



## 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>Council Meeting – 6 February 2018</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>Council Meeting – 12 December 2017</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>Council Meeting – 14 November 2017</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).

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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	DCorpS	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	DCorpS	Department of Planning has provided comments. Submitted request to Minister.
12.1	Petition for a Multipurpose Court at Birdwood Square, Perth	DCE	Director Community Engagement has met with lead petitioner to discuss Council Resolution and Public Open Space Strategy.
<b><u>Council Meeting – 25 July 2017</u></b>			
9.2	North Perth Town Centre Public Open Space	DDS	<p>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).</p> <p>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.</p> <p>Administration listed a project to prepare an urban design concept for View Street Car Park and surrounds in the Corporate Business Plan 2017/18 which was adopted by Council on 25 July 2017. Administration sent letters to North Perth Local and all residents, landowners and businesses within 500 metres of the endorsed public open space location notifying them of Council's decision on 18 August 2017. Letters were also dropped to local businesses in the North Perth Town Centre on 22 August 2017. Community members that submitted a response during the consultation period did not provide contact details so these individuals are not able to be notified.</p>
9.3	North Perth Town Centre Parking Restrictions – Leake Street (between Alma Road and View Street)	DDS	<p>Administration has notified residents, landowners and business owners identified in the Consultation Map provided in Attachment 1 of the report of Council's decision on Leake Street.</p> <p>Administration will also ensure that no changes to the parking restrictions on Grosvenor Road (between Fitzgerald Street and Leake Street) are implemented until the City has engaged with affected residents on the outcomes of the parking restriction trial adopted by Council on 23 August 2016 and presented a further report to Council to consider these outcomes.</p>
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	<p>Administration has now completed the installation of the new parking restrictions including sending letters to affected landowners and businesses, installing parking signage and line marking. The enforcement caution period is now complete and the City's Rangers are issuing fines for any illegal parking.</p> <p>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.</p>
9.5	Submission to WALGA – Third Party Appeal Rights in Planning	DDS	Administration has forwarded its submission to WALGA and is drafting letters to be sent to the Minister for Planning and Attorney General advising of the City's position.
10.3	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.

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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 conduct 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><u>Council Meeting – 18 October 2016</u></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><u>Council Meeting – 23 August 2016</u></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><u>Council Meeting – 28 June 2016</u></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><u>Council Meeting – 5 April 2016</u></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><u>Council Meeting – 8 March 2016</u></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><u>Council Meeting – 27 October 2015</u></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><u>Council Meeting – 22 September 2015</u></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><u>Council Meeting – 20 January 2015</u></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.