part refund of Beatty Park swim pass	\$65.78
00082046	19/01/2018	M Jessup	Part refund of Beatty Park swim pass	\$199.50
00082047	19/01/2018	M Jessup	Part refund of Beatty Park swim pass	\$199.50
00082048	23/01/2018	P Badiyani	Refund of hall bond	\$300.00
00082049	31/01/2018	Petty Cash - Library	Petty cash recoup	\$60.00
00082050	31/01/2018	Zurich Australian Insurance Ltd	Insurance excess	\$500.00
00082051	31/01/2018	H Ong	Refund of hall bond	\$300.00
00082052	31/01/2018	M J O'Donohue	Refund of grounds bond	\$250.00
00082053	31/01/2018	The Society for Creative Anachronism	Refund of hall bond	\$1,000.00
00082054	31/01/2018	M Maio	Refund of hall bond	\$250.00
00082055	31/01/2018	R Fishleigh	Refund of hall bond	\$150.00
00082056	31/01/2018	A Metcalf	Refund of hall bond	\$250.00
00082057	31/01/2018	A McLean	Refund of hall bond	\$250.00
00082058	31/01/2018	A Hughes	Refund of grounds bond	\$250.00
00082059	31/01/2018	T Stokes	Refund of grounds bond	\$250.00
00082060	31/01/2018	J H Crawford	Refund of grounds bond	\$300.00
00082061	31/01/2018	C Stevens	Refund of grounds bond	\$300.00
00082062	31/01/2018	P Serdar	Refund of works bond	\$3,000.00
00082063	31/01/2018	Great Aussie Patios	Refund of infrastructure bond	\$1,000.00
00082064	31/01/2018	V J Farrell	Refund of infrastructure bond	\$2,000.00
00082065	31/01/2018	D Collins & R Pedlow-Collins	Refund of infrastructure bond	\$2,000.00
00082066	31/01/2018	A R Lord	Refund of infrastructure bond	\$1,000.00
00082067	31/01/2018	Slavin Architects	Refund of infrastructure bond	\$2,000.00
00082068	31/01/2018	Nexus Home Improvements	Refund of infrastructure bond	\$2,000.00
00082069	31/01/2018	Ventura Homes Group Pty Ltd	Refund of infrastructure bond	\$2,000.00
00082070	31/01/2018	Sidi Construction Pty Ltd	Refund of infrastructure bond	\$1,000.00
00082071	31/01/2018	P W Gates	Refund of infrastructure bond	\$2,000.00
00082072	31/01/2018	S Holliday	Refund of infrastructure bond	\$2,000.00
00082073	31/01/2018	L Di Iorio	Refund of infrastructure bond	\$2,000.00
00082074	31/01/2018	Smart Start Educational Services	Refund of hall bond	\$300.00
00082075	31/01/2018	A S Skinner	Refund of infrastructure bond	\$2,500.00
00082076	31/01/2018	G Kays	Refund of Infrastructure bond	\$2,000.00
00082077	31/01/2018	Redstone Construction Pty Ltd	Refund of infrastructure bond	\$2,000.00

<b>Creditor</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
00082078	31/01/2018	J L Medalia & B R Borrett & Acoustic Nominees Pty Ltd	Rates refund	\$336.97
00082079	31/01/2018	I J & J E Tremain	Rates refund	\$609.04
00082080	31/01/2018	K Jack	Crossover subsidy	\$390.00
00082081	31/01/2018	C Dalrymple	Part refund of Beatty Park Leisure Centre fees	\$402.56
00082082	31/01/2018	C Angelkov	Heritage assistance fund	\$4,475.00
00082083	31/01/2018	T Sawyer	Part refund of Beatty Park Leisure Centre fees	\$95.56
00082084	31/01/2018	P Van Der Aa	Part refund of swim pass	\$138.75
00082085	31/01/2018	C Micks	Part refund of Beatty Park Leisure Centre fees	\$92.00
00082086	31/01/2018	J Wu	Part refund of swim pass	\$30.40
				<b>\$ 116,676.90</b>
<b>Cancelled Cheques</b>				
00081904	30/11/2017	P Badiyani	Cancelled, reissued cheque 82048	-\$ 300.00
00082040	17/01/2018	M Jessop	Cancelled, reissued cheque 82046	-\$ 199.50
00082044	17/01/2018	Repair Café	Cancelled, to be paid via EFT	\$ -
00082046	19/01/2018	M Jessup	Cancelled, reissued cheque 82047	-\$ 199.50
<b>Total Cancelled Cheques</b>				<b>-\$ 699.00</b>
<b>Total Nett Cheque Payments</b>				<b>\$ 115,977.90</b>

Credit Card Transactions for the Period 07 December 2017 - 05 January 2018				
<i>Card Holder</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
Chief Executive Officer	07/12/2017	Shortlist	Refreshments at meeting	\$ 9.00
	11/12/2017	Shortlist	Refreshments at meeting - to be reimbursed by	\$ 76.00
			City of Wanneroo	
<b>Total</b>				<b>\$ 85.00</b>
Director Corporate Services				
<b>Total</b>				<b>\$ -</b>
Director Technical Services				
<b>Total</b>				<b>\$ -</b>
Director Community Engagement				
<b>Total</b>				<b>\$ -</b>
Manager Marketing and Communications	08/12/2017	Western Australian Newspaper	Advertising	\$ 8.00
	10/12/2017	Mailchimp	Email campaign	\$ 199.92
	10/12/2017	International Transaction Fee	Email campaign	\$ 5.00
	12/12/2017	Target	Sculpture launch	\$ 28.00
	12/12/2017	The Reject Shop	Christmas decorations	\$ 12.00
	13/12/2017	BP Express	Sculpture launch	\$ 10.00
	18/12/2017	Red Dot	Christmas decorations	\$ 62.00
	18/12/2017	Officeworks Online	Citizenship ceremony gift boxes	\$ 19.90
	18/12/2017	The Perth Mint	Citizenship ceremony gift coins	\$ 271.77
	18/12/2017	Australia Post	Gift cards	\$ 223.80
	18/12/2017	Australia Post	Gift cards	\$ 223.80
	18/12/2017	Australia the Gift	Citizenship ceremony gift coins	\$ 152.00
	21/12/2017	Budburst Small bar	Refreshments	\$ 248.00
	25/12/2017	STK Shutterstock Inc	Subscription	\$ 108.90
	31/12/2017	Facebook	Advertising	\$ 52.45
	31/12/2017	Facebook	Advertising	\$ 63.44
	31/12/2017	Facebook	Advertising	\$ 38.55
	31/12/2017	Facebook	Advertising	\$ 21.45
	01/01/2018	Creatsend.com	Email campaign	\$ 33.55

<b>Card Holder</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
	03/01/2018	Shindigs	Shop front decorations for Fringe Festival	\$ 445.73
	03/01/2018	Rivuu Content Approval	Social media monitoring and posting service	\$ 48.22
	03/01/2018	International Transaction Fee	Social media monitoring and posting service	\$ 1.21
<b>Total</b>				<b>\$ 2,277.69</b>
Manager Human Resources				
<b>Total</b>				<b>\$ -</b>
Human Resources Advisor				
<b>Total</b>				<b>\$ -</b>
Purchasing Officer	07/12/2017	Tenderlink.com	Public tender advertising	\$ 172.70
	07/12/2017	Booktopia	Book for library	\$ 32.61
	08/12/2017	Sanity Music	DVDs for library	\$ 95.93
	08/12/2017	Mag Shop	Library magazine subscription	\$ 139.99
	08/12/2017	Golden Bakery	Catering - Parks and Reserves event	\$ 377.00
	12/12/2017	Tenderlink.com	Public tender advertising	\$ 172.70
	13/12/2017	Sanity Music	DVD for library	\$ 8.98
	14/12/2017	Sanity Music	DVD for library	\$ 26.97
	19/12/2017	Wembley Police Station	Road closure application - Leederville event	\$ 80.60
	19/12/2017	Sanity Music	DVD for library	\$ 8.98
	19/12/2017	Armada Nutrition	Protein supplies for resale - Beatty Park	\$ 295.00
	29/12/2017	Dropbox	Subscription fee	\$ 990.00
	01/01/2018	Westnet	WiFi Council Chambers	\$ 39.95
	03/01/2018	Coles	Catering - Travelsmart breakfast	\$ 84.10
<b>Total</b>				<b>\$ 2,525.51</b>
<b>Total Corporate Credit Cards</b>				<b>\$ 4,888.20</b>

<b>7.7</b>	<b>INVESTMENT REPORT AS AT 31 JANUARY 2018</b>
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**TRIM Ref:** D18/20273

**Author:** Sheryl Teoh, Accounting Officer

**Authoriser:** Kerry Batten, Director Corporate Services

**Attachments:** 1. Investment Report [↓](#) 

**RECOMMENDATION:**

That Council **NOTES** the Investment Report for the month ended 31 January 2018 as detailed in Attachment 1.

**PURPOSE OF REPORT:**

To advise Council of the level of investment funds and operating funds available, the distribution of surplus funds in investments and the interest earned to date.

**BACKGROUND:**

Surplus funds are invested in Bank Term Deposits for various terms, to maximise investment returns in compliance with good governance, legislative requirements and Council's Investment Policy No 1.2.4. Details are attached in Attachment 1.

The City's investment portfolio is diversified across several financial Institutions in accordance with the Investment Policy.

**DETAILS:**

Total funds held for the period ended 31 January 2018 including on call in the City's operating account were \$39,498,741; compared to \$34,645,041 for the period ending 31 January 2017.

Total Investments for the period ended 31 January 2018 were \$36,147,499 as compared to \$37,065,389 for the prior month end; and \$33,201,749 for the period ending 31 January 2017.

Investment comparison table:

Month Ended	2016/17		2017/18	
	Total Funds Held	Total Investments	Total Funds Held	Total Investments
July	\$19,683,412	\$18,420,252	\$23,433,728	\$21,212,649
August	\$26,167,645	\$22,573,297	\$30,161,860	\$27,714,651
September	\$36,754,571	\$34,302,896	\$40,305,364	\$37,944,911
October	\$37,581,885	\$34,521,542	\$41,087,462	\$38,947,823
November	\$37,034,885	\$35,775,011	\$41,716,473	\$39,482,047
December	\$33,692,431	\$31,165,443	\$38,768,084	\$37,065,389
January	\$34,645,041	\$33,201,749	\$39,498,741	\$36,147,499
February	\$34,028,716	\$32,316,251		
March	\$32,070,200	\$31,424,409		
April	\$30,661,122	\$26,206,328		
May	\$27,412,051	\$25,718,292		
June	\$24,670,461	\$23,533,279		

Total accrued interest earned on Investments as at 31 January 2018:

	Adopted Budget	YTD Budget	YTD Actual	% of YTD Budget
Municipal	\$414,960	\$268,150	\$302,894	112.96%
Reserve	\$258,420	\$138,800	\$141,498	101.94%
<b>Sub-total</b>	<b>\$673,380</b>	<b>\$406,950</b>	<b>\$444,392</b>	<b>109.20%</b>
Leederville Gardens Inc Surplus Trust*	\$0	\$0	\$82,855	0.00%
<b>Total</b>	<b>\$673,380</b>	<b>\$406,950</b>	<b>\$527,247</b>	<b>129.56%</b>

\*Interest estimates for Leederville Gardens Inc Surplus Trust were not included in the 2017/18 Budget as actual interest earned is held in Trust and restricted.

#### CONSULTATION/ADVERTISING:

Not applicable.

#### LEGAL/POLICY:

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

#### 6.14. Power to invest

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

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

#### 19. Investments, control procedures for

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

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

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

- (c) *invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;*
- (d) *invest in bonds with a term to maturity of more than 3 years;*
- (e) *invest in a foreign currency.*

To further guide the prudent and responsible investment of the City's funds, Council has adopted the City's Investment Policy No. 1.2.4, which delegates the authority to invest surplus funds to the Chief Executive Officer or his delegate.

Administration has established guidelines for the management of the City's investments, including the following ratings table:

Short Term Rating (Standard & Poor's) or Equivalent	Direct Investments Maximum % with any one institution		Managed Funds Maximum % with any one institution		Maximum % of Total Portfolio	
	Policy	Actual	Policy	Actual	Policy	Actual
A1+	30%	11.9%	30%	Nil	90%	39.9%
A1	25%	0.0%	30%	Nil	80%	0.0%
A2	20%	17.4%	n/a	Nil	60%	60.1%

\*As per subtotals on **Attachment 1**

#### **RISK MANAGEMENT IMPLICATIONS:**

**Moderate:** Funds are invested with various financial institutions with high Long Term and Short Term Rating (Standard & Poor's or equivalent), obtaining more than three quotations for each investment. These investment funds are spread across various institutions and invested as Term Deposits from one to twelve months to reduce risk.

#### **STRATEGIC IMPLICATIONS:**

In keeping with the City's Strategic Plan 2013-2023:

*"4.1 Provide good strategic decision-making, governance, leadership and professional management:*

*4.1.2 Manage the organisation in a responsible, efficient and accountable manner;*

- (a) Continue to adopt best practice to ensure the financial resources and assets of the City are responsibly managed and the quality of services, performance procedures and processes is improved and enhanced."*

#### **SUSTAINABILITY IMPLICATIONS:**

Not applicable.

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

The financial implications of this report are as noted in the details and comments section of the report. Overall the conclusion can be drawn that appropriate and responsible measures are in place to protect the City's financial assets and to ensure the accountability of management.

#### **COMMENTS:**

The funds for investment have decreased from the previous period due to excess of payments to creditors and other expenditures over cash receipts, which is the expected seasonal cash flow.

Total funds invested in A2 category exceed 60% by 1 basis point, at the end of January 2018. This is due to decrease in total invested funds after the investments maturing with banks in A1+ category have progressively been withdrawn for cash flow purposes.

The City has obtained a weighted average interest rate of 2.58% for current investments including the operating account; and 2.64% excluding the operating account. The Reserve Bank 90 days Accepted Bill rate for January 2018 is 1.79%.

As at 31 January 2018, the City's total investment earnings excluding the Leederville Gardens Inc. Surplus Trust income exceed the year to date budget estimate by \$37,442 (9.20%).

In response to the amendment to the City's Investment Policy that provided 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*", Administration has actively sought investment offerings from relevant institutions.

It is of note that in September 2017, the City added Bank Australia Ltd to the list of non-fossil fuel lending institutions utilised and further funds were invested with them during this reporting period. As a result, 60.0% of the City's investments were held in non-fossil fuel lending institutions as at 31 January 2018.

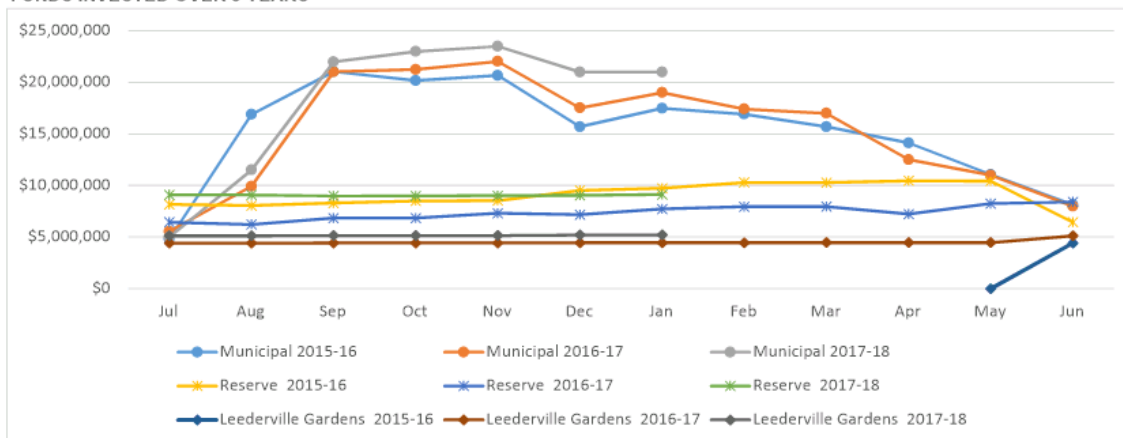
The investment report (**Attachment 1**) consists of:

- Investment Performance & Policy Compliance Charts;
- Investment Portfolio;
- Investment Interest Earnings; and
- Current Investment Holding.

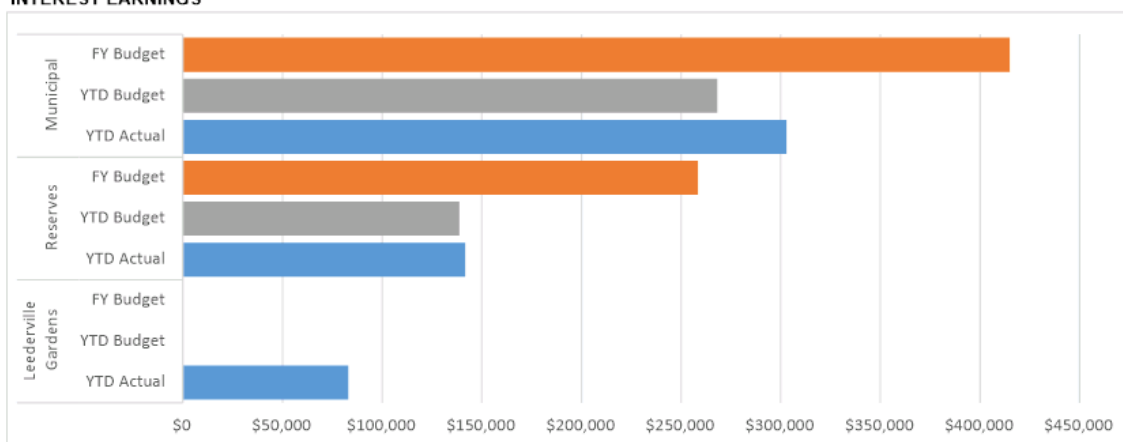
**CITY OF VINCENT  
INVESTMENT PERFORMANCE  
AS AT 31 JANUARY 2018**



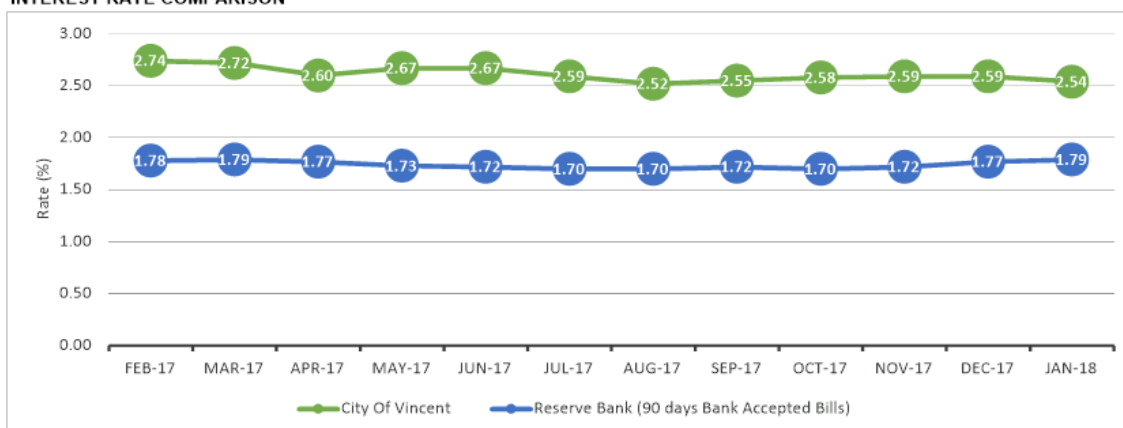
**FUNDS INVESTED OVER 3 YEARS**



**INTEREST EARNINGS**



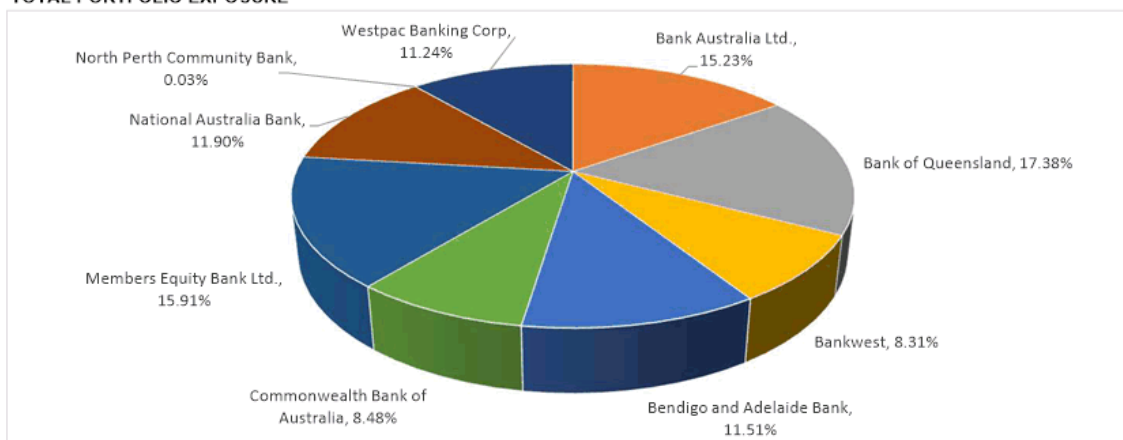
**INTEREST RATE COMPARISON**



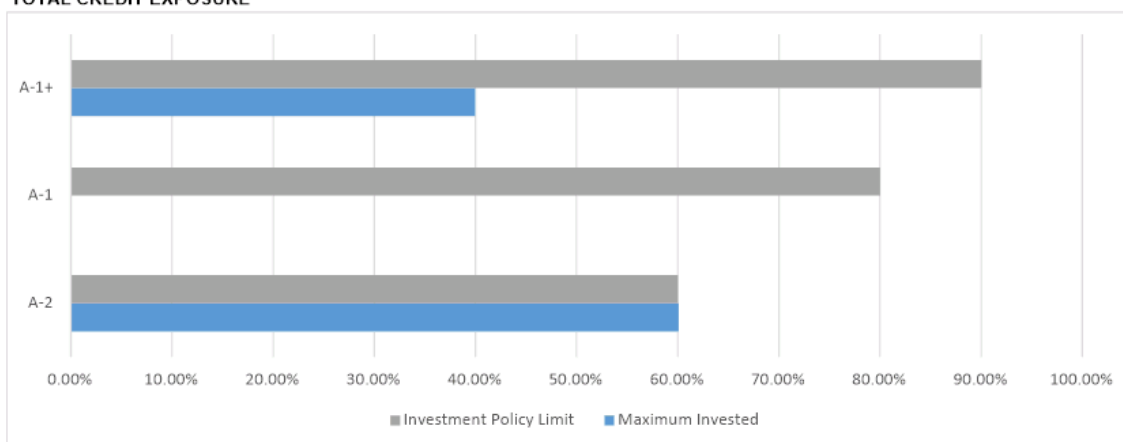
**CITY OF VINCENT  
INVESTMENT POLICY COMPLIANCE  
AS AT 31 JANUARY 2018**



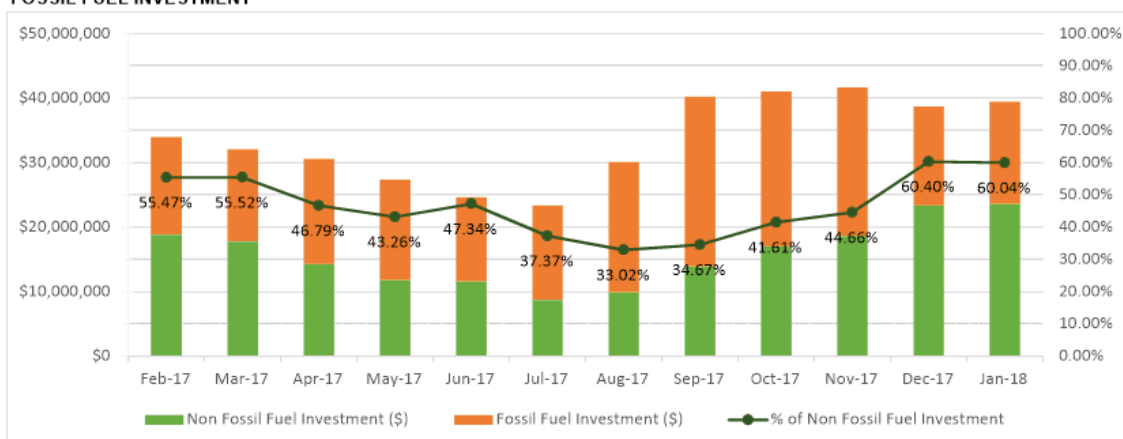
**TOTAL PORTFOLIO EXPOSURE**



**TOTAL CREDIT EXPOSURE**



**FOSSIL FUEL INVESTMENT**



**CITY OF VINCENT  
INVESTMENT PORTFOLIO  
AS AT 31 JANUARY 2018**



	Municipal	Reserve	Trust	Leederville Gardens Inc Surplus Trust	Total	Total
	\$	\$	\$	\$	\$	%
<b>BY INVESTMENT HOLDINGS</b>						
Operating Accounts	3,226,575	(28,013)	152,680	0	3,351,242	8.5%
Term Deposits	20,000,000	9,129,400	1,800,000	5,207,099	36,136,499	91.5%
Shares	11,000	0	0	0	11,000	0.0%
	<b>23,237,575</b>	<b>9,101,387</b>	<b>1,952,680</b>	<b>5,207,099</b>	<b>39,498,741</b>	<b>100.0%</b>
<b>BY INSTITUTION</b>						
ANZ Banking Group	0	0	0	0	0	0.0%
Bank Australia Ltd.	5,500,000	516,398	0	0	6,016,398	15.2%
Bank of Queensland	4,500,000	2,365,651	0	0	6,865,651	17.4%
Bankwest	2,500,000	782,110	0	0	3,282,110	8.3%
Bendigo and Adelaide Bank	0	3,165,044	0	1,381,783	4,546,827	11.5%
Commonwealth Bank of Australia	3,226,575	(28,013)	152,680	0	3,351,242	8.5%
Members Equity Bank Ltd.	2,500,000	762,760	1,000,000	2,023,063	6,285,823	15.9%
National Australia Bank	4,500,000	200,000	0	0	4,700,000	11.9%
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	500,000	1,337,437	800,000	1,802,253	4,439,690	11.2%
	<b>23,237,575</b>	<b>9,101,387</b>	<b>1,952,680</b>	<b>5,207,099</b>	<b>39,498,741</b>	<b>100.0%</b>
<b>BY CREDIT RATINGS (SHORT-TERM ISSUE)</b>						
A-1+	10,726,575	2,291,534	952,680	1,802,253	15,773,042	39.9%
A-1	0	0	0	0	0	0.0%
A-2	12,511,000	6,809,853	1,000,000	3,404,846	23,725,699	60.1%
	<b>23,237,575</b>	<b>9,101,387</b>	<b>1,952,680</b>	<b>5,207,099</b>	<b>39,498,741</b>	<b>100.0%</b>
<b>BY TERMS</b>						
0-30 days	3,226,575	(28,013)	152,680	0	3,351,242	8.5%
31-90 days	0	0	0	0	0	0.0%
91-180 days	13,500,000	782,110	0	0	14,282,110	36.2%
181-270 days	6,500,000	0	500,000	0	7,000,000	17.7%
270-365 days	0	8,347,290	1,300,000	3,825,316	13,472,606	34.1%
> 1 year	11,000	0	0	1,381,783	1,392,783	3.5%
	<b>23,237,575</b>	<b>9,101,387</b>	<b>1,952,680</b>	<b>5,207,099</b>	<b>39,498,741</b>	<b>100.0%</b>
<b>BY MATURITY</b>						
0-30 days	6,226,575	1,837,259	152,680	756,707	8,973,221	22.7%
31-90 days	8,500,000	1,049,322	1,000,000	0	10,549,322	26.7%
91-180 days	8,500,000	2,891,047	300,000	1,381,783	13,072,830	33.1%
181-270 days	0	1,852,184	500,000	1,045,546	3,397,730	8.6%
270-365 days	0	1,471,575	0	2,023,063	3,494,638	8.8%
> 1 year	11,000	0	0	0	11,000	0.0%
	<b>23,237,575</b>	<b>9,101,387</b>	<b>1,952,680</b>	<b>5,207,099</b>	<b>39,498,741</b>	<b>100.0%</b>
<b>BY FOSSIL FUEL EXPOSURE</b>						
Fossil Fuel Lending	10,737,575	2,291,534	952,680	1,802,253	15,784,042	40.0%
Non Fossil Fuel Lending	12,500,000	6,809,853	1,000,000	3,404,846	23,714,699	60.0%
	<b>23,237,575</b>	<b>9,101,387</b>	<b>1,952,680</b>	<b>5,207,099</b>	<b>39,498,741</b>	<b>100.0%</b>

**CITY OF VINCENT  
INVESTMENT INTEREST EARNINGS  
AS AT 31 JANUARY 2018**



	YTD 31/01/2018 \$	YTD 31/01/2017 \$	FY 2017/18 \$	FY 2016/17 \$
<b>MUNICIPAL FUNDS</b>				
Budget	268,150	263,000	414,960	436,000
Interest Earnings	302,894	304,267	302,894	486,092
% Income to Budget	112.96%	115.69%	72.99%	111.49%
<b>RESERVE FUNDS</b>				
Budget	138,800	107,000	258,420	206,000
Interest Earnings	141,498	114,377	141,498	205,608
% Income to Budget	101.94%	106.89%	54.76%	99.81%
<b>LEEDERVILLE GARDENS INC SURPLUS TRUST</b>				
Budget	0	0	0	0
Interest Earnings	82,855	77,548	82,855	140,391
% Income to Budget	0.00%	0.00%	0.00%	0.00%
<b>TOTAL</b>				
Budget	406,950	370,000	673,380	642,000
Interest Earnings	527,247	496,192	527,247	832,091
% Income to Budget	129.56%	134.11%	78.30%	129.61%
Variance	120,297	126,192		190,091
% Variance to Budget	29.56%	34.11%		29.61%
<b>TOTAL (EXCL. LEEDERVILLE GARDENS INC SURPLUS TRUST)</b>				
Budget	406,950	370,000	673,380	642,000
Interest Earnings	444,392	418,644	444,392	691,700
% Income to Budget	109.20%	113.15%	65.99%	107.74%
Variance	37,442	48,644		49,700
% Variance to Budget	9.20%	13.15%		7.74%

**CITY OF VINCENT  
CURRENT INVESTMENT HOLDING  
AS AT 31 JANUARY 2018**



Funds	Institution	Investment Date	Maturity Date	Term	Interest Rate	Principal \$
<b>OPERATING ACCOUNTS</b>						
Municipal	Commonwealth Bank of Australia					3,226,575
Reserve	Commonwealth Bank of Australia					(28,013)
Trust	Commonwealth Bank of Australia					152,680
<b>Total Operating Funds</b>						<b>3,351,242</b>

**SHARES**

Municipal	North Perth Community Bank	23/11/2001				11,000
<b>Total Shares</b>						<b>11,000</b>

**TERM DEPOSITS**

Reserve	Bendigo and Adelaide Bank	07/02/2017	05/02/2018	363	2.80%	500,000
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	National Australia Bank	07/02/2017	06/02/2018	364	2.62%	200,000
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
Municipal	Bankwest	22/12/2017	05/06/2018	165	2.55%	1,000,000
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
Municipal	Bankwest	22/12/2017	12/06/2018	172	2.55%	500,000
Municipal	Bank Australia Ltd.	22/12/2017	18/06/2018	178	2.70%	2,000,000
Reserve	Bankwest	17/01/2018	25/06/2018	159	2.55%	782,110
Municipal	Members Equity Bank Ltd.	16/01/2018	02/07/2018	167	2.65%	1,000,000
Municipal	Bankwest	17/01/2018	02/07/2018	166	2.55%	1,000,000
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
Trust	Members Equity Bank Ltd.	14/12/2017	03/09/2018	263	2.62%	500,000
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

CITY OF VINCENT  
CURRENT INVESTMENT HOLDING  
AS AT 31 JANUARY 2018



Funds	Institution	Investment Date	Maturity Date	Term	Interest Rate	Principal \$
Reserve	Bendigo and Adelaide Bank	09/11/2017	06/11/2018	362	2.65%	708,814
Leederville Gardens In	Members Equity Bank Ltd.	14/12/2017	03/12/2018	354	2.61%	2,023,062
Reserve	Members Equity Bank Ltd.	14/12/2017	10/12/2018	361	2.61%	762,760
<b>Total Term Deposits</b>						<b>36,136,499</b>
<b>Total Investment</b>						<b>39,498,741</b>

<b>7.8</b>	<b>LATE REPORT: MID-YEAR REVIEW OF THE ANNUAL BUDGET 2017/18</b>
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REPORT TO BE ISSUED PRIOR TO COUNCIL BRIEFING 27 FEBRUARY 2018

**8 COMMUNITY ENGAGEMENT**

Nil

**9 CHIEF EXECUTIVE OFFICER**














<b>9.1 LATE REPORT: CORPORATE BUSINESS PLAN PROGRESS UPDATE</b>
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REPORT TO BE ISSUED PRIOR TO COUNCIL BRIEFING 27 FEBRUARY 2018

<b>9.2</b>	<b>LATE REPORT: COMMUNITY BUDGET SUBISSIONS 2018/19</b>
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REPORT TO BE ISSUED PRIOR TO COUNCIL BRIEFING 27 FEBRUARY 2018

**9.3 INFORMATION BULLETIN****TRIM Ref:** D17/177305**Author:** Emma Simmons, Governance and Council Support Officer**Authoriser:** Len Kosova, Chief Executive Officer

- Attachments:**
1. Monthly Street Tree Removal Requests [↓](#) 
  2. Statistics for Development Applications as at end of January 2018 [↓](#) 
  3. Minutes of the Arts Advisory Group Meeting held on 1 February 2018 [↓](#) 
  4. Minutes of the Children and Young People Advisory Group Meeting held on 5 February 2018 [↓](#) 
  5. Minutes of the Business Advisory Group Meeting held on 8 February 2018 [↓](#) 
  6. Minutes of the Reconciliation Action Plan Working Group held on the 12 February 2018 [↓](#) 
  7. Minutes of the Tamala Park Regional Council Meeting held on 15 February 2018 [↓](#) 
  8. Register of Legal Action and Prosecutions Register Monthly - Confidential
  9. Register of State Administrative Tribunal (SAT) Appeals – Progress Report as at 9 February 2018 [↓](#) 
  10. Register of Applications Referred to the MetroWest Development Assessment Panel – Current [↓](#) 
  11. Register of Applications Referred to the Design Advisory Committee – Current [↓](#) 
  12. Register of Petitions - Progress Report - March 2018 [↓](#) 
  13. Register of Notices of Motion - Progress Report - March 2018 [↓](#) 
  14. Register of Reports to be Actioned - Progress Report - March 2018 [↓](#) 

**RECOMMENDATION:**

That Council RECEIVES the Information Bulletin dated March 2018.



<b>SUBJECT:</b>	Street Tree Removal Requests
<b>DATE:</b>	8 February 2018
<b>AUTHOR:</b>	Tracy Hutson, Executive Secretary John Gourdis – Supervisor Parks Services
<b>AUTHORISER:</b>	Andrew Murphy, Director Engineering

**PURPOSE:**

To present Council with the monthly update on street tree removal requests within the City of Vincent.

**BACKGROUND:**

At the Ordinary Meeting of Council on the 5 December 2017, a Notice of Motion was presented requesting Administration provide a monthly Information Bulletin to Council summarising all requests for street tree removal within the City and the outcome of each.

A report outlining when and how a tree removal request will be considered, as well as the requests for the last quarter of 2017 until the 10 January 2018 was presented to the Ordinary Meeting of Council held on 6 February 2018.

**COMMENTS:**

Please find below listing for the period 11 January 2018 to 8 February 2018.

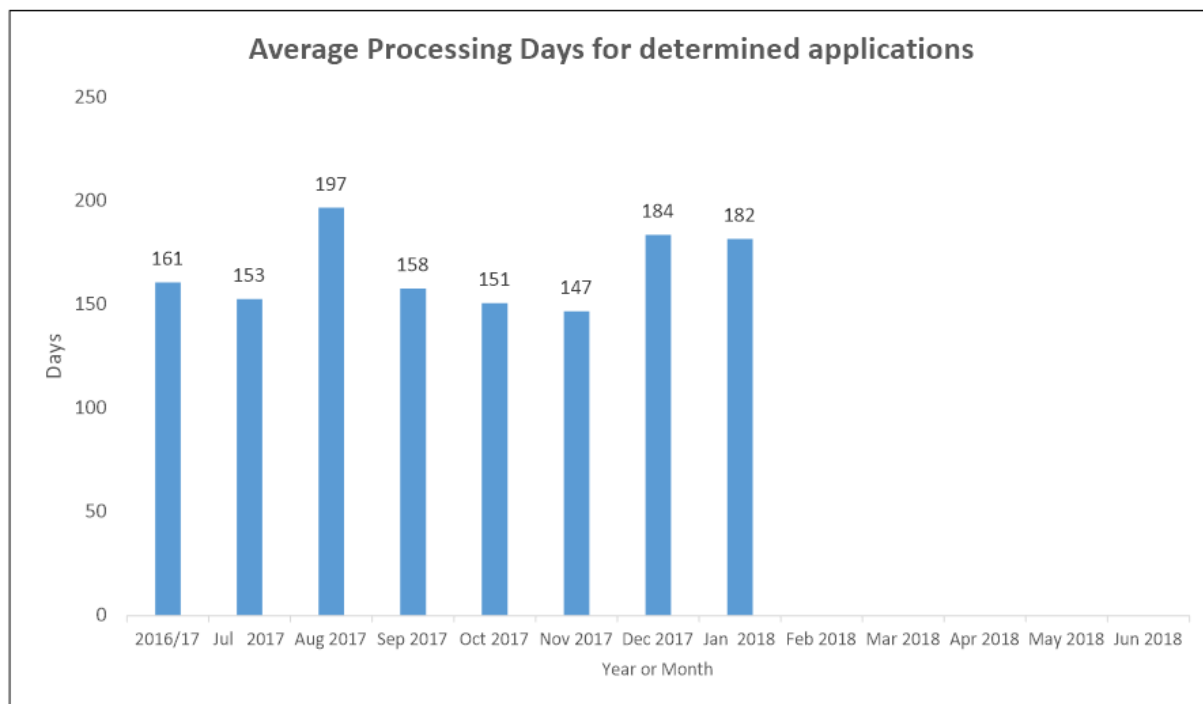


## CITY OF VINCENT

## Street Tree Removal Requests 2017/18

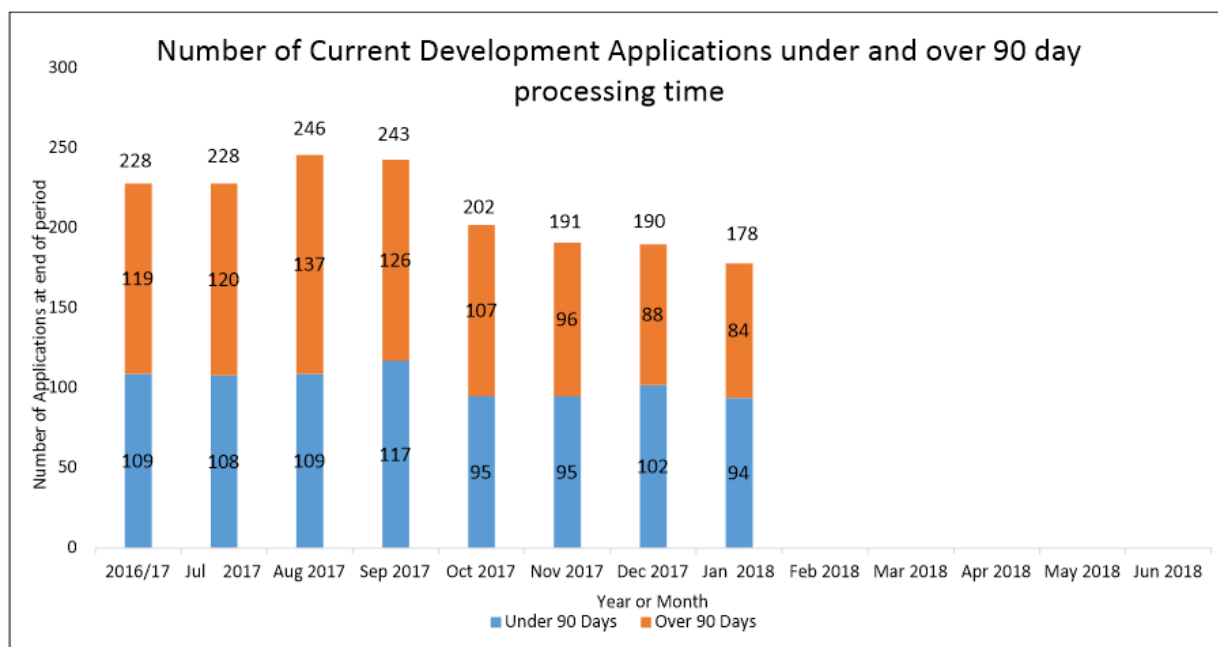
Date	Requested By	Location/Address	Reason for Removal	Tree Species	Inspection Comments	Approved (Y/N)	Replacement Tree (Y/N - species)
11/01/2018	Resident	109 Chelmsford Rd, Mt Lawley	Tree is dying	<i>Brachychiton populneus</i>	Tree is confirmed to be dead	Y	Y - <i>Sapium sebiferum</i>
11/01/2018	Parks Services	49 Chelmsford Rd, Mt Lawley	Tree is dying	<i>Brachychiton populneus</i>	Tree is confirmed to be dead	Y	Y - <i>Sapium sebiferum</i>
11/01/2018	Parks Services	114 Chelmsford Rd, Mt Lawley	Tree is dying	<i>Brachychiton populneus</i>	Tree is confirmed to be dead	Y	Y - <i>Sapium sebiferum</i>
16/01/2018	Resident	27 Wasley St, North Perth	Heavy Scale Infestation	<i>Hymenosporum flavum</i>	Heavy insect infestation, tree in poor health, previous attempts to treat infestation unsuccessful	Y	N- Already a Jacaranda tree on verge
16/01/2018	Resident	38 Wasley St, North Perth	Heavy Scale Infestation	<i>Hymenosporum flavum</i>	Heavy insect infestation, tree in poor health, previous attempts to treat infestation unsuccessful	Y	Y- <i>Jacaranda mimosifolia</i>
17/01/2018	Resident	48 Chelmsford Rd, Mt Lawley	Previous storm damage has resulted in poor form. Tree is more like a shrub, creating visibility issues & species is inconsistent with tree theme	Callistemon 'Kings Park Special'	Tree showing signs of termite infestation	Y	To be determined
23/01/2018	Resident	29 Wasley St North Perth	Heavy Scale Infestation	<i>Hymenosporum flavum</i>	Heavy insect infestation, tree in poor health, previous attempts to treat infestation unsuccessful	Y	Y- <i>Jacaranda mimosifolia</i> x 2
23/01/2018	Resident	31 Gill St North Perth (Auckland Street frontage)	Tree is dead	<i>Callistemon salignus</i>	Tree is completely rotten and may fall	Y	Y- <i>Agonis flexuosa</i>
24/01/2018	Resident	62 Eton St, North Perth	Tree is dead	<i>Fraxinus raywoodii</i>	Tree is confirmed to be dead	Y	Y - <i>Sapium sebiferum</i>
30/01/2018	Resident	4 Windich St, Leederville	Trees are in decline/dead	<i>Corymbia ficifolia</i> x 2	Two trees are confirmed to be dead	Y	Y - <i>Melaleuca viridiflora</i> x 2

### Statistics for Development Applications As at the end of January 2018



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	3	2					
Median	119	140	134	133	110	99.5	118	125					
Average	161	153	197	158	151	147	184	182					
Maximum	924	341	704	408	1008	602	698	755					

**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	Sep 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	44	32					
DA's determined	31	25	38	62	49	39	33					
DA's withdrawn	7	3	5	17	6	6	11					

**Table 2:** No. of DA's lodged and determined each month.



CITY OF VINCENT

**ARTS ADVISORY GROUP**

Thursday, 1 February at 6:00pm

Venue: Committee Room  
City of Vincent Administration and Civic Centre**UNCONFIRMED MINUTES****Attendees:**City of Vincent CouncillorsCr Jimmy Murphy (Chair)  
Cr Joanne FotakisCommunity RepresentativesMr Simon Venturi  
Mr Graham Hay  
Ms Claire Stokes  
Ms Sioux TempesttMs Kaye Guthrie Adonis  
Ms Laura Warren  
Dr Sandy ToussaintCity of Vincent Officer

Rosslind Ellis – Manager Marketing and Communications (RE)

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**1. Welcome / Declaration of Opening**

Cr Jimmy Murphy opened the meeting at 5:55pm.

**2. Apologies**

Mr Michael Quirk, Ms Caris Mooney, Ms Jessica Darlow, Ms Julie Rosario and Ms Annika Aitken.

**3. Confirmation of Previous Minutes**

Minutes from the previous meeting held on 12 October 2017 were approved as a true and correct record.

**4. Business****4.1 Terms of Reference and AAG Meeting Rules**

An overview was provided of the Advisory Group Terms of Reference and General Meeting Rules as well the City's policy relating to Advisory Groups. It was agreed the current terms of reference were outdated and limited. Advisory group members offered advice on some possible considerations including a replacement of the arts definition with the Federal Government arts definition and referral to the City's Arts policies to define Group's outcomes.

- ACTIONS:**
- 1) (RE) Update Terms of Reference and gain understanding of next steps in getting the revised terms of reference endorsed.
  - 2) (RE) To set closed Facebook group to communicate with group instead of via emails.

#### 4.2 Action Log

RE provided an overview and progress update of previous actions of the Group.

#### 4.3 Confirmation of Sub Groups

Subgroups were confirmed with AAG and are detailed as follows:

Lightbox Laneway and Activation	Public Art and Percent for Art	Murals and Traffic Control Boxes
Laura Warren	Cr. Jimmy Murphy	Simon Venturi
Claire Stokes	Simon Venturi	Kaye Guthrie Adonis
Cr. Jo Fotakis	Jessica Darlow	
Sioux Tempestt	Julie Rosario	
	Graham Hay	
	Sandy Toussaint	

**ACTION:** RE to confirm with new member, Annika Aitken on her sub group preference.

#### 4.4 Overview of Art Priorities 2017/18, Art Strategy 2018/19 and City of Vincent Strategic Community Plan

It was discussed the Art Strategy is a key focus area for the Advisory Group for the next 12-18 months. The Advisory Group will play a key role in assisting to develop the Strategy and the scope will be prepared for the next meeting.

**ACTION:** (RE) To research gaps, competitor analysis and arts projects as part of an initial scoping document and present at next meeting.

#### 4.5 Murals

##### *Leederville Hotel*

Various feedback was provided by the group.

- ACTIONS:**
- 1) Check the price structure of the mural piece
  - 2) Confirm the value of the piece with NAVA

##### *Straker Beaufort St Mural – Complaint*

**ACTION:** Check if the piece is owned by the City or had approval, group weren't too concerned about the complaint.

##### *Traffic Control Boxes*

Two traffic control boxes have recently been commissioned by the City and approved by Main Roads. They will be scheduled for painting in February 2018. Agreements have been drafted between the City of Vincent and Kam Bin Salleh (Artist) to paint a mural on the traffic control box located at the corner of Walcott and Beaufort Streets, Mount Lawley and Alysha Anema (Artist) and the City of Vincent to paint a traffic control box at the corner of Charles and Vincent Streets, North Perth.

**ACTION:** RE to talk to TAFE about offering a traffic box to TAFE and to investigate developing a partnership with key education facilities (ECU, Curtin, UWA).

#### 4.6 Events and Activation

##### *Australiyanality Project*

- ACTIONS:** 1) **Group** to discuss further in the new Facebook group and provide feedback at the next meeting.  
2) **RE** to create a Facebook group and invite everyone.

##### *Events Calendar*

Feedback provided from group member to encourage the City to consider the calendar to be developed in an electronic format versus print and an overlay of google for all events. MMC noted the budget isn't large enough for this to happen at this stage.

##### *Festivals and Events Sponsorship*

Annual sponsorship funding for Festivals and Events for 2018/19 will be opening soon. The next round of funding has been expanded to encourage a broader range of event categories including pop up, art activation and roving entertainment with applicants being apply for funding from \$5,000 - \$50,000. It has been envisaged that the Advisory Group will assist with reviewing the assessing sponsorship submissions and evaluation/acquittal requirements.

##### *Arts in Vincent Video Launch*

Update provided to group on the Arts in Vincent Launch at the Library on 7 February and encourage Arts Advisory Group members to attend.

##### *Yellow Mini (AAO)*

A yellow mini has been dumped and is now in the City's possession. The Arts Advisory Group considered how the car could potentially be utilised in any upcoming engagement or activation projects.

**ACTION:** Administration to investigate opportunity including the roof of the Mezz and installation at Hyde Street Reserve

#### 4.7 Light Box Laneway

An update was provided to the group on the current installation by local resident and artist Kimberley Pace.

**ACTION:** Group to consider next installation and appropriate Noongar artists and any further and activation ideas for the space for this financial year.

#### 5. **Close / Next Meeting**

Cr Jimmy Murphy declared the meeting closed at 7:07pm. Next meeting to be held in approximately four weeks. It has been proposed that a suitable date would be the first Thursday of every month.

Signed \_\_\_\_\_  
Councillor Jimmy Murphy (Chair)

Date this \_\_\_\_\_ day of \_\_\_\_\_ 2018

Summary of Actions	Responsibility	Due Date
Update terms of reference	RE	1 March 2018
Set closed Facebook group	RE	1 March 2018
To research gaps, competitor analysis and arts projects as part of an initial scoping document and present at next meeting.	RE	1 March 2018
Check the price structure of mural pieces	RE	1 March 2018
Offering TAFE a traffic box and to investigate developing a partnership with key education facilities (ECU, Curtin, UWA).	RE	1 March 2018
Administration to investigate art installation opportunities for the yellow mini	RE	1 March 2018
Group to consider next installation and appropriate Noongar artists and any further and activation ideas for the space for this this financial year.	Group	1 March 2018



## CITY OF VINCENT

### CHILDREN AND YOUNG PEOPLE ADVISORY GROUP

Monday, 5 February 2018 at 6.00pm

Venue: Committee Room  
City of Vincent Administration and Civic Centre

#### UNCONFIRMED MINUTES

#### Attendees:

City of Vincent Councillors  
Cr Alex Castle (Chair)  
Cr Susan Gontaszewski

City of Vincent Officers  
Michael Quirk – Director Community Engagement (MQ)  
Sandra Watson – Manager Community Partnerships (SW)  
Gayatrii Surendorff – Community Partner (GS)

Guests  
Daniel Langlands (DL)

Community Representatives  
Joel Birch (JB)  
Megan Kaino (MK)  
Andrew Rigg (AR)  
Natalie Tarr (NT)

\*\*\*\*\*

#### 1. Welcome / Declaration of Opening

Cr Castle opened the meeting at 6.05pm and Cr Gontaszewski delivered the Acknowledgement of Country.

#### 2. Apologies

John Thomson – Community Representative.

#### 3. Confirmation of Previous Minutes & Action Items

Minutes from the previous meeting held on 16 October 2017 approved as a true and correct record.

#### 4. Business

##### 4.1 Introduction of CYPAG Members

- Councillors, Community Representatives and City of Vincent Officers introduced themselves to the Group and discussed their experiences in the youth, education and community development sectors.

##### 4.2 Terms of Reference, Meeting Rules and Meeting Schedule

- Cr Castle tabled the CYPAG Terms of Reference and requested the group members contact the City with any queries.
- MQ discussed the CYPAG Code of Conduct and Meeting Rules. He explained that the role of CYPAG is to provide recommendations to the Council, and that Members could not direct City staff to undertake any work. Furthermore CYPAG Members are not permitted to make a statement to the media on behalf of the City.

- It was agreed that 6pm on Monday evenings is a suitable time for future CYPAG Meetings. Meetings will generally be held every two months although this may change where projects or tasks require more immediate attention.

#### 4.3 Proposed Youth Event – National Youth Week

- GS informed the Group that the City had been successful in securing funding for a Youth Week event from the Department of Communities. The funding will be used to hold an art exhibition/competition during Youth Week, with the art work being displayed at YMCA HQ or Foyer Oxford. GS will work with Propel Arts to organise and promote the event.
- MQ indicated the art exhibition/competition during Youth Week would be an ideal opportunity for the City to gain youth led direction on organising and promoting the event. SW spoke about her experience working with youth at the City of South Perth and the success the City of South Perth's Youth Network (SPYN) had at organising events. AR discussed the Leadership Program at YMCA HQ and suggested some of those members could be involved in the proposed Vincent Youth Network. Cr Castle discussed the importance of mentorship for young people within the group and succession planning for the sustainability of the group.
- MQ confirmed that funding was available for the previously discussed 'youth concert' and this can now be linked with the proposed youth event. The future Vincent Working Group to be involved in the organisation and execution of the event.

**ACTION:** 1) CYPAG Community representatives to identify young people to form a Working Group to plan and progress this Youth Event.  
2) GS to form and lead Youth Working Group.

#### 4.4 Youth Development Grants

- Cr Castle provided the group with an overview of past Youth Grants that are no longer available. Cr Gontaszewski discussed that previous Youth Grants were not being utilised by the community and CYPAG Members suggestions for future Youth Grants would be appreciated.
- GS tabled a draft youth grant document and feedback was provided during the meeting which included Cr Gontaszewski proposing the City allow capital funding for events and projects, MQ highlighting the importance of leadership and personal development grants, and Megan Kaino proposing the City start a Youth Facebook page to promote event and programs, youth grants and other activities. NT suggested promoting successful funding applicants to the wider community and JB proposed that young people receiving funding could be given the opportunity to replicate their events and activities at larger City events in the future.

**ACTION:** 1) CYPAG Members to provide feedback to GS regarding future City of Vincent Youth Development Grants.  
2) Proposed Youth Development Grants to be presented to Council for consideration within the 2018/19 budget.

#### 4.5 2018 Priorities

- MQ spoke to the Group regarding the City's Community Budget submissions and the likelihood of CYPAG members being given opportunity to make recommendations regarding 2018/19 submissions. MQ also briefed the group on the Banks Reserve Master Plan and Public Open Space Strategy which would involve community consultation as well as CYPAG input to ensure young people and children are catered for in future outdoor space within the City.

4.6 Other Business

- Cr Gontaszewski informed the group that this was an opportunity for members to 'float ideas' and discuss topics not brought up previously in the meeting.
- Megan Kaino discussed Aranmore College and the annual events they hold such as Harmony Day. She mentioned the school would be interested in involving the wider community, as well as local businesses in their events and activities to create a greater sense of community and share cultural experiences and pastimes.
- GS discussed upcoming skateboarding clinics facilitated by Skateboarding WA, a potential debating competition between City of Vincent and Town of Cambridge primary schools, and the Leeuwin Parent Project competition.

Andrew Rigg left meeting at 7.23pm

5. **Close**

Cr Castle closed the meeting closed at 7.26pm. The next meeting is proposed to be held on 19 March 2018 at 6pm.

Signed \_\_\_\_\_  
Councillor Susan Gontaszewski / Councillor Alex Castle (Co-Chairs)

Date this \_\_\_\_\_ day of \_\_\_\_\_ 2018

Summary of Actions	Date
CYPAG Community Representatives to identify young people to form Working Group to plan and progress with Youth Events.	6 March 2018
GS to form and lead Youth Working Group	Ongoing
CYPAG members to provide feedback to GS regarding City of Vincent Youth Development Grants.	26 February 2018
Proposed Youth Development Grants to be presented to Council for consideration within the 2018/19 budget.	May 2018



## CITY OF VINCENT

## BUSINESS ADVISORY GROUP MEETING

8 February 2018 at 4PM

Venue: City of Vincent – Committee Room

## MINUTES

**Attendees:**City of Vincent Councillors:Cr Topelberg (*Chair*), Cr Murphy, Cr FotakisCommunity Representatives:

Trent Durward, Pippa McIntosh

Town Team RepresentativesNicholas Bond (*Leederville Connect*), Sophie Brinklow (*Mount Hawthorn Hub*), Adrian Tatasciore (*Beaufort Street Network*), Ida Smithwick (*North Perth Local*), 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**

Cr Topelberg ( <i>Chair</i> )	√	Ida Smithwick	x
Cr Murphy	√	Kate McKie	√
Cr Fotakis	√	Len Kosova	√
Trent Durward	√	John Corbellini	√
Pippa McIntosh	√	Stephanie Smith	√
Nicholas Bond	√	David Doy	√
Sophie Brinklow	√	Rossling Ellis	√
Adrian Tatasciore	√	Andrew Ryan (In place of Ida Smithwick)	√

**1. Welcome/Declaration of Opening – Chair**

The Chair opened the meeting at 4.08pm.

**2. Apologies – Chair**

Ida Smithwick.

**3. Confirmation of Previous Minutes – Chair**

Confirmation of the previous minutes was not completed at this meeting. The minutes from the meeting 7 September 2017 will be put forward at the next meeting to be approved and signed by the Chair.

**4. Induction – PM/MPP**

Advisory Group members were provided an induction to the City's relevant policies, terms of reference and code of conduct relevant to their participation on the Group.

Electronic copies of the above documents will be circulated to Business Advisory Group members with the Minutes of this meeting.

**5. Current Project Update**

Administration provided Advisory Group members with an update on relevant projects that the City is currently undertaking, including an update on:

**5.1. Marketing:**

- Update on Local Retail/Christmas Social Media Campaign – MCM
- Update on Chinese New Year Campaign – MCM

**5.2. Economic Development Strategy Review – PM**

**5.3. Business Engagement Program:**

Business Engagement Program Scope of Works – MP/MCM

Device Sensors (Fact Sheets & Quarterly Reports) – PM

**6. Brainstorming Session – New Ideas/Initiatives – PM/MPP**

The Group completed a brainstorming session on what local government can do to assist business. A copy of the results of this discussion are included at Attachment 1. The outcomes of this exercise will be collated and presented back to the Group at its next meeting.

**7. General Business – Chair**

No General Business was raised.

**8. Next Meeting/Meeting Schedule – PM/MPP**

The meeting schedule for 2018 will be circulated with the minutes of the meeting.

**9. Close – Chair**

The Chair closed the meeting at 6.00pm.

These Minutes were confirmed as a true and correct record of the meeting of the Business Advisory Group held on 8 February 2018.

Signed: ..... Chairperson

Dated: This ..... day of ..... 2018

## Business Advisory Group – Community Priorities Brainstorm Session 1

**HAND**

- Local Govt as a utility - power (solar) – phone etc
- Skills & Training (eg: IT / social media)
- Realising value through comparing various town centres in Vincent
- Streamlining approvals
- Training & Support – online delivery
- Maintain streetscapes of business areas
- Consider the role of pop-ups in Town Centres
- Additional areas to encourage business engagement ie faors, street closures, markets
- Group buying advantages in the market (eg: telco; insurance etc)
- Lighting within town centres (eg: trees with uplighting)
- Create events to attract visitors to Vincent precincts
- Provide meaningful to help improve business decisions
- Conversations with landlords to reduce rents
- Offer landlords rewards for supporting startups in empty buildings

**HEAD**

- Understand our competing Town Centres & the impact of online retailing
- Enhance Privately operated community events
- Tourism Opportunities – Tapping into State Gov priorities & collaboration
- Work with Town Teams to help curate Town
- Attract anchor tenants
- Get out of the way – freedom & flexibility
- Focus on drawing people's attention back from City of Perth
- Info boards for Town Centres. (engagement)
- Best waiter @ your favourite restaurant
- Develop a commercial mix use policy (land uses)
- Business Development Seminars
- Consider impact of planning decisions on foot traffic (eg: location of office uses)
- Innovative policy (eg: protecting retail)
- Information flow – let businesses know when new info is available

**FEET**

- Alternative Transport
- Ensure public transport through main thoroughfares
- Retail Map / Retail Trail
- Create meaningful marketing campaigns that drive real foot traffic
- Shade in Town Centres
- Provide maps at Town Centre entries of local businesses
- Wayfinding / mapping & how to find and travel between businesses
- Increased services (eg: gift wrapping)

**HEART**

- Think Together & Think Big (collaboration & genuine strategic outlook)
- Assist with policy to further harmonise high density living and vibrant culture
- Opening up further support to minorities
- Precinct branding campaign
- Brand & Identity
- Better use of public open space (concerts, theatre etc)
- Work with State Govt and other bodies on homelessness
- "Support Local" benefits for residents
- Entry Statements at Town Centres
- 



**CITY OF VINCENT****RECONCILIATION ACTION PLAN WORKING GROUP (RAPWG)****12 February 2018 at 6.00pm****Venue: Committee Room  
City of Vincent Administration and Civic Centre****UNCONFIRMED MINUTES****Attendees:**

City of Vincent Councillors  
Cr Dan Loden (Co-Chair)  
Cr Joshua Topelberg

City of Vincent Officers  
Michael Quirk – Director Community Engagement (MQ)  
Sandra Watson – Manager Community Partnerships (SW)  
Gayatrii Surendorff – Community Partner (GS)

Community Representatives  
Maria McAtackney (MM)  
Marilyn Lyford (ML)  
Sarah Janali (SJ)  
Kathy Kickett (KK)

\*\*\*\*\*

**1. Welcome / Declaration of Opening – Acknowledgement to Country**

Councillor Loden opened the meeting at 6.07pm and delivered Acknowledgement of Country on behalf of the Working Group.

**2. Apologies**

Cr Roslyn Harley (Co-Chair)  
Phillip Walley-Stack – Community Representative

**3. Confirmation of Previous Minutes**

Minutes from last meeting held on 1 May 2017 approved as a true and correct record.

**4. Business****4.1 Introduction of RAPWG Members**

Members of the group introduced themselves to each other and discussed their experience working with the Aboriginal community in and around the City of Vincent.

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#### 4.2 Terms of Reference Update, RAPWG Meeting Rules and Meeting Dates/Times

- Amended Terms of Reference and Meeting Rules presented and Community Representatives reminded that the City's Code of Conduct applies.
- The Group agreed to hold meetings on Monday evenings at 6pm. Meetings will generally be held every two months although this may change where projects or tasks require more immediate attention. Also, a Saturday workshop may be held when progressing the 'Innovate' RAP.

**ACTION:** Code of Conduct link to be emailed along with the Meeting Minutes.

#### 4.3 'Reflect' Reconciliation Action Plan Update

GS updated the Group on numerous RAP initiatives that have been, or will be implemented:

##### *Progressing*

- EOI's will soon open for Aboriginal artists interested in exhibiting their work in the LightBox Laneway Gallery – this exhibition will run over Reconciliation Week and NAIDOC Week.
- Aboriginal artists are encouraged to apply for the City's traffic light box painting project.
- The City has begun conversations with Noongar Radio to produce a mural at the Noongar Radio site. MQ explained the City was focused on producing public art and moving away from purchasing physical art pieces.
- The City is currently investigating an online resource appropriate to include significant sites listed by the Department of Planning, Lands and Heritage onto the City's website.
- A database of Aboriginal Elders, people, community groups and organisations is currently being collated to ensure the City further strengthens its relationship with the Aboriginal community. MM suggested referring to the RUAH Aboriginal Business Directory for further contact details.
- The City is looking to develop a list of Elders who can perform Welcome to Country and Smoking Ceremony within the City of Vincent. GS requested support from the RAPWG on this matter.
- GS discussed the City's Name the Lanes Project and requested feedback from the group regarding the fifteen Noongar names put forward by community members. The proposed Noongar words have been approved by Landgate, the Whadjuk Working Party and the Department of Aboriginal Affairs. MM advised the Group she would ask her colleagues about the spelling and meaning of each word and report the information back to the City. Cr Loden commented that some names were similar and should not be used for lanes in close proximity.
- The City wishes to increase content within the Local History Centre in relation to Aboriginal and Torres Strait Islander history, tradition and culture. Cr Topelberg suggested a call out for local Noongar people to become involved.
- The City's Welcome to Country Policy will be reviewed in 2018. Cr Topelberg noted that the Policy should first be reviewed by Council.
- The City will purchase and fly the Torres Strait Islander flag during NAIDOC Week.

##### *Completed*

- The City undertook an internal survey of City staff in December 2017 to gain an understanding of the level of knowledge staff have of Aboriginal culture, tradition and protocols.
- The City has purchased a number of Noongar library books which are now available for loan.
- Awareness of the significance of Acknowledgment of Country and Welcome to Country will be raised at the Close the Gap Morning Tea on 15 March for City staff, as well as during future HR inductions and cultural awareness training.

##### **ACTIONS:**

- 1) MM to provide feedback on Noongar words for Name the Lanes Project.
- 2) RAPWG members to provide a list of Noongar Elders for Welcome to Country Ceremony.
- 3) RAPWG to provide a list of Aboriginal businesses, groups and individuals the City can engage with for activities and events
- 4) GS to distribute 'Reflect' RAP actions status report.

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#### 4.4 Specific Reconciliation Initiatives 2017/18

GS updated the group on specific RAP Initiatives for 2018:

- Close the Gap Day will see the City hold an internal morning tea with artwork produced by Jade Dolman and catering provided by Kuditij Café. The City is also sponsoring a Close the Gap event organised by the Aboriginal Health Council of WA on 24 March at Birdwood Square.
- The City will participate in the annual Reconciliation Street Banner Project in 2018 and is investigating the possibility of flying the banners during NAIDOC Week as well.
- Jade Dolman is scheduled to hold two free community art sessions during NAIDOC Week.
- The City will take part in the NAIDOC School initiatives in 2018 that will see all schools within the City having the opportunity to take part in story/essay and colouring in competitions.
- NAIDOC Week and Reconciliation Week will be celebrated with events and activities. Once planning is underway for these celebrations, GS will update the RAPWG.
- Cr Loden requested an update in regards to development of an 'Innovate' RAP. MQ advised that although the City had begun to further develop their relationships with the Aboriginal community, there was still work to be done in this space. SJ commented that a 'gap' year was possible to continue working on the actions of the current 'Reflect' RAP. MQ suggested the RAPWG discuss the matter further at the next meeting after being provided with a detailed RAP tracking document.
- The City seeks to include an Acknowledgement of Country on staff email signatures. Feedback from the RAPWG was requested by GS.
- City of Vincent Rangers and Nyoongar Outreach Services meet and greet lunch and job swapping to further develop their working relationship.

#### **ACTIONS:**

- 1) GS to provide the RAPWG with 'Reflect' RAP.
- 2) RAPWG to provide feedback to GS in regards to wording for Acknowledgement of Country on City email signature.

#### 4.5 Other Business

- MM offered to investigate how many Aboriginal people are currently living within the City. She believes that Gordon Cole may be able to support her in getting accurate statistics.
- MM proposed that although there may not be many Aboriginal people living within the City that Aboriginal people from other local government areas be included in community engagement.
- MQ discussed the City's intention to create positions for Aboriginal staff within the Rangers Team.
- MQ updated the group regarding the Banks Reserve Master Plan. The Reserve is located in Mount Lawley along the Swan River on significant Aboriginal land. Council has requested that RAPWG members be invited to join the Project Working Group.

**ACTION:** RAPWG representative to be nominated to join the Banks Reserve Master Plan Working Group.

#### **5. Close / Next Meeting**

The Chair closed the meeting at 7.36pm. Next meeting to be held on Monday, 26 March 2018.

Signed \_\_\_\_\_  
Councillor Dan Loden (Co-Chair)

Date this \_\_\_\_\_ day of \_\_\_\_\_ 2018

Summary of Actions	Date
RAPWG to provide GS with a list of Noongar Elders for Welcome to Country Ceremonies held within the City.	26 February 2018
RAPWG to provide GS with a list of Aboriginal businesses, groups and individuals the City can engage with for activities and events.	26 February 2018
MM to provide GS with spelling and meaning of Noongar words for the Name the Lane Project.	26 March 2018
GS to provide the RAPWG with 'Reflect' RAP.	February 2018
RAPWG to provide feedback to GS in regards to wording for Acknowledgement of Country statement on City email signatures.	26 February 2018
GS to distribute 'Reflect' RAP Actions status report.	February 2018
Code of Conduct will be emailed to RAPWG along with the Meeting Minutes.	February 2018
RAPWG representative to be nominated to join the Banks Reserve Master Plan Working Group.	February 2018



# **Ordinary Meeting of Council**

# **MINUTES**

**Thursday 15 February 2018, 6:00pm**  
**Town of Cambridge**  
**1 Bold Park Drive, Floreat**

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

## Minutes TPRC Meeting of Council – 15 February 2018

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## Minutes TPRC Meeting of Council – 15 February 2018

## TAMALA PARK REGIONAL COUNCIL

## 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

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 Minutes TPRC Meeting of Council – 15 February 2018
 

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**PRESENT**

<b>Chairman</b>	Cr Giovanni Italiano
<b>Councillors</b>	Cr Claire Anderson Cr Lexi Barton Cr Karen Caddy Cr John Chester Cr Emma Cole Cr Samantha Fenn (arrived 6.13pm) Cr Joe Ferrante Cr Nige Jones Cr Andres Timmermanis Cr Brett Treby
<b>Alternate Members</b>	Cr Suzanne Migdale
<b>Staff</b>	Mr Tony Arias (Chief Executive Officer) Mr Luke Aitken (Project Coordinator) Ms Vickie Wesolowski (Executive Assistant)
<b>Apologies Councillors</b>	Cr Bianca Sandri
<b>Leave of Absence</b>	Nil
<b>Absent</b>	Nil
<b>Consultants</b>	Mr Kim Lawrance (Satterley Property Group) Ms Antonina Lazzara (Satterley Property Group) Ms Lauren Vidler (Satterley Property Group)
<b>Apologies Participant Councils' Advisers</b>	Mr Garry Hunt (City of Joondalup) Mr Stuart Jardine (City of Stirling) Mr Martin Mileham (City of Perth) Mr Daniel Simms (City of Wanneroo) Mr Anthony Vuleta (Town of Victoria Park) Mr Len Kosova (City of Vincent)
<b>In Attendance Participant Councils' Advisers</b>	Mr Jason Buckley (Town of Cambridge) Mr Jason Lyon (Town of Cambridge) Mr D Nicholson (City of Wanneroo) Mr R Povey (City of Stirling)
<b>Members of the Public</b>	Nil
<b>Press</b>	Nil

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Minutes TPRC Meeting of Council – 15 February 2018

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**1. OFFICIAL OPENING**

The Chairman declared the meeting open at 6:02pm and welcomed Councillors to the Tamala Park Regional Council meeting. The Chairman acknowledged Cr Suzanne Migdale as alternate member for the City of Stirling.

**DISCLOSURE OF INTERESTS**

The Chief Executive Officer confirmed a Disclosure of Interest - Impartial Interest in relation to Items 9.9 and 9.10.

**2. PUBLIC STATEMENT/QUESTION TIME**

Nil

**3. APOLOGIES AND LEAVE OF ABSENCE**

Apologies received from Cr Bianca Sandri.

Cr Lexi Barton requested leave of absence from 18 April 2018 to 15 August 2018.

Moved Cr Migdale, Seconded Cr Treby.

**That the Council APPROVES the leave of absence for Cr Barton from 18 April 2018 to 15 August 2018 inclusive.**

The Motion was put and declared CARRIED (11/0).

**4. PETITIONS**

Nil

**5. CONFIRMATION OF MINUTES**

*Ordinary Meeting of Council – 7 December 2017*

Moved Cr Caddy, Seconded Cr Chester.

**That the minutes of the Ordinary Meeting of Council of 7 December 2017 be confirmed, and signed by the Chairman, as a true and correct record of proceedings.**

The Motion was put and declared CARRIED (11/0).

**5A. BUSINESS ARISING FROM MINUTES**

Nil

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Minutes TPRC Meeting of Council – 15 February 2018

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**6. ANNOUNCEMENTS BY CHAIRMAN (WITHOUT DISCUSSION)**

The Chairman welcomed Cr Migdale as alternate member for Cr Sandri.

**7. MATTERS FOR WHICH MEETING MAY BE CLOSED**

- 9.9 Earthworks and Subdivision Works Tender – Extension of Contract - Confidential  
9.10 Catalina Fencing Services Tender – Extension of Contract - Confidential

**8. REPORTS OF COMMITTEES**

Audit Committee Meeting – 15 February 2018

*Cr Ferrante – Chairman Audit Committee advised that the Committee considered four Items listed in this agenda which were recommended unanimously to Council.*

**9. ADMINISTRATION REPORTS AS PRESENTED (ITEMS 9.1 – 9.10)****9.1 BUSINESS REPORT – PERIOD ENDING 8 FEBRUARY 2018**

Moved Cr Treby, Seconded Cr Migdale.

[The recommendation in the agenda]

**That the Council RECEIVES the Business Report to 8 February 2018.**

The Motion was put and declared CARRIED (11/0).

**9.2 STATEMENTS OF FINANCIAL ACTIVITY FOR THE MONTHS OF NOVEMBER & DECEMBER 2017**

Moved Cr Caddy, Seconded Cr Cole.

[The recommendation in the agenda]

**That the Council RECEIVES and NOTES the Statements of Financial Activity for the months ending:**

- 30 November 2017; and
- 31 December 2017.

*Cr Fenn arrived 6:13pm.*

The Motion was put and declared CARRIED (12/0).

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Minutes TPRC Meeting of Council – 15 February 2018

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**9.3 LIST OF MONTHLY ACCOUNTS SUBMITTED FOR THE MONTHS OF NOVEMBER & DECEMBER 2017**

Moved Cr Treby, Seconded Cr Fenn.

[The recommendation in the agenda]

**That the Council RECEIVES and NOTES the list of accounts paid under Delegated Authority to the CEO for the months of November and December 2017:**

- **Month ending 30 November 2017 (Total \$584,420)**
- **Month ending 31 December 2017 (Total \$4,178,932)**
- **Total Paid - \$4,763,352**

The Motion was put and declared CARRIED (12/0).

**9.4 PROJECT FINANCIAL REPORT – DECEMBER 2017**

Moved Cr Chester, Seconded Cr Caddy.

[The recommendation in the agenda]

**That the Council RECEIVES the Project Financial Report (December 2017) submitted by the Satterley Property Group.**

The Motion was put and declared CARRIED (12/0).

**9.5 SALES AND SETTLEMENT REPORT – PERIOD ENDING 8 FEBRUARY 2018**

Moved Cr Treby, Seconded Cr Fenn.

[The recommendation in the agenda]

**That the Council RECEIVES the Sales and Settlement Report to 8 February 2018.**

The Motion was put and declared CARRIED (12/0).

**9.6 TPRC 2017/2018 BUDGET REVIEW**

Moved Cr Treby, Seconded Cr Chester.

[The recommendation in the agenda]

**That the Council ADOPTS the Budget Review with the variations for the period 1 July 2017 to 30 June 2018 as detailed in the Budget Analysis Worksheet attached to Appendix 9.6.**

The Motion was put and declared CARRIED BY ABSOLUTE MAJORITY (12/0).

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Minutes TPRC Meeting of Council – 15 February 2018

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**9.7 LOCAL GOVERNMENT COMPLIANCE AUDIT FOR YEAR ENDED 31 DECEMBER 2017**

Moved Cr Ferrante, Seconded Cr Anderson.

[The recommendation in the agenda]

**That the Compliance Audit Return for the TPRC for the year ended 31 December 2017 be ADOPTED, RECORDED in the minutes, CERTIFIED and SENT to the Director General of the Department of Local Government, Sport and Cultural Industries, in accordance with the *Local Government Act 1995* and Regulations.**

The Motion was put and declared CARRIED (12/0).

**9.8 CODE OF CONDUCT FOR COUNCIL MEMBERS AND STAFF**

Moved Cr Cole, Seconded Cr Jones.

[The recommendation in the agenda]

**That the Tamala Park Regional Council Code of Conduct for Council Members and Staff (February 2018) be ADOPTED.**

The motion lapsed.

Moved Cr Migdale, Seconded Cr Cole a Procedural Motion.

**That the Tamala Park Regional Council Code of Conduct for Council Members and Staff (February 2018) be referred back to Council for consideration.**

The Motion was put and declared CARRIED (12/0).

Moved Cr Ferrante, Seconded Cr Migdale.

**That Standing Orders be suspended to allow Confidential Items 9.9 and 9.10 to be discussed behind closed doors.**

The Motion was put and declared CARRIED (11/1).

For: Crs Anderson, Barton, Caddy, Chester, Cole, Fenn, Ferrante, Italiano, Jones, Migdale and Treby.

Against: Cr Timmermanis.

Council's Consultants vacated the meeting.

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Minutes TPRC Meeting of Council – 15 February 2018

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**9.9 EARTHWORKS AND SUBDIVISION WORKS TENDER – EXTENSION OF CONTRACT - CONFIDENTIAL**

Moved Cr Timmermanis, Seconded Cr Chester.

[The recommendation in the agenda]

**That the Council APPROVES the option for a 1-year contract extension to RJ Vincent (from 24 April 2018 to 23 April 2019) for earthwork and subdivision works services in accordance with Tender 9/2015 (Catalina Earthworks and Subdivision Works, dated November 2015), subject to the same terms and conditions.**

The Motion was put and declared CARRIED (12/0).

**9.10 CATALINA FENCING SERVICES TENDER – EXTENSION OF CONTRACT - CONFIDENTIAL**

Moved Cr Migdale, Seconded Cr Anderson.

[The recommendation in the agenda]

**That the Council APPROVES the option for a 1-year contract extension to Treacy Fencing (from 22 February 2018 to 21 February 2019) for fencing services in accordance with Tender 1/2016 (Catalina Fencing Services Tender, dated January 2016), subject to the same terms and conditions.**

The Motion was put and declared CARRIED (12/0).

Moved Cr Timmermanis, Seconded Cr Ferrante.

**That Standing Orders be reinstated and the meeting doors be opened.**

The Motion was put and declared CARRIED (12/0).

Council's Consultants returned to the meeting.

The recommendations for Confidential Items 9.9 and 9.10 were read out as follows:

**9.9 Earthworks and Subdivision Works Tender – Extension of Contract - Confidential**

*That the Council APPROVES the option for a 1-year contract extension to RJ Vincent (from 24 April 2018 to 23 April 2019) for earthwork and subdivision works services in accordance with Tender 9/2015 (Catalina Earthworks and Subdivision Works, dated November 2015), subject to the same terms and conditions.*

**9.10 Catalina Fencing Services Tender – Extension of Contract - Confidential**

*That the Council APPROVES the option for a 1-year contract extension to Treacy Fencing (from 22 February 2018 to 21 February 2019) for fencing services in accordance with Tender 1/2016 (Catalina Fencing Services Tender, dated January 2016), subject to the same terms and conditions.*

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Minutes TPRC Meeting of Council – 15 February 2018

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**10. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN**

Nil

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

Nil

**12. URGENT BUSINESS APPROVED BY THE CHAIRMAN**

Nil

**13. MATTERS BEHIND CLOSED DOORS**

9.9 *Earthworks and Subdivision Works Tender – Extension of Contract - Confidential*

9.10 *Catalina Fencing Services Tender – Extension of Contract - Confidential*

**14. GENERAL BUSINESS**

Nil

**15. FORMAL CLOSURE OF MEETING**

The Chairman declared the meeting closed at 7.00pm.

These minutes were confirmed at a meeting on .....

SIGNED this ..... day of ..... 2018

as a true record of proceedings.

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CHAIRMAN

**REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS  
AS AT 9 FEBRUARY 2018**

NO.	ADDRESS & SAT REVIEW NO.	DATE RECEIVED	APPLICANT	REVIEW MATTER & COMMENTS
1.	No. 395 Bulwer Street, West Perth (DR 117 of 2017)	5 April 2017	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 was considered at a full hearing on 20 December 2017. An oral SAT decision was delivered on 16 January 2018. The SAT accepted the application for review and approved the development subject to the conditions included in the Council Report of 25 July 2017. <b>Completed.</b></p> <p><i>Representation by: Altus Planning</i></p>
2.	No. 17 Harwood Place, West Perth (DR 396 of 2017)	11 December 2017	Moharich and More on behalf of Boldform Pty Ltd	<p>Review in relation to a condition of approval limiting the minimum night stay.</p> <p>*****</p> <p>The subject of this review is a decision made by Council at its meeting of 14 November 2017 to approve the amendment of conditions for development approval 5.2015.568.1 granted on 3 May 2016 (Original Approval) for a Change of Use from Multiple Dwellings to Serviced Apartments at Nos. 1-16/17 Harwood Place, West Perth. The review relates to Condition 5 which limits the minimum stay to three nights. The applicant seeks to amend this condition to allow a minimum two night stay in lieu of a three night stay. Mediation is scheduled for 9 February 2018.</p> <p><i>Representation by: City of Vincent Administration</i></p>
3.	No. 38 Fairfield Street, Mount Hawthorn (DR 409 of 2017)	19 December 2017	Fiore	<p>Review in relation to a refusal for an existing unauthorised front fence.</p> <p>*****</p> <p>Application refused under delegated authority on 14 December 2017. Mediation is scheduled on site for 22 February 2018.</p> <p><i>Representation by: City of Vincent Administration</i></p>
4.	Nos. 120-122 Richmond Street, Leederville (CC 49 of 2018)	15 January 2017	Dorn	<p>Review in relation to issue of Building Order to remove unauthorised buildings and structures associated with single house.</p> <p>*****</p> <p>The subject of this review is a Building Order issued by the City for the removal of unauthorised buildings and structures primarily comprised of outbuildings covering an aggregate area of approximately 540m<sup>2</sup> across both properties. The applicant seeks to challenge the order to remove these buildings and structures. Mediation held on site on 7 February 2018. Applicant to seek architectural and town planning advice.</p> <p><i>Representation by: City of Vincent Administration</i></p>

**METROWEST DEVELOPMENT ASSESSMENT PANEL (MWDAP)  
REGISTER OF APPLICATIONS RELATING TO THE CITY OF VINCENT  
AS AT 9 FEBRUARY 2018**

No.	ADDRESS AND DA SERIAL NO.	APPLICANT	PROPOSAL	DATE APPLICATION RECEIVED	DAP MEETING DATE	DAP DECISION
1.	No. 538 Fitzgerald Street, North Perth	<b>Applicant:</b> Momentum Wealth	15 multiple dwellings (Amendment to approval)	8 August 2017	To be confirmed	To be confirmed
2.	Nos. 283 – 285 Vincent Street, Leederville	<b>Applicant:</b> PTS Town Planning	Thirty three multiple dwellings (Amendment to approval)	26 October 2017	31 January 2018	Application was recommended for approval on 31 January 2018.  Approved with amendment unanimously.  Minutes available <a href="#">here</a> .
3.	No. 257 Walcott Street, North Perth	<b>Applicant:</b> Perennial One Pty Ltd	Mixed use development comprising five offices, 17 multiple dwellings and basement car parking (Amendment to Planning Approval)	30 November 2017	31 January 2018	Application was recommended for approval on 31 January 2018.  Approved unanimously.  Minutes available <a href="#">here</a> .
4.	No. 14 Florence Street, West Perth	<b>Applicant:</b> Megara Developments	15 multiple dwellings	7 December 2017	To be confirmed	To be confirmed
5.	Nos. 500-504 Fitzgerald Street and No. 45 Venn Street, North Perth	<b>Applicant:</b> Studio Technica	19 multiple dwellings and eating house	2 January 2018	To be confirmed	To be confirmed

**CITY OF VINCENT DESIGN ADVISORY COMMITTEE (DAC)  
REGISTER OF APPLICATIONS CONSIDERED BY DAC  
AS AT 9 FEBRUARY 2018**

No.	ADDRESS	APPLICANT	PROPOSAL	DAC MEETING DATE	REASON FOR REFERRAL
1.	Nos. 37-43 Stuart Street, Perth	Urban Concepts	6 Storey Mixed Use Development (Multiple dwellings and commercial uses at ground floor level)	17/1/18	Pre-lodgement presentation. The proposal will likely benefit from the referral to the DAC in terms of the City's Built Form Local Planning Policy No. 7.1.1 (LPP 7.1.1). DA Lodged.
2.	No. 441 William Street, Perth	Tegan Louise Designs	Five Storey Mixed Use Development (Hotel and commercial uses at ground floor level)	17/1/18	Pre-lodgement presentation. The proposal will likely benefit from the referral to the DAC in terms of the City's Built Form Local Planning Policy No. 7.1.1 (LPP 7.1.1). No DA lodged.
3.	No. 14 Florence Street, West Perth	Megara Developments	3 Storey Multiple Dwelling Development	17/1/18	Considered during advertising. For the DAC to consider the changes made by the applicant in response to the previous DAC comments and recommendations of 22 November. DA Lodged.
4.	Nos. 14 and 16A Florence Street, West Perth	Megara Developments	5 Grouped Dwellings	17/1/18	Considered during advertising. The proposal will likely benefit from the referral to the DAC in terms of the City's Built Form Local Planning Policy No. 7.1.1 (LPP 7.1.1). DA lodged.
5.	No. 289-295 Vincent Street, Leederville	PTS Town Planning and Max Weston Architects	9 Storey Multiple Dwelling Development	7/2/18	Pre-lodgement presentation. For the DAC to consider the changes made by the applicant in response to the previous DAC comments and recommendations of 18 October 2017. No DA lodged.
6.	No. 212 Carr Place, Leederville	Carrier and Postmus Architects	Five Storey Mixed Use Development	7/2/18	Pre-lodgement presentation. For the DAC to consider the changes made by the applicant in response to the previous DAC comments and recommendations of 22 November 2017. No DA lodged.
7.	No. 48 Milton Street, Mt Hawthorn	Mark Anthony Design	Five Grouped Dwellings	7/2/18	Considered during advertising. The proposal will likely benefit from the referral to the DAC in terms of the City's Built Form Local Planning Policy No. 7.1.1 (LPP 7.1.1). DA Lodged.

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**INFORMATION BULLETIN****CITY OF VINCENT****REGISTER OF PETITIONS - PROGRESS REPORT – MARCH 2018****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
DE:	Director Engineering

**NO OUTSTANDING PETITIONS AS AT 1 MARCH 2018**



# INFORMATION BULLETIN



CITY OF VINCENT

## REGISTER OF NOTICES OF MOTION - PROGRESS REPORT – MARCH 2018

**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  
DE: Director Engineering

Details	Action Officer	Comment
<b>6 February 2018 – Submitted by Cr Loden</b>		
Higher Order Waste Management, by March 2018	DE	An Information Bulletin will be provided as part of the March 2018 Council Meeting Agenda.
<b>12 December 2017 – Submitted by Cr Topelberg</b>		
Information regarding Verge Tree Removal	DE	<b>Completed.</b> Information Bulletin to be presented to Council on a monthly basis from February 2018 and will include all tree removal requests and the outcome of each request.
<b>12 December 2017 – Submitted by Cr Topelberg</b>		
Review and Assessment of the City's Building Assets, by March 2018	DE	The Asset Management Plan is under development, it would be premature to present now, therefore Administration will update Council in May 2018.
<b>22 August 2017 – Submitted by Cr Hallett</b>		
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.
<b>22 August 2017 – Submitted by Cr Gontaszewski</b>		
Strategies to Improve participation and Accessibility by Women and Girls at City of Vincent Sportsground and Associated facilities, by October 2017	DCE	Participation and performance targets now being implemented through the new Sportsground Fees and Charges adopted at the Council Meeting in October 2017. Sporting Club Health Checks now received from all sporting clubs to enable establishment of baseline data. Proposed additional strategies to be communicated to Council in March 2018.
<b>30 May 2017 – Submitted by Cr Loden</b>		
Asset Utilisation, report by February 2018	DCE/DE	Asset utilisation information has been prepared. Response to this Notice of Motion to be consolidated with the 'Review and Assessment of the City's Building Assets' and presented to Council in March 2018.
<b>5 April 2016 – Submitted by Cr Harley/Cr Cole</b>		
Request for a new Plan for Axford Park, by July 2016	DE/DDS	Council adopted an amount of \$200,000 in the 2017/18 Budget. The Request for Quotation (RFQ) was advertised between 11 January 2018 and 30 January 2018. Administration will now review the quotes and appoint a suitable consultant.
<b>8 March 2016 – Submitted by former Mayor Carey/Cr Cole</b>		
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.

Details	Action Officer	Comment
<b>27 October 2015 – Submitted by former Mayor Carey</b>		
Review of Laws, Policies and Practices relating to the impact of construction activity, on the public realm, by May 2016	DE/ 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 – MARCH 2018

**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  
DCorpS: Director Corporate Services  
DDS: Director Development Services  
DE: Director Engineering

Item	Report Details	Action Officer	Comments
<b><u>Council Meeting – 6 February 2018</u></b>			
9.1	Making of the Fencing Amendment Local Law 2017	DCorpS	The Local Law will be gazetted and advertised in line with legislative requirements.
11.3	Adoption of the Standing Orders Amendment Local Law 2017	DCorpS	Proposed amendment prepared and presented to Council Workshop held on 13 February 2018.
11.4	Drainage Easement to benefit of Water Corporation – Robertson Park, 176 Fitzgerald Street, Perth	DCorpS	<b>Completed.</b> Water Corporation informed of Council's resolution.
11.5	Variation of lease to include additional artists as joint lessees - Halvorsen Hall, Robertson Park, 176 Fitzgerald Street, Perth	DCorpS	Variation of lease to be drafted.
11.6	Amendment to Terms of Reference - Audit Committee and Safer Vincent Crime Prevention Partnership	DCorpS	<b>Completed.</b> 8 February 2018
<b><u>Council Meeting – 12 December 2017</u></b>			
9.9	Amendment to Policy No. 7.5.15 – Character Retention and Heritage Areas	DDS	The adopted Policy which includes Harley Street as a Heritage Area was published on 16 December 2017. Administration notified landowners and the State Heritage Office of the Harley Street Heritage Area designation on 21 December 2017. Administration invited public comment on the proposed Janet Street Heritage Area, Carr Street Character Retention Area and the proposed amendment to the Policy between 16 December 2017 and 2 February 2018.
11.1	City of Vincent Code of Conduct Review	DCorpS	<b>Completed.</b> 5 February 2018.
11.2	Amended Purchasing Policy 1.2.3	DCorpS	Further report to be presented to OMC 6 March 2018.
12.1	Adoption of the Parking and Parking Facilities Amendment Local Law 2017	DCE	The adopted local law was published in the general addition of the Local Government Gazette 9 January 2018. Explanatory material is currently being compiled and will be submitted in accordance with s3.12(7) <i>Local Government Act 1995</i> .
13.1	Audit Committee Minutes and Annual Financial Report 2016/2017	DCorpS	<b>Completed.</b> 2 February 2018.
18.1	Confidential Report: Rates on Small Tenancies	DCorpS	Decision communicated to applicant and reimbursement being actioned.
<b><u>Council Meeting – 14 November 2017</u></b>			
10.1	Hyde Park Oblong Turtle Population Study	DE	Approved, study to be continued and funding allocated annually as per Council decision.
10.3	Safe Active Streets – Bike Boulevard Progress Report Three	DE	<b>Completed.</b> Refer OMC 6 February 2018 (Item 10.1).

Item	Report Details	Action Officer	Comments
12.1	Loftus Community centre – request for Waiver and Write-Off of Fees	DCE	Loftus Community Centre has finalised the required payments as per the Council resolution. Organisational review and community group health check to be provided no later than 23 February 2018. A meeting was held between Administration and reps from LCC on 7 February to review the draft business plan for the centre and provide feedback working towards the 23 February deadline.
12.2	Manna Inc – Review of the Use of Weld Square for the Provision of Free meal Services for the Homeless	DCE	With the proposed new Homelessness Forum facilitated by John Carey's office, this matter will be workshopped at the inaugural meeting to be held on 20 February. Following this, Administration will determine if a further meeting is required to look at a possible consolidated approach to service delivery at Weld Square.
12.4	Floreat Athena Football Club – Litis Stadium Master Plan	DCE	New lease provided to Floreat Athena Football Club for their review and execution. Working Group including Football West and Department Local Government, Sport and Cultural Industries representatives to be formed in 2018 to progress initiatives as per the Council resolution.
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.
<b>Council Meeting – 17 October 2017</b>			
10.1	Hyde Street Reserve – Proposed Extension	DE	Works in progress to be completed by 31 March 2018.
11.2	Lease of 4 View Street, North Perth to Multicultural Services Centre of WA	DCorPS	Lease provided for execution.
11.3	Termination of Lease and options for future use – 245 (Lot 245) Vincent Street, Leederville	DCorPS	Residential tenant secured. City preparing EOI for future use.
11.4	Lease to Axicom Pty Ltd for telecommunications purposes – Lot 9023 Marmion Venue, Clarkson (Tamala Park)	DCorPS	Delegated Authority has been obtained from CEO. Waiting for lease to be finalised for execution.
<b>Council Meeting – 19 September 2017</b>			
9.9	Review of Policy No. 4.2.13 – Design Advisory Committee	DDS	Administration has notified 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	<i>Superseded by Item 9.1 at OMC 6 February 2018.</i>
9.11	Relocation of the Leederville Town Centre Taxi Zone	DDS	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 was completed in January 2018. Administration met with ride share operators Uber on 1 February 2018 and will continue to negotiate and enter into an appropriate written agreement with them and other 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 detail of the Taxi zone changes as they occur in early 2018. And throughout the trial as required by Council's resolution. A report will be presented to Council in late 2018 following the implementation of the trial.
10.1	Replacement Electric Bike – Vincent Community Bike Library	DE	Electric bike has been purchased and the amendment to the City's Fees and Charges is currently open for public comment.
11.5	Standing Orders Amendment Local Law 2017	DCorPS	<i>Superseded by Item 11.3 at OMC 6 February 2018.</i>

Item	Report Details	Action Officer	Comments
<b><u>Council Meeting – 22 August 2017</u></b>			
11.3	Licence for use of land comprising portion of bike path – Swan River, Under Windan Bridge, East Perth	D CorpS	City has executed licence. Waiting on fully executed copy for safekeeping.
11.4	Dedication of spite strip (pedestrian footpath) as road – Lot 151, 62 Robinson Ave, Perth	D CorpS	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.
<b><u>Council Meeting – 25 July 2017</u></b>			
9.2	North Perth Town Centre Public Open Space	DDS	The City has entered into a funding agreement with the State Government represented by the Department of Planning, Lands and Heritage in order to receive grant funds of \$250,000 (ex GST). Administration released a tender for a qualified consultant to design, documents and project manage the North Perth Common project which closed 15 December 2018. Administration will now review the tender responses and appoint the successful tenderer. 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. 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.
9.3	North Perth Town Centre Parking Restrictions – Leake Street (between Alma Road and View Street)	DDS	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. 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.
13.2	Community Budget Submissions 2017/2018	CEO	Being actioned as per Council Recommendation.
<b><u>Council Meeting – 27 June 2017</u></b>			
9.4	Proposed Amended Parking Restrictions – Mount Hawthorn Town Centre	DDS	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 are issuing fines for any illegal parking. Rangers have appointed a consultant to conduct a review of the new parking restrictions and a report will be presented back to Council in 2018.
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.
10.3	Beatty Park Leisure Centre – Remedial Works	DE	Works will be ongoing over the next 12 months.
12.1	No. 34 (Lot 1) Cheriton Street, Perth – Progress Report No. 8	DCE	Administration continues to liaise with the Department of Planning, Lands and Heritage regarding excusing of the Norwood Community Garden (agreed in principle). Management of the remainder of the Lot to then be handed back to the Department.

Item	Report Details	Action Officer	Comments
12.3	Public Open Space Strategy	DCE	Public Open Space Strategy Project Scope discussed at Council Workshop on 21 November 2017 with Consultancy Brief now finalised for Request for Quotations.
<b><u>Council Meeting – 30 May 2017</u></b>			
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.
10.1	Water Corporation – Long Term Water Main Replacement Program within the City of Vincent	DE	Currently works completed, awaiting 2018/19 program to assess future impact.
12.5	Perth Parking Levy	DCE	Interim assessment of parking bays within the Perth Parking Management Area communicated to Council Members in November 2018. Report being finalised for presentation to Council in February/March 2018.
<b><u>Council Meeting – 7 March 2017</u></b>			
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 came 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. Rangers have conducted a review of the new parking restrictions and a report will be presented back to Council in 2018.
9.3.5	Review of City of Vincent Local Laws under Section 3.16 of the Local Government Act 1995 (SC2688)	DDS	Health; Property; and Trading in Public Places Local Laws to be reported back to Council in 2018.
<b><u>Council Meeting – 7 February 2017</u></b>			
9.2.4	Charles Veryard Reserve – Installation of Dog Exercise Area Fencing (Full Enclosure)	DE	Report to OMC 6 March 2018. Works to be completed in April 2018.
<b><u>Council Meeting – 13 December 2016</u></b>			
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. The Policy provisions were considered at the Statutory Planning Committee meeting on 12 December 2017 and the City was notified of the WAPC's decision on 9 January 2018. Administration is now reviewing the decision and will prepare an amendment to the Built Form Policy in relation to these modifications for Council's consideration. Administration will review the heights in the Claisebrook area as a result of the Minister's decision on Local Planning Scheme 2.
<b><u>Council Meeting – 15 November 2016</u></b>			
9.3.8	Leederville Gardens Retirement Village – Village Manager (SC313 & SC308)	DCorPS	Presentation made to Leederville Gardens Board Meeting held on 15 February 2018.

Item	Report Details	Action Officer	Comments
<b>Council Meeting – 18 October 2016</b>			
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 2018.
9.2.1	Proposed Safety Improvement at the Intersection of Walcott and Beaufort Streets, Mount Lawley (SC686, SC986)	DE	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)	DE	Community consultation to be undertaken in conjunction with North Perth Parking Review.
<b>Council Meeting – 23 August 2016</b>			
9.2.3	Proposed 40kph Area Wide Speed Zone Trial – South Vincent Progress Report No 2 (SC466)	DE	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)	DE	Partially completed, speed humps to be installed in first quarter of 2018.
9.2.5	Proposed Parking Restriction Trial – Chelmsford Road, Leake Street and Grosvenor Road, North Perth (SC738, SC850, SC811, SC1201)	DE	Community consultation to be undertaken in conjunction with North Perth Parking Review.
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.
<b>Council Meeting – 28 June 2016</b>			
9.3.5	Lease of No. 4 Broome Street, Highgate to Minister for Education – Highgate Pre-Primary (Little Citizens) (SC591)	DCorPS	Have requested meeting with Department. Awaiting response.
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.
<b>Council Meeting – 5 April 2016</b>			
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 has prepared the new 'self-assessment' system for Trading in Public Places Local Law permits and this system will go live in early 2018. The outcomes and results of this system will inform future amendments to the Local Law to identify further efficiencies. These amendments will be presented to Council in 2018.
<b>Council Meeting – 8 March 2016</b>			
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.
<b>Council Meeting – 27 October 2015</b>			
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.
<b>Council Meeting – 22 September 2015</b>			
9.5.3	Review of Advisory and Working Groups and Committees, <i>specifically</i> : <ul style="list-style-type: none"> <li>Draft Policy for establishment and operation of a new Community Engagement Panel</li> </ul>	DCE	Formation of the Community Engagement Panel (CEP) was established in September 2017 and formed part of the City's Strategic Community Plan (SCP) community engagement process. Draft Policy to underpin operation of the Panel currently being progressed.
<b>Council Meeting – 20 January 2015</b>			
9.3.4	Lease for Margaret Kindergarten – No 45 (Lot 10349 D/P: Swan L), Richmond Street, Leederville (SC351/SC589)	DCorPS	Have requested a meeting with Department. Awaiting response.

Item	Report Details	Action Officer	Comments
<b><u>Council Meeting – 18 November 2014</u></b>			
9.1.4	Car Parking Strategy Implementation – Progress Report No. 1 (PRO0084/SC1345)	DDS/ DE/ 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>
<b><u>Council Meeting – 21 October 2014</u></b>			
9.3.5	Lease for Tuart Hill Cricket Club Inc, Modernians Hockey Club Inc and Cardinals Junior Football Club – Lease of Premises at Charles Veryard Reserve Pavilion and Turf Wickets, Bourke Street, North Perth (SC351)	DCorpS	Administration continues to liaise with the Mt Hawthorn Cardinals Junior Football Club regarding their proposed use of the Charles Veryard Reserve Pavilion. It is expected that a new Lease for the Pavilion will be finalised in the first quarter of 2018.
<b><u>Council Meeting – 7 October 2014</u></b>			
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 the outcomes and recommendations included within the Tennis West Strategic Facilities Plan.
<b><u>Council Meeting – 23 September 2014</u></b>			
9.3.6	Lease for Leederville Tennis Club – Lease of premises at 150 Richmond Street, Leederville (SC351 & PR25077)	DCorpS	No further action pending the outcomes and recommendations included within the Tennis West Strategic Facilities Plan.
<b><u>Council Meeting – 27 May 2014</u></b>			
9.3.4	LATE ITEM: East Perth Football Club and Subiaco Football Club Lease additional space at Medibank Stadium	DCorpS	Variation of lease documents ongoing. Outstanding lease payments being resolved with both Clubs. City Officers to meet to finalise outstanding costs and variation of lease.
<b><u>Council Meeting – 12 February 2013</u></b>			
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	DE	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)	DE	Still awaiting further advice from Department of Lands.

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

Nil

**11      REPRESENTATION ON COMMITTEES AND PUBLIC BODIES**

**12      CLOSURE**