CITY OF VINCENT

AGENDA

Council Briefing

21 May 2019

Time: **6.30pm**

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

David MacLennan
Chief Executive Officer

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The City of Vincent Local Law Relating to Meeting Procedures 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 and the suburb in which they reside or, where a member of the public is representing the interests of a business, the suburb in which that business is located and Agenda Item number (if known).
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.

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- 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, Property and Contracts on 9273 6038.

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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 NO. 147-149 (LOT: 500; D/P: 77320) BRISBANE STREET, PERTH - PROPOSED CHANGE OF USE FROM OFFICE TO MULTIPLE DWELLINGS AND UNLISTED USE (SHORT-STAY ACCOMMODATION)

TRIM Ref: D19/61771

Author: Clair Morrison, Urban Planner

Authoriser: John Corbellini, Executive Director Development Services

Ward: South Ward

Attachments:
1. Attachment 1 - Consultation and Location Plan
2. Attachment 2 - Development Plans
3. Attachment 3 - Written Submission and Justification
4. Attachment 4 - Temporary Accommodation Management Plan

RECOMMENDATION:

That Council, in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, REFUSES the application for Change of Use from Office to Multiple Dwellings and Unlisted Use (Short-Stay Accommodation) at No. 147-149 (Lot: 500; D/P: 77320) Brisbane Street, Perth, in accordance with the plans shown in Attachment 2, for the following reasons:

1. **The proposal does not meet the Element Objectives of Clause 4.13 of State Planning Policy 7.3 Residential Design Codes Volume 2 – Apartments relating to Adaptive Reuse given the proposed dwellings do not provide good amenity for residents, based on the non-compliances of the below Element Objectives;**

2. **The proposal does not meet the Element Objectives of Clause 3.3 of State Planning Policy 7.3 Residential Design Codes Volume 2 – Apartments relating to Tree Canopy and Deep Soil Areas, as there is no alternative landscaping infrastructure proposed that provides landscape amenity to residents;**

3. **The proposal does not meet the Element Objectives of Clause 3.4 of State Planning Policy 7.3 Residential Design Codes Volume 2 – Apartments relating to Communal Open Space, given:**

   3.1 **The size, orientation and location of the communal open space does not allow for functional use of the space or adequate provision of landscape or recreational amenity for residents;**

   3.2 **The size, orientation and location of the communal open space does not allow adequate recreational amenity for residents to utilise the space or interact;**

4. **The proposal does not meet the Element Objectives of Clause 3.9 of State Planning Policy 7.3 Residential Design Codes Volume 2 – Apartments relating to Car and Bicycle Facilities as the application does not provide adequate, useable bicycle facilities for residents;**

5. **The proposal does not meet the Element Objectives of Clause 4.1 and Clause 4.3 of State Planning Policy 7.3 Residential Design Codes Volume 2 – Apartments relating to Orientation and Size and Layout of Dwelling, given:**

   5.1 **The layout of the proposed dwellings do not respond to the orientation of the development to allow for adequate daylight access and natural ventilation throughout the development and to habitable rooms;**

5.2 The layout and space provided for the proposed dwellings are not functional for residents or adequately accommodate furniture or personal goods of the expected household;

6. The proposal does not meet the Element Objectives of Clause 4.4 of State Planning Policy 7.3 Residential Design Codes Volume 2 – Apartments relating to Private Open Space and Balconies, given:

6.1 Apartments two and four do not have any allocated private open space; and

6.2 The proposed balcony of apartment one is not of a size that can be used as open space and does not enhance the liveability or residential amenity for residents;

7. The proposal does not meet the Element Objectives of Clause 4.7 of State Planning Policy 7.3 Residential Design Codes Volume 2 – Apartments relating to Managing the Impact of Noise, given:

7.1 The layout of the communal open space and sole living area for the proposed dwellings do not provide appropriate acoustic privacy; and

7.2 There has not been any provision of acoustic treatment within and between dwellings to reduce noise transmission between the communal open space and habitable rooms; and

8. The proposal does not meet the Element Objectives of Clause 4.9 of State Planning Policy 7.3 Residential Design Codes Volume 2 – Apartments relating to Universal Access as the entrances and design of public space does not provide universally accessible pedestrian access to the proposed dwellings.

PURPOSE OF REPORT:

To consider an application for development approval for change of use from Office to Multiple Dwellings and Unlisted Use (Short Term Accommodation) at No. 147-149 Brisbane Street, Perth.

PROPOSAL:

The application proposes a change of use of four existing Office tenancies to three Dwellings (Multiple) and one Unlisted Use (Short Term Accommodation) for the first floor tenancies at No. 147-149 Brisbane Street, Perth. The application also proposes internal works to these tenancies to facilitate the change of use as well as external modifications to the most eastern upper floor tenancy to enclose the existing walkway and add a balcony to the south.

BACKGROUND:

Landowner:	Thi Chet Quach
Applicant:	Urbanista Town Planning
Date of Application:	7 September 2018
Zoning:	MRS: Urban LPS2: Zone: District Centre R Code: R-AC3
Built Form Area:	Town Centre
Existing Land Use:	Office
Proposed Use Class:	Dwellings (Multiple) 'D' Unlisted Use (Short Term Accommodation)
Lot Area:	607m²
Right of Way (ROW):	No
Heritage List:	No

The subject site is zoned District Centre under the City of Vincent Local Planning Scheme No. 2 (LPS2) and currently comprises of a two storey commercial development, with an undercroft car parking area which is accessible from Brisbane Place. The current commercial tenancies consist of four offices, two shops, one

café and one vacant premise. The subject site is bound by Brisbane Street to the north, Brisbane Place to the east, commercial development to the west and a single house to the south. The adjoining lots, to the east and south, are zoned District Centre. The lots adjacent to Brisbane Place are zoned Mixed Use and Residential, with a density coding of R80 and R50, respectively. A location plan can be found in **Attachment 1**.

DETAILS:

Summary Assessment

The Element Objectives of the State Planning Policy 7.3 Residential Design Codes Volume 2 – Apartments (R Codes Volume 2 – Apartments) that are not met are as follows:

Orientation	
Element Objectives	**Proposal**
R Codes Volume 2 – Apartments Clause 3.2 **O3.2.1** Building layouts respond to the streetscape, topography and site attributes while optimising solar and daylight access within the development.	The proposed layout of the dwellings does not optimise solar access to living areas given all proposed living areas are southfacing.
Tree Canopy and Deep Soil Areas	
Element Objective	**Proposal**
R Codes Volume 2 – Apartments Clause 3.3 **O3.3.3** Development includes deep soil areas or other infrastructure to support planting on structures with sufficient area and volume to sustain healthy plant and tree growth.	The proposal does not include any new trees, deep soil areas or alternative landscape infrastructure to mitigate the existing nil deep soil areas and canopy cover on-site.
Communal Open Space	
Element Objective	**Proposal**
R Codes Volume 2 – Apartments Clause 3.4 **O3.4.1** Provision of quality communal open space that enhances resident amenity and provides opportunities for landscaping, tree retention and deep soil areas. **O3.4.2** Communal open space is safe, universally accessible and provides high level of amenity for residents. **O3.4.3** Communal open space is designed and oriented to minimise impacts on the habitable rooms and private open space within the site and of neighbouring properties.	The proposed communal open space does not provide any landscape amenity or access to an adequate amount of direct solar access during the winter solstice. The proposed communal open space does not provide any recreational amenity or facilities. The proposed communal open space is abutting the living areas and habitable rooms of the proposed apartments, exacerbating the noise of these spaces on the private habitable rooms.
Pedestrian Access and Entries	
Element Objectives	**Proposal**
R Codes Volume 2 – Apartments Clause 3.7 **O3.7.1** Entries and pathways are universally accessible, easy to identify and safe for residents and visitors.	Pedestrian access (existing stairwell) is accessible through a wrought iron gate on Brisbane Place. The pedestrian entrance is not protected from the weather and does not provide universal access to the proposed dwellings given the only access is via stairs.

Car and Bicycle Facilities	
Element Objectives	**Proposal**
R Codes Volume 2 – Apartments Clause 3.9 **O3.9.1** Parking and facilities are provided for cyclists and other modes of transport.	The proposed bicycle facilities are not accessible via a continuous path of travel from the entry point, are obstructed by car parking bays and are not designed to be useable for residents.
Solar Access and Daylight	
Element Objectives	**Proposal**
R Codes Volume 2 – Apartments Clause 4.1 **O4.1.1** In climate zones 4, 5 and 6: the development is sited and designed to optimise the number of dwellings receiving winter sunlight to private open space and via windows to habitable rooms.	The proposal does not allow for direct solar access to the proposed living areas or private and communal open spaces. There are a number of habitable rooms that do not have access to any direct or passive sunlight.
Natural Ventilation	
Element Objectives	**Proposal**
R Codes Volume 2 – Apartments Clause 4.2 **O4.2.2** Individual dwellings are designed to optimise natural ventilation of habitable rooms.	The proposal incorporates a number of habitable rooms that do not have two openings to allow for natural ventilation. In lieu of this, the applicant proposes artificial lighting and mechanical ventilation.
Size and Layout of Dwellings	
Element Objective	**Proposal**
R Codes Volume 2 – Apartments Clause 4.3 **O4.3.1** The internal size and layout of dwellings is functional with the ability to flexibly accommodate furniture settings and personal goods, appropriate to the expected household size.	The proposed apartment layout and size does not provide a functional area or adequate space to accommodate personal goods.
Private Open Space and Balconies	
Element Objective	**Proposal**
R Codes Volume 2 – Apartments Clause 4.4 **O4.4.1** Dwellings have good access to appropriately sized private open space that enhances residential amenity. **O4.4.2** Private open space is sited, oriented and designed to enhance liveability for residents. **O4.4.3** Private open space and balconies are integrated into the overall architectural form and detail of the building.	Proposed apartment one does not have an adequately sized balcony that would enhance residential amenity as it is southern facing and does not provide adequate space for furniture or use. Proposed apartments two, three and four do not have any private open space.

Circulation and Common Spaces	
Element Objectives	**Proposal**
R Codes Volume 2 – Apartments Clause 4.5 **O 4.5.1** Circulation spaces have adequate size and capacity to provide safe and convenient access for all residents and visitors. **O 4.5.2** Circulation and common spaces are attractive, have good amenity and support opportunities for social interaction between residents.	The proposal does not incorporate any safety measures or amenity for circulation areas and common spaces for residents and visitors. Circulation spaces, specifically stairwells, do not provide universal access to dwellings. Major openings from all living areas open onto circulation and common areas resulting in noise and privacy intrusion.
Storage	
Element Objectives	**Proposal**
R Codes Volume 2 – Apartments Clause 4.6 **O4.6.1** Well designed, functional and conveniently located storage is provided for each dwelling.	The proposed store rooms are located adjacent to car parking bays and are not conveniently located or functional for residents.
Managing the Impact of Noise	
Element Objectives	**Proposal**
R Codes Volume 2 – Apartments Clause 4.7 **O 4.7.1** The siting and layout of development minimises the impact of external noise sources and provides appropriate acoustic privacy to dwellings and on-site open space. **O 4.7.2** Acoustic treatments are used to reduce sound transfer within and between dwellings and to reduce noise transmission from external noise sources.	The proposed private internal living areas are located abutting the proposed communal open space and do not allow for acoustic privacy. There has been no information provided in relation to acoustic treatments that are used to reduce sound transfer within and between dwellings.
Universal Design	
Element Objectives	**Proposal**
R Codes Volume 2 – Apartments Clause 4.9 **O 4.9.1** Development includes dwellings with universal design features providing dwelling options for people living with disabilities or limited mobility and/or to facilitate ageing in place.	The proposed dwellings do not have universal access, given there are only stairwells leading up to the dwellings.
Façade Design	
Element Objectives	**Proposal**
R Codes Volume 2 – Apartments Clause 4.10 **O4.10.2** Building façades express internal functions and provide visual interest when viewed from the public realm.	The proposal does not incorporate new design elements that reflect the internal residential functions of the development.
Adaptive Reuse	
Element Objective	**Proposal**
R Codes Volume 2 – Apartments Clause 4.13 **O4.13.2** Residential dwellings within an adapted building provide good amenity for residents, generally in accordance with the requirements of this policy.	The proposal does not have provide good amenity for residents in accordance with the requirements of this policy.

Mixed Use	
Element Objectives	**Proposal**
R Codes Volume 2 – Apartments Clause 4.14 **O4.14.2** A safe and secure living environment for residents is maintained through the design and management of the impacts of non-residential uses such as noise, light, odour, traffic and waste.	The proposed residential use would be impacted by the non-residential uses, due to waste and odour. The applicant has not provided details relating to how these impacts would be managed.
Energy Efficiency	
Element Objectives	**Proposal**
R Codes Volume 2 – Apartments Clause 4.15 **O4.15.1** Reduce energy consumption and greenhouse gas emissions from the **development**.	No details have been provided in relation to energy efficiency initiatives. The proposal would require an Occupancy Permit prior to occupancy. During this process, the applicant would be required to demonstrate compliance with the National Construction Code in relation to energy efficiency.

CONSULTATION/ADVERTISING:

Community consultation was undertaken in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*, for a period of 21 days from 6 February 2019 and 26 February 2019. The method of consultation being 41 letters mailed to all owners and occupiers surrounding the site (as shown in **Attachment 1**), in accordance with the City's Policy No. 4.1.5 – Community Consultation.

At the conclusion of the community consultation period, no submissions were received.

Design Review Panel (DRP):

Referred to DRP: No

LEGAL/POLICY:

- *Planning and Development Act 2005;*
- *Planning and Development (Local Planning Schemes) Regulations 2015;*
- City of Vincent Local Planning Scheme No. 2;
- State Planning Policy 7.0 – Design of the Built Environment;
- State Planning Policy 7.3 – Residential Design Codes Volume 2 – Apartments;
- Policy No. 4.1.5 – Community Consultation; and
- Policy No. 7.4.5 – Temporary Accommodation.

On the 24 May 2019 State Planning Policy 7.3 Residential Design Codes Volume 2 – Apartments (R Codes Volume 2 – Apartments) was gazetted. R Codes Volume 2 – Apartments supersedes Part 6 of State Planning Policy 3.1 Residential Design Codes (R Codes). R Codes Volume 2 – Apartments provides comprehensive guidance for the development of multiple dwellings and focuses on improved design outcomes for apartments that are responsive and appropriate to the context and character of the site and locality. This is a performance based assessment and applicants are required to demonstrate that the design achieves the objectives of each design element as well as the overall objectives of the R Codes Volume 2.

Delegation to Determine Applications:

The application is being presented to Council for determination at the request of the applicant.

RISK MANAGEMENT IMPLICATIONS:

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:

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

Innovative and Accountable

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

COMMENTS:

R Codes Volume 2 – Apartments introduces a performance based assessment criteria. Applications for development approval need to demonstrate that the design achieves the objectives of each design element. The application has been assessed against the Element Objectives, where the design has not satisfied these requirements the proposal is required to be assessed against the 10 Design Principles set out in R Codes Volume 2 – Apartments.

1. Context and Character

Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.

The subject site is surrounded by single storey grouped and single dwellings and single storey commercial development. Adjacent to the west is a two-storey mixed use development with the residential component on the first floor. The proposed use does reflect the existing uses in the locality.

The application does not propose to change the street facing façade of the existing building on site. The existing development and the proposal itself does not provide any landscape amenity, or passive and/or active recreational facilities in the communal open spaces to satisfy the Element Objectives of Clause 3.3 Tree Canopy and Deep Soil Areas and Clause 3.4 Communal Open Space.

2. Landscape Quality

Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.

The proposal does not incorporate any alternative landscape approaches to mitigate the absence of deep soil areas and tree canopy, and provide amenity and enhance liveability for residents of the site. The proposal does not satisfy Clause 3.3 Tree Canopy and Deep Soil Areas or Clause 3.4 Communal Open Space, for the following reasons:

- The application does not include any alternative landscape infrastructure to provide amenity to residents; and
- The proposed communal open space does not include any landscape elements to enhance the quality and amenity of the space.

3. Built Form and Scale

Good design ensures that the massing and height of development is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.

The application is for a change of use to an existing building. All associated works are located within the existing built form. The application does not require assessment against this design principle.

4. Functionality and Built Form

Good design meets the needs of users efficiently and effectively, balancing functional requirements to perform well and deliver optimum benefit over the full life-cycle.

The proposal does not meet this design principle for the following reasons:

- The proposed residential store rooms are not consistent with the Element Objectives of Clause 4.6 Storage as they are not functional or conveniently located. The store rooms are located in the car parking area, adjacent to car parking bays that are allocated to the ground floor commercial tenancies. Access to and use of these store rooms is dependent on the vacancy of these car parking bays.
- The bicycle bay storage areas do not satisfy the Element Objectives of Clause 3.9 Car and Bicycle Facilities as they do not comply with Australian Standard 2890.3 Bicycle Facilities. One of the two bicycle storage areas is located in the car parking area, adjacent to car parking bays that are allocated to the ground floor commercial tenancies. No aisle is provided allowing for adequate access and use of this area and so access is dependent on the vacancy of these car parking bays. The second bicycle storage area is external to the fenced car parking area.
- The proposed communal open space does not satisfy the Element Objectives of Clause 3.4 as the size, southern orientation and shared nature of the communal space (both with the communal circulation area and proposed fire safety facilities) means that the communal space does not provide a high level of quality and functionality for residents.
- The proposed communal open space does not satisfy the Element Objectives of Clause 4.7 as the location of the communal open space abutting the proposed living areas of the adjoining dwellings impacts these spaces in terms of noise and privacy and the application does not provide any acoustic treatments to reduce noise transmission into these dwellings, reducing the functionality of these spaces.
- The size, location and circulation of the internal spaces are not functional as the internal layout cannot accommodate flexible use and furniture settings and is not appropriate to the expected household size.

5. Sustainability

Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.

The proposal does not meet this design principle for the following reasons:

- The proposal does not meet the Element Objectives of Clause 4.1 relating to solar access and daylight as the proposed living areas and outdoor living areas have no direct natural sunlight due to their small size and southern orientation, no direct sunlight and little borrowed light is provided to the living rooms and the rooms shown as ‘Study’ have no windows and given their sizes could be used as habitable rooms.
- The proposal does not meet the Element Objectives of Clause 4.2 relating to natural ventilation or 4.3 relating to the internal layout the proposed dwellings.
- The proposal is not consistent with the Element Objectives relating to Clause 3.9 Car and Bicycle Facilities given the proposed bicycle storage areas are not accessible, functional or useable at any time for the residents.

6. Amenity

Good design provides successful places that offer a variety of uses and activities while optimising internal and external amenity for occupants, visitors and neighbours, providing environments that are comfortable, productive and healthy.

The ground floor tenancies consist of a restaurant and two shops (Grocer and Butcher), and one vacant tenancy. The proposal does not meet this design principle for the following reasons:

- The proposal does not satisfy the Element Objectives of Clause 4.14 relating to Mixed Use Development as the existing bin store for the commercial component of the proposed mixed use development is located directly below the proposed communal open space and would be detrimental to the amenity of the proposed communal open space. The applicant has not provided information relating to the management of odour from the commercial bin store.
- The proposal does not satisfy the Element Objectives of Clause 3.3 Tree Canopy and Deep Soil Areas as there is no landscape infrastructure proposed to support vegetation to contribute to the amenity of residents.
- The proposal does not satisfy the Element Objectives of Clause 3.4 Communal Open Space as the proposed communal open space and circulation is located abutting the only living areas for each dwelling, which exacerbates the level of noise from the public space. This limits the amount of privacy to the habitable rooms, given the location of the major openings and entry doors, and the level of comfort, visual privacy and noise privacy into and from these communal areas due to noise and light spillage.
- The proposal does not satisfy the Element Objectives of Clause 4.3 Size and Layout of Dwellings as the size and shape of the bedrooms proposed in apartments one and four are small in scale and irregular in shape, limiting the furniture layout and use of the rooms. The proposed bedrooms would not provide a comfortable space for the expected resident and does not reflect the design principle in relation to amenity.
- The proposal does not satisfy the Element Objectives of Clause 4.4 Private Open Space and Balconies as it does not provide access to private open space for proposed apartments two and four and the proposed balcony to apartment one is not considered to be a useable private open space given:
    - The proposed length, width and area is not of appropriate, useable size;
    - The proposed balcony is southern orientated;
    - There is no access that can allow for use in conjunction with a habitable room; and
    - It is southern facing and not open to direct sunlight, reducing liveability and enjoyment to residents.
- The proposal does not satisfy the Element Objectives of Clause 4.13 Adaptive Reuse.
- The proposal does not satisfy the Element Objectives of Clause 4.14 Mixed Use the proposal does not.

7. Legibility

Good design results in buildings and places that are legible, with clear connections and easily identifiable elements to help people find their way around.

The proposal is considered to meet the requirements of this design principle as:

- The proposal is small in scale, with two clear direct points of access, being the existing stairwells and an access ramp from the car parking area to the ground floor;
- The pedestrian access from the public realm is located on Brisbane Place and is accessed from a wrought iron gate. There is limited opportunity for the pedestrian entrance to provide a more attractive and connected façade to the public domain;
- The existing access points are legible from the car parking area; and
- There is one clear vehicle access point and clear pedestrian pathways from the car parking areas to the pedestrian access points.

8. Safety

Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.

The proposal does not satisfy the design principle relating to safety as it is not consistent with the Element Objectives of Clause 3.7 Pedestrian Access and Entries and Clause 4.9 Universal Access for the following reasons:

- The built form is existing and was designed based on commercial land uses;
- There is no passive surveillance onto to the existing stairwells being the main pedestrian access point; and
- There is minimal passive surveillance of the car parking area and access ramp.

9. Community

Good design responds to local community needs as well as the wider social context, providing buildings and spaces that support a diverse range of people and facilitate social interaction.

The amenity of the proposed communal open space does not satisfy this design principle as Element Objectives of Clause 3.4 Communal Open Space or Clause 4.13 Adaptive Reuse Design WA are not met for the following reasons:

- The application does not propose any contributing amenity items to the communal open space, such as landscaping, recreational facilities or cooking facilities;
- It is unlikely that the proposed communal open space would be utilised by residents, reducing the opportunity for interaction between residents; and
- There is limited opportunity for active use of the proposed communal open space, given the size and access to dwellings.

10. Aesthetics

Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.

The proposal is for adaptive reuse of existing commercial development and proposes internal works. There is no external works proposed that would impact on the exterior design and aesthetics of the development.

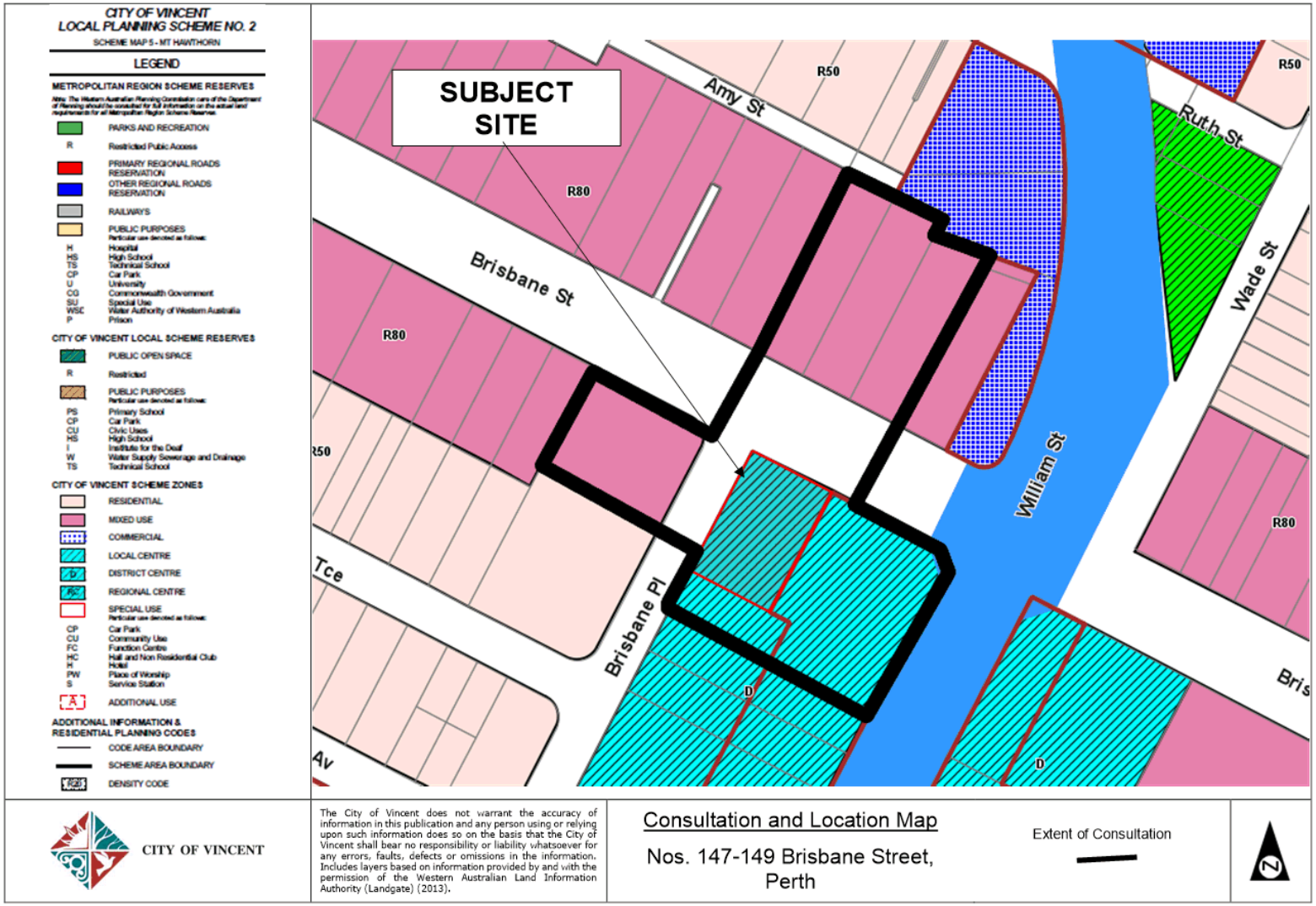
Temporary Accommodation

The proposal includes one short-term accommodation dwelling. The subject site is located close to public open space, a variety of commercial and retail uses and public transport.

The Management Plan has been assessed against the City's Policy No. 7.4.5 – Temporary Accommodation and proposes:

- To control noise and other disturbances through a code of conduct, payment of bond and provision of specialised landlords insurance to respond to any damage caused by any other disturbances; and
- A complaints management procedure that provides the contact details, including phone number and email address, of the property manager which is to be contactable at all times, to all other tenants and owners on the subject site.

The management plan is not sufficient to protect the amenity of the permanent residents in the complex, particularly given the location of the communal open space adjoining the only living areas of the dwellings.


CITY OF VINCENT
LOCAL PLANNING SCHEME NO. 2
SCHEME MAP 5 - MT HAWTHORN
LEGEND
METROPOLITAN REGION SCHEME RESERVES
PARKS AND RECREATION
Restricted Public Access
PRIMARY REGIONAL ROADS RESERVATION
OTHER REGIONAL ROADS RESERVATION
RAILWAYS
PUBLIC PURPOSES
H Hospital
HS High School
TS Technical School
CP Car Park
U University
CG Commonwealth Government
SU Special Use
WSC Water Authority of Western Australia
P Prison
CITY OF VINCENT LOCAL SCHEME RESERVES
PUBLIC OPEN SPACE
Restricted
PUBLIC PURPOSES
PS Primary School
CP Car Park
CU Civic Uses
HS High School
I Institute for the Deaf
W Water Supply Sewerage and Drainage
TS Technical School
CITY OF VINCENT SCHEME ZONES
RESIDENTIAL
MIXED USE
COMMERCIAL
LOCAL CENTRE
DISTRICT CENTRE
REGIONAL CENTRE
SPECIAL USE
CP Car Park
CU Community Use
FC Function Centre
HC Hall and Non Residential Club
H Hotel
PW Place of Worship
S Service Station
ADDITIONAL USE
ADDITIONAL INFORMATION & RESIDENTIAL PLANNING CODES
CODE AREA BOUNDARY
SCHEME AREA BOUNDARY
DENSITY CODE
SUBJECT SITE
Amy St
R50
Ruth St
R50
R80
Brisbane St
R80
Wade St
William St
R80
R50
Tce
Brisbane Pl
D
D
Bris
Av
CITY OF VINCENT
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Consultation and Location Map
Nos. 147-149 Brisbane Street, Perth
Extent of Consultation
N



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Nos. 147-149 Brisbane Street, Perth

Amended Plan

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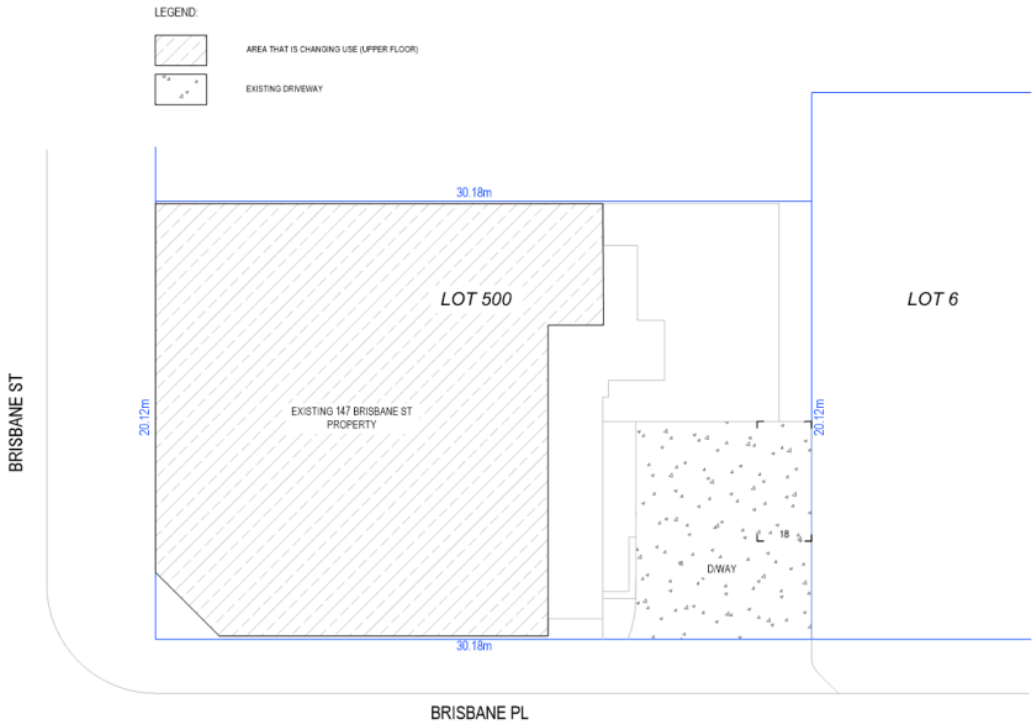
23 April 2019



EXISTING SITE PLAN
1:200

REV	REVISION DETAILS	BY	DATE
B	RE-APPLICATION COUNCIL COMMENTS	DM	29.11.18
A	CHANGE OF USE APPLICATION	DM	16.08.18

CLIENT DETAILS
QUACH THI GHET

PROJECT DETAILS
147 BRISBANE ST
PERTH

DRAWING TITLE
01 EXISTING SITE PLAN

DRAWN
DM

SHEET
1 OF 5

DATE DRAWN	DRAWING SCALE	SHEET SIZE
16.08.18	1:200	A3

PROJECT NUMBER	DRAWING NUMBER	REVISION
-	01	A

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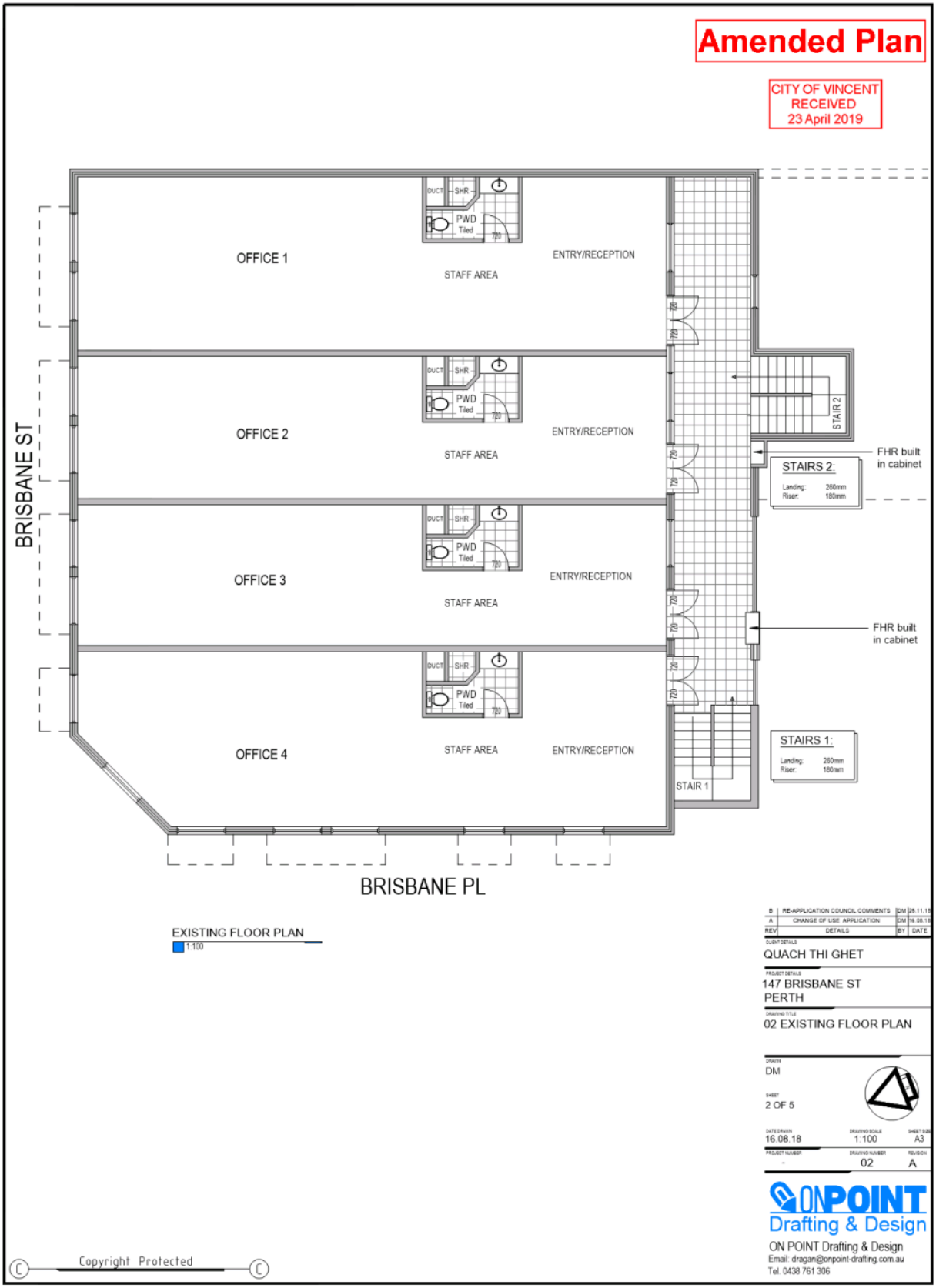
Amended Plan
CITY OF VINCENT
RECEIVED
23 April 2019
BRISBANE ST
OFFICE 1
OFFICE 2
OFFICE 3
OFFICE 4
STAFF AREA
ENTRY/RECEPTION
DUCT
SHR
PWD
Tiled
STAIR 2
STAIR 1
STAIRS 2:
Landing: 260mm
Riser: 180mm
STAIRS 1:
Landing: 260mm
Riser: 180mm
FHR built in cabinet
FHR built in cabinet
BRISBANE PL
EXISTING FLOOR PLAN
1:100
QUACH THI GHET
147 BRISBANE ST
PERTH
02 EXISTING FLOOR PLAN
DM
2 OF 5
16.08.18
1:100
A3
02
A
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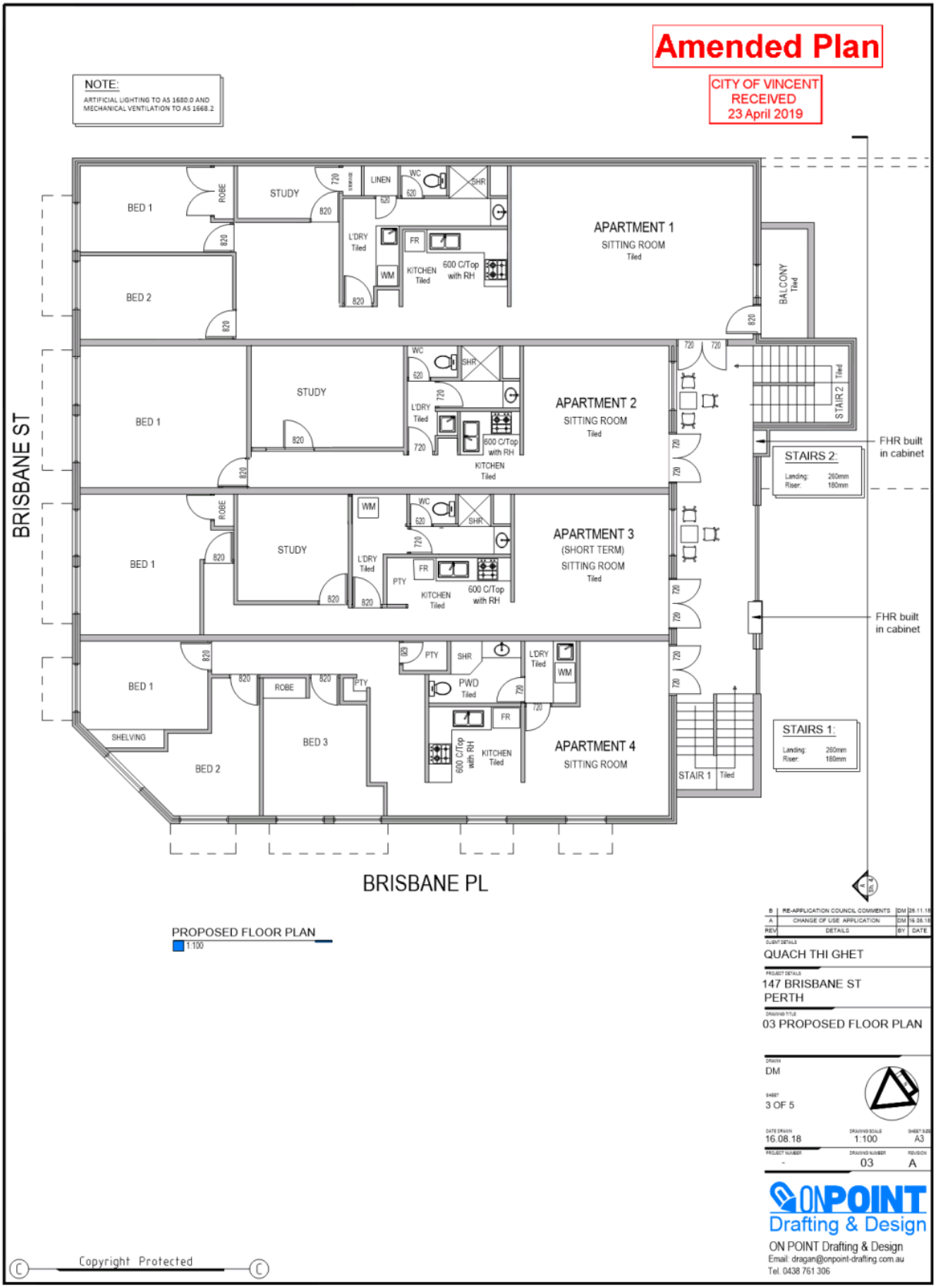
Amended Plan
CITY OF VINCENT
RECEIVED
23 April 2019
NOTE:
ARTIFICIAL LIGHTING TO AS 1680.0 AND MECHANICAL VENTILATION TO AS 1668.2
BRISBANE ST
BRISBANE PL
BED 1
ROBE
STUDY
LINEN
WC
SHR
L'DRY Tiled
FR
WM
KITCHEN Tiled
600 C/Top with RH
APARTMENT 1
SITTING ROOM Tiled
BED 2
BALCONY Tiled
APARTMENT 2
SITTING ROOM Tiled
STAIR 2 Tiled
FHR built in cabinet
STAIRS 2:
Landing: 260mm
Riser: 180mm
APARTMENT 3
(SHORT TERM)
SITTING ROOM Tiled
PTY
APARTMENT 4
SITTING ROOM
PWD Tiled
BED 3
SHELVING
STAIR 1 Tiled
STAIRS 1:
PROPOSED FLOOR PLAN
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RE-APPLICATION COUNCIL COMMENTS
CHANGE OF USE APPLICATION
QUACH THI GHET
147 BRISBANE ST
PERTH
03 PROPOSED FLOOR PLAN
DM
3 OF 5
16.08.18
1:100
A3
03
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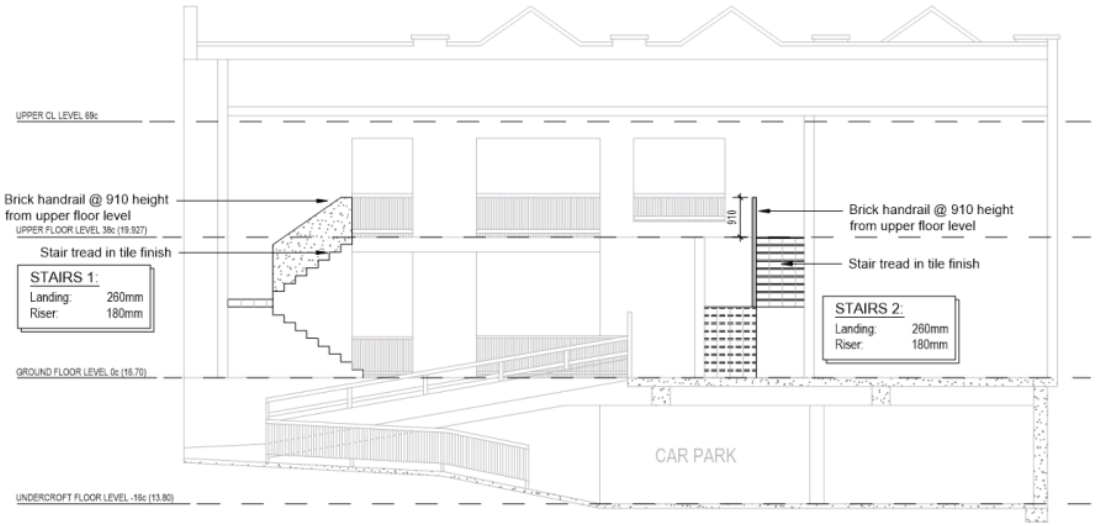

ELEVATION PLAN (SECTION A)
1:100

REV	DETAILS	BY	DATE
B	RE-APPLICATION COUNCIL COMMENTS	DM	29.11.18
A	CHANGE OF USE APPLICATION	DM	16.08.18

CLIENT DETAILS
QUACH THI GHET

PROJECT DETAILS
147 BRISBANE ST
PERTH

DRAWING TITLE
04 ELEVATION PLAN

DRAWN
DM

SHEET
4 OF 5

DATE DRAWN	DRAWING SCALE	SHEET SIZE
16.08.18	1:100	A3

PROJECT NUMBER	DRAWING NUMBER	REVISION
-	04	A

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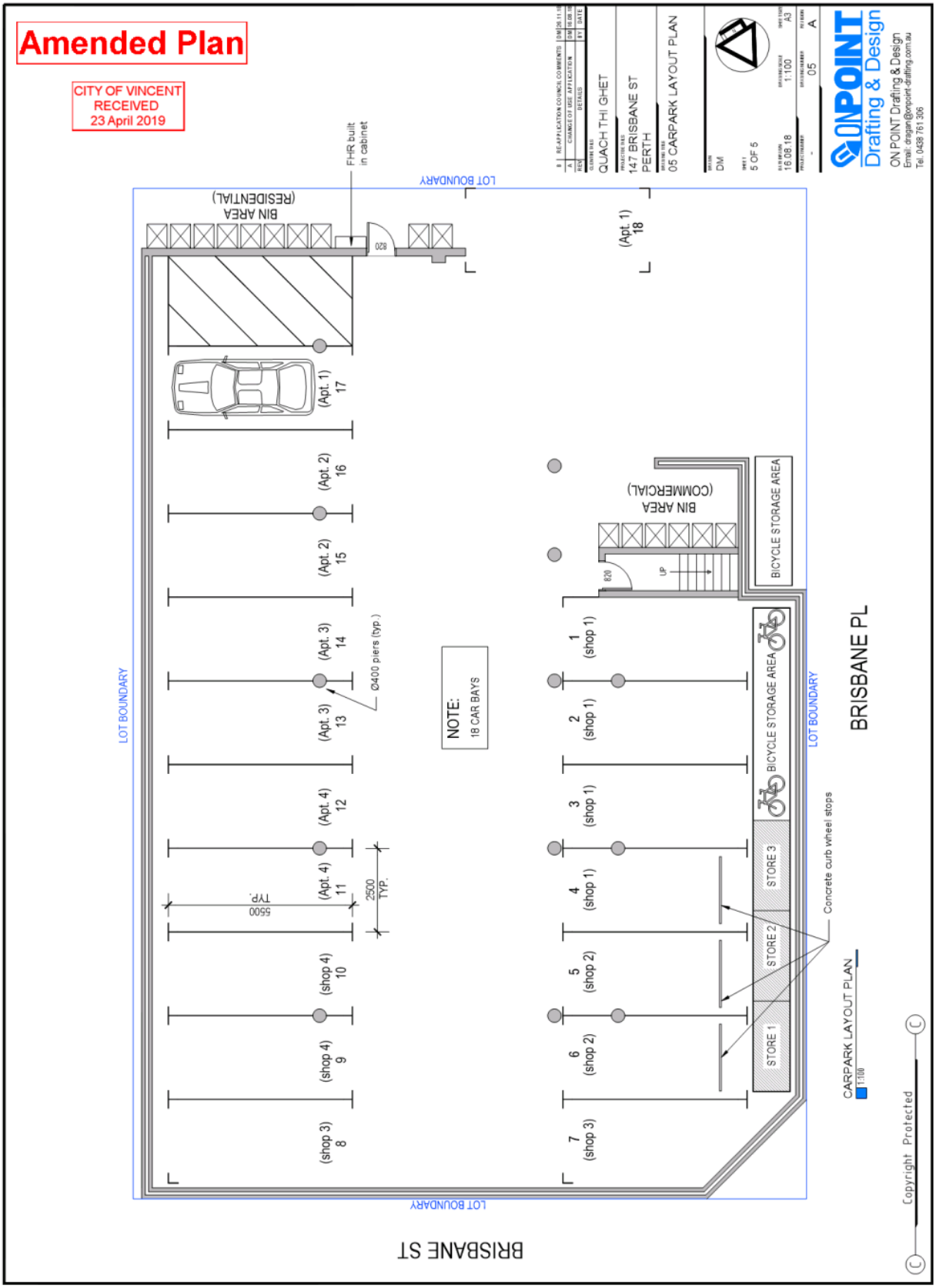
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QUACH THI GHET
147 BRISBANE ST
PERTH
05 CARPARK LAYOUT PLAN
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Tel. 0438 761 306
FHR built in cabinet
LOT BOUNDARY
BIN AREA (RESIDENTIAL)
BIN AREA (COMMERCIAL)
BICYCLE STORAGE AREA
(Apt. 1) 17
(Apt. 2) 16
(Apt. 2) 15
(Apt. 3) 14
(Apt. 3) 13
(Apt. 4) 12
(Apt. 4) 11
(shop 4) 10
(shop 4) 9
(shop 3) 8
(Apt. 1) 18
1 (shop 1)
2 (shop 1)
3 (shop 1)
4 (shop 1)
5 (shop 2)
6 (shop 2)
7 (shop 3)
Ø400 piers (typ.)
NOTE:
18 CAR BAYS
5500 TYP.
2500 TYP.
STORE 1
STORE 2
STORE 3
Concrete curb wheel stops
BRISBANE PL
BRISBANE ST
CARPARK LAYOUT PLAN
1:100
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URBANISTA
TOWN PLANNING



PROPOSED MULTIPLE DWELLINGS
CHANGE OF USE
147–149 BRISBANE STREET, PERTH

RECEIVED
07 SEP 2019
CITY OF VINCENT

This report has been prepared by Urbanista Town Planning on behalf of Quach Thi Ghet the owner of 147–149 Brisbane Street, Perth.



Bianca Sandri | **Director**

Urbanista Town Planning | admin@urbanistaplanning.com.au | 231 Bulwer Street, Perth

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Document Revisions:

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Rev 2 – Brisbane 147–149 Planning Report – Dated 3 September 2018

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RESIDENTIAL DESIGN CODES....19
CAR PARKING....20
CONCLUSION....21



IMAGE 1 – STREETSCAPE SITE CONTEXT PHOTO

INTRODUCTION

This report relates to a change of use application for four 'Office' tenancies on the first storey of 147–149 Brisbane Street, Perth, to residential apartments. The parent lot, lot 500, is zoned 'District Centre' and is 607sqm.

The report provides a detailed assessment of the proposal in accordance with the City of Vincent Local Planning Scheme No. 2 and associated planning framework. Variations which are proposed have been considered against the respective objectives and design principles.

Enclosed are site and elevation plans to the requirements of the City. This proposal provides an increase in residential density within the Perth precinct, promoting and encouraging the population to reside within the area.



IMAGE 2 – STREETSCAPE SITE CONTEXT PHOTO

SITE CONTEXT

The subject site being 147–149 Brisbane Street, Perth, is 607sqm and is located at the intersection of Brisbane Place and Brisbane Street. The site currently exists with a two-storey building with shops on the ground storey, and four office tenancies on the first floor. The ground floor tenancies include a Vietnamese Restaurant, a vacant shop, a Thai Grocer's Shop, and a Chinese Meat-Butcher. The building also includes carparking located within an undercroft area.

TRANSPORT

The subject site is located within 150m from a bus stop on William Street which provides a 15-minute frequency day and night service between Perth and Morley. Other bus services are located within a 400m walking radius, including high-frequency bus route 950, which interconnects to the broader public transport network. Cycling infrastructure in the surrounding area is excellent and above standard, including more cyclist friendly streets. These include but are not limited to Bulwer Street (East - West) and Palmerston Street (North – South). Beaufort Street provides an additional link in the form of peak hour bicycle lanes. The local area further includes a high-quality footpath network. Bulwer Street provides access to Lord Street and the freeway network for private vehicles. The free Blue CAT service is within 500m of the site, while the lot itself is located in Transperth's Free Transit Zone.

SCHOOLS

Highgate Primary School (400m), and Sacred Heart Primary School (750m) are the nearest schools. The site is also located approximately 3.3km from Aranmore College, the nearest high school. Childcare services are located within a 2km radius. Central TAFE Perth (Now North Metropolitan TAFE Northbridge) is located within 500m of the lot.

SHOPPING, RETAIL, MEDICAL, COMMUNITY AND OTHER SERVICES

The site is in close proximity to numerous retailers. Supa IGA adjacent to Weld Square forms the nearest supermarket chain grocers within 500m. Other grocers are located less than 200m from the lot on William Street. William Street includes several retailers and grocers, alongside a wide variety of restaurant and take-away food options. The site is near several general medical practitioners spread throughout the local area. Beatty Park Leisure Centre forms the nearest public recreation facility, at 1500m from the site.

PARKS, NATURE, AND RECREATION

The site is located 250m from Birdwood Square, suitable for active and passive recreation. Robertson Park, which includes public tennis courts is located a similar distance away to the east, while Hyde Park is a short 350m walk to the north. The nearest park, Ruth / Wade Reserve, is located 60m from the lot.

EMPLOYMENT CENTRES

The Perth CBD is within 900m of the site, and an acceptable walking distance. High quality public transport links are located nearby as discussed prior, while non-vehicular access is above standard, and suitable to encourage multi-modal transport. Private vehicle transport links are also available and above standard.



IMAGE 3 – SITE CONTEXT PHOTO

SURROUNDING LAND USE AND TOPOGRAPHY

As described above, the site currently exists with a two storey, building. No changes are proposed to the exterior of the building in association with a development approval. The proposed application for planning approval regards a change of use application for four office land uses to multiple dwellings.

The site is surrounded by a mixture of low and mid-rise buildings. The land is located in the City's Inner-Mixed Zone and has not yet undergone significant gentrification. The surrounding areas include several traditional single storey detached residential homes, and pedestrian scale shop and retail developments, alongside a few office tenancies. The proposed change of use application is fitting with the current and future objectives of the local area, and increases residential density, in office tenancies otherwise vacant and underutilised. The conversion of an existing structure provides an affordable housing alternative to high-cost new development and contributes to diversity of stock.

The subject site has a down grade towards the south. At street level, the topography is consistent. Natural ground level has been previously modified to accommodate undercroft/basement car parking.

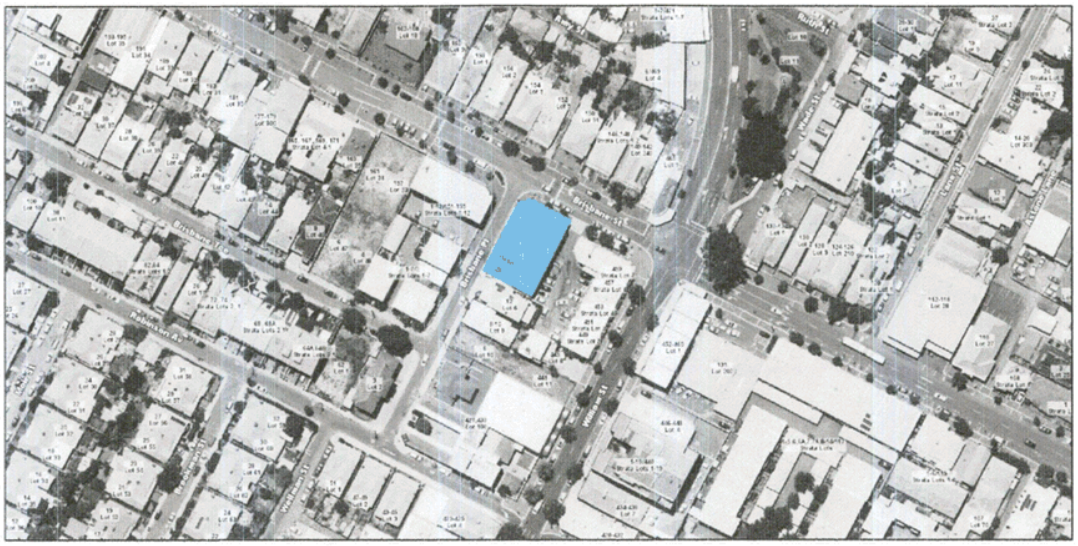


IMAGE 4 - CONTEXT MAP. SOURCE: CITY OF VINCENT.

THE PROPOSAL

The proposal regards the conversion of four existing offices spaces into four residential multiple dwellings. The sizes of each ground floor tenancies are not proposed to change in association with the change of use application. The car parking spaces and car parking area associated with the development exceeds the car parking requirements set out in the Residential Design Codes. The car parking associated with the development is accessible from the secondary street, Brisbane Place. No car parking is highly visible from the primary street.

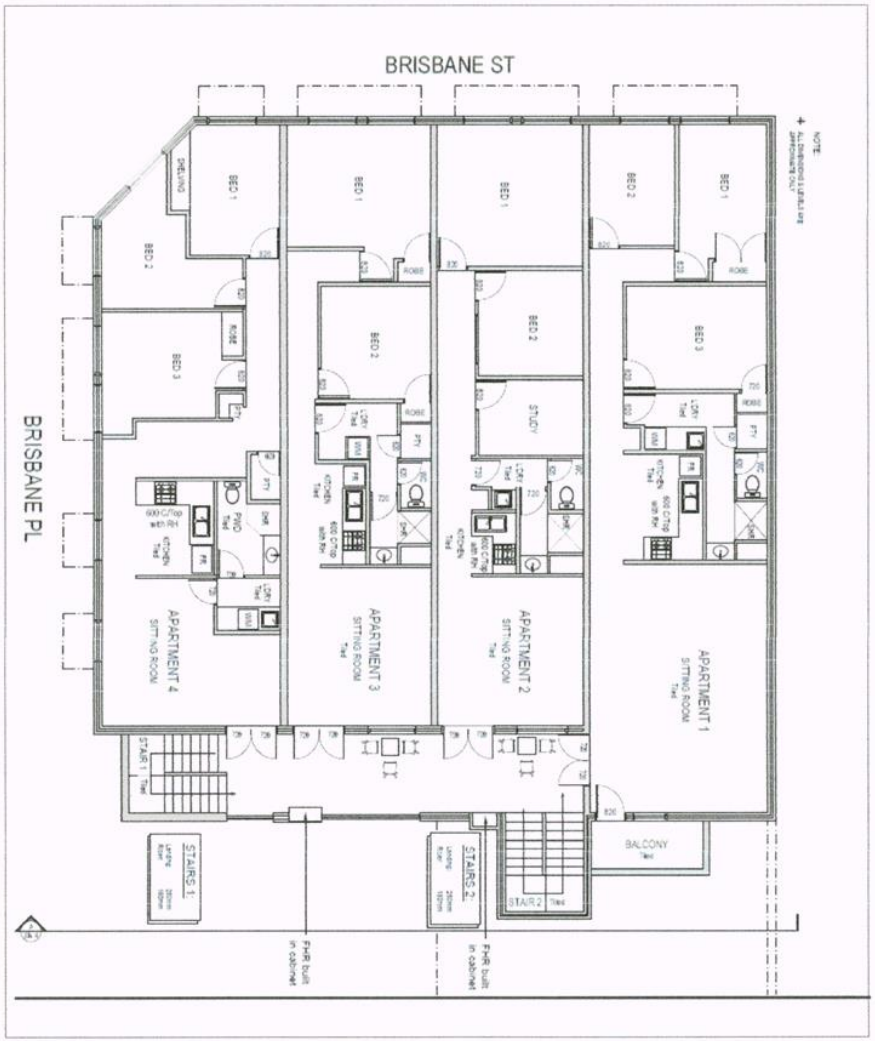
A total of 16 car bays are required for the development, with 17 provided. A total of four (4) multiple dwellings are proposed which comprises of two (2) two-bedroom and two (2) three-bedroom multiple dwellings. The proposed total plot ratio area of the development is 337.9sqm.

The provisions provided on each multiple dwelling are as follows:

Multiple Dwelling	Amenities
Multiple Dwelling 1	• 3 bedroom • Private Balcony • 103.2sqm
Multiple Dwelling 2	• 2 bedroom • 1 study • Common Balcony Area • 73.3sqm
Multiple Dwelling 3	• 2 bedroom • Common Balcony Area • 74.1sqm
Multiple Dwelling 4	• 3 bedroom • Common Balcony Area • 87.3sqm

6

IMAGE 5 – INDICATIVE SITE PLAN.



7

PLANNING FRAMEWORK

Perth and Peel@3.5million

Perth and Peel@3.5million is the high-level strategic planning framework for the Perth and Peel region. Perth and Peel@3.5million proposes five strategic themes: liveable; prosperous; connected; sustainable; and collaborative. The framework states that Perth should have a connected City that provides *"a network of connected activity centres which deliver employment, entertainment and high-density lifestyle choices"*. Further to this, an additional 215,000 dwellings will be required to be accommodated in the central precinct (urban infill). The proposed development is consistent with the strategic objectives of Perth and Peel@3.5million insofar as it promotes higher density infill residential development in an inner urban area within proximity to employment, retail, and recreation amenity.

Central Metropolitan Perth Sub-regional Strategy

The Central Metropolitan Perth Sub-Regional Strategy (Sub-Regional Strategy) provides a more in-depth strategic planning for the growth of the Central Metropolitan Perth Region to deliver the outcomes sought by Perth and Peel@3.5million.

State Planning Policy 7.3: Apartment Design Guidelines (Draft)

State Planning Policy 7.3: Apartment Design Guidelines (SPP 7.3) provide clear guidance on the implementation of development for the subject site. The policy provides outcome-oriented development standards, and upon removal of its draft status will require local planning policies, such as the Built Form Policy to be updated to reflect the objectives and guidance of the SPP.

Due regard should be given to SPP 7.3; however, the primary control remains with the R-Codes and the Built Form Policy, alongside the deemed provisions of the local planning schemes regulations and subsequently TPS No. 2.

Metropolitan Region Scheme

The subject site is zoned 'Urban' under the Metropolitan Regional Scheme. As such, the proposed development is consistent with the 'Urban' zoning.

City of Vincent Local Planning Strategy

The 2014 Local Planning Strategy provides generalised guidance on development in the City of Vincent. The proposed development is consistent with the objectives of this strategy.

City of Vincent Policy 7.1.1: Built Form Policy

The *City of Vincent Policy 7.1.1: Built Form Policy* (Built Form Policy) is prepared under the *Planning and Development (Local Planning Schemes) Regulations 2015*, to supplement the adopted Town Planning Scheme. The Built Form Policy supersedes several sections of the R-Codes. The proposed development is located within the "Town Centre" built form area.



IMAGE 6 – BUILT FORM POLICY FIGURE 1. SOURCE: CITY OF VINCENT.

City of Vincent Local Planning Scheme No. 2

The subject site is located within the 'District Centre' area of the Perth Precinct (P3) in accordance with the City of Vincent Local Planning Scheme No. 2. The City of Vincent's LPS No. 2 outlines the following objectives for 'District Centre':

- *To provide a community focus point for people, services, employment and leisure that are highly accessible and do not expand into or adversely impact on adjoining residential areas.*
- *To encourage high quality, pedestrian-friendly, street-orientated development that responds to and enhances the key elements of each District Centre, and to develop areas for public interaction.*
- *To ensure levels of activity, accessibility and diversity of uses and density is sufficient to sustain public transport and enable casual surveillance of public spaces.*
- *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, high density residential and tourist accommodation, to meet the diverse needs of the community.*
- *To provide a broad range of employment opportunities to encourage diversity and self-sufficiency within the Centre.*
- *To encourage the retention and promotion of uses including but not limited to specialty shopping, restaurants, cafes and entertainment.*
- *To ensure that the City's District Centres are developed with due regard to State Planning Policy 4.2-Activity Centres for Perth and Peel.*

Further, LPS No. 2 requires that the following uses are not permitted on the ground floor or at grade level with the street: consulting rooms; dwellings (multiple); medical centre; office. The proposed development is consistent with these objectives. Residential multiple dwellings are permitted ('P') in the 'District Centre' zone subject to the above condition.

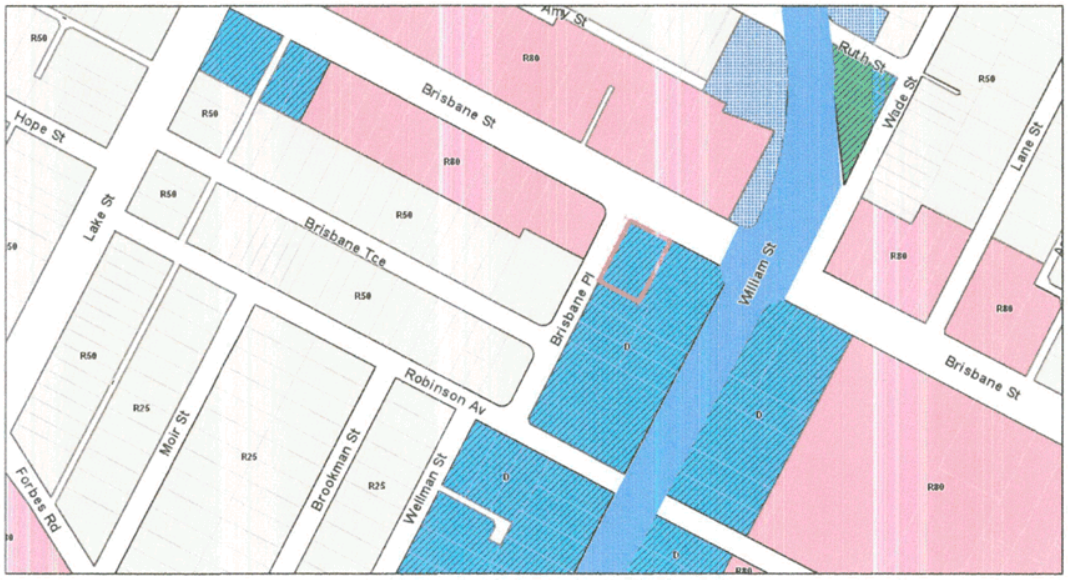


IMAGE 7 – LAND USE MAP. SOURCE: CITY OF VINCENT.

DEVELOPMENT ASSESSMENT

In accordance with the provisions of the City's Local Planning Scheme No. 2 and associated policies the following assessment is undertaken. The proposed development is located within the "Town Centre" built form area.

CITY OF VINCENT POLICY NO. 7.1.1 BUILT FORM

The change of use application has been considered against the City of Vincent Local Planning Policy 7.1.1, despite the application not resulting in any external modification.

Development Standard	Required/Permitted	Proposed	Compliant
Height	2 storeys above ground. or 14.3m to top of concealed roof	No change proposed. Change of Use application. Existing height 2 storeys. Complies.	Yes
Setbacks	C1.2.1 Primary and secondary street setback for the first three storeys is nil.	Nil setback for first three storeys to primary and secondary streets. No change proposed. Change of Use application. Complies.	Yes

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Development Standard	Required/Permitted	Proposed	Compliant
	C1.2.2 Minimum side boundary setbacks for the first two storeys is nil.	First two storeys have a nil side boundary. No change proposed. Change of Use application. Complies	Yes
	C1.2.3 Side boundary setbacks for development three storeys and above and rear boundary setbacks are to be in accordance with Table 5 of the R Codes unless a balcony is proposed in which case the setback shall be as per Clause 5.4.1 C1.1 (i) and 6.4.1 C1.1 (i) of the R Codes for the code of the adjacent property.	No change proposed. Change of Use application. Complies.	Yes
	Setbacks Adjoining Residential Built Form Areas C1.2.4 Lot boundary setbacks adjoining properties coded R60 and above are: Ground floor, second and third storey is 4.5m; and fourth storey and above 6.5m; unless a balcony is proposed in which case the setback shall be as per Clause 5.4.1 C1.1 (i) and 6.4.1 C1.1 (i) of the R Codes for the code of the adjacent property.	N/A Not *Adjoining Residential Built Form Areas*	N/A
	Setbacks Adjoining Residential Built Form Areas C1.2.5 Lot boundary setbacks adjoining properties coded R50 and below are: Ground floor, second and third storey is 6.5m; and fourth storey and above 12.5m; unless a balcony is proposed in which case the setback shall be as per Clause 5.4.1 C1.1 (i) and 6.4.1 C1.1 (i) of the R Codes for the code of the adjacent property.	N/A Not *Adjoining Residential Built Form Areas*	N/A
1.4 Ground Floor Design – Façade Design	C1.4.1 Façade depth of 300mm to allow space for the articulation of entries, openings, windows, sills, stall risers and other detailing.	Ground floor entry areas have a depth of 300mm.	Yes
	C1.4.2 The design shall incorporate vertical articulation by using tall and narrow façade treatments.	The front elevation exists with tall and narrow façade treatments through the use of multiple rendered pillars	Yes
	C1.4.3 Maximise the width of active frontage including glazing, openings	Windows are glazed to provide for interaction	Yes

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Development Standard	Required/Permitted	Proposed	Compliant
	and operable windows to ensure activity, interaction and surveillance of the street.	between the building and street.	
	C1.4.4 Co-locate service areas and vehicular access to maximise the width of the active frontage.	Service areas and vehicular access space is co-located to ensure that the development has an active and attractive frontage.	Yes
	C1.4.5 Stall risers to a minimum height of 450mm.	Stall risers are greater than 450mm.	Yes
	C1.4.6 Location of signage to be integrated into the design and articulation of the ground floor.	Signage is to be integrated into the design and articulation of the ground floor.	Yes
	C1.4.7 Where it is necessary to include fire boosters, mail boxes and external fixtures on the ground floor facade, these are to be screened or made to appear as part of the façade of the ground floor design to maximise the width of the active frontage.	External fixtures are proposed to be screened and not visible from the ground floor front elevation.	Yes
	C1.4.9 Development which fronts a link or arcade must maximise active frontage.	N/A	N/A
	C1.4.10 Security measures located and installed internally behind the glazing line or recessed between elements in the façade such as columns or doorway recesses.	Complies.	Yes
	C1.4.11 Security measures which are transparent and visually permeable to allow views inside the building and enable internal light sources to be seen from the street.	Complies. Change of use application provides passive surveillance over internal courtyard / parking area and Brisbane Place.	Yes
1.4 Ground Floor Design – Tenancy Size	*Tenancy Size* C1.4.12 Ground floor spaces are to have a finished floor level to finished ceiling level height of minimum 3.5m.	N/A	N/A
	C1.4.13 Ground floor spaces with a width between 7.5m to 9m.	N/A	N/A
	C1.4.14 Ground floor tenancies within new mixed use and commercial buildings shall provide an acoustic report which demonstrates that they are capable of attenuating noise for a range of land uses including high intensity uses such as small bars and restaurants.	N/A	N/A

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Development Standard	Required/Permitted	Proposed	Compliant
1.4 Ground Floor Design – Materials	*Materials* C1.4.15 Ground floor glazing and/or tinting to be a minimum of 70% visually permeable to provide unobscured visibility.	The ground floor tenancies aesthetic has been previously approved.	Yes
	C1.4.16 Use of contrasting materials. This may be in the form of contrasting texture, colour, pattern or material finish.	The development has been approved.	Yes
1.4 Not Accepted	N1.4.1 Unarticulated monotonous facades to the street.	The existing building and proposed design do not include any elements, finishes or features that are not acceptable.	Yes
	N1.4.2 Floor to ceiling glazing, excluding doors.		
	N1.4.3 Street walls and fences which front the street.		
	N1.4.4 Glazing and/or tinting with 50% or lower visual permeability.		
	N1.4.5 Blank walls, dead ends and hidden recesses.		
	N1.4.6 Features or structures that can be used as natural ladders to gain access to higher levels, windows or doors.		
1.5 Awnings, Verandahs and Collonades	C1.5.1 Awnings, verandahs and collonades must be a minimum height of 3.5m from finished floor level to the underside of the awning, verandah or collonade to accommodate under awning signage.	No change proposed. Complies.	Yes
	C1.5.2 Provide continuous awnings or an alternative pedestrian protection measure along the full length of the building frontage to the primary and secondary streets.	No change proposed. Complies.	Yes
	C1.5.3 Be setback a minimum of 600mm from the face of kerb.	No change proposed. Complies.	Yes
	C1.5.4 Design into the awning, verandah or collonade the location of any existing and/or proposed verge tree/s.	No change proposed. Complies.	Yes
	C1.5.5 Integrate the design of the façade with the underside of the awning, verandah or colonnade.	No change proposed. Complies.	Yes
	C1.5.6 Awnings and verandahs must be designed to be removable.	No change proposed. Complies.	Yes

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<table>
<tr><th>Development Standard</th><th>Required/Permitted</th><th>Proposed</th><th>Compliant</th></tr>
<tr><td></td><td>C1.5.7 New awnings, verandahs or collonades shall have regard to the height, depth and form of existing awnings and slope of the site.</td><td>N/A</td><td>N/A</td></tr>
<tr><td></td><td>C1.5.8 Verandahs and collonades are only permitted where they are constructed wholly within the lot boundaries of development site.</td><td>No change proposed. Complies.</td><td>Yes</td></tr>
<tr><td>1.6 Building Design</td><td>C1.6.1 Façade depth a minimum of 300mm to allow space for articulation of windows, and other detailing.</td><td>No change proposed. Complies.</td><td>Yes</td></tr>
<tr><td></td><td>C1.6.2 Fire boosters, mail boxes and external fixtures, are to be integrated into the building design.</td><td>No change proposed. Complies.</td><td>Yes</td></tr>
<tr><td></td><td>C1.6.3 Traditional materials found in development in the local area are to be integrated into the design and may include:
• Red brick;
• Limestone; and
• Timber</td><td>No change proposed. Change of Use application. Complies.</td><td>Yes</td></tr>
<tr><td></td><td>C1.6.4 The following contemporary materials may be integrated into the design:
Exposed aggregate concrete;
• Terrazzo
• Ceramics; and
• Detailed precast concrete panels.</td><td>No change proposed. Change of Use application. Complies.</td><td>Yes</td></tr>
<tr><td>1.7 Landscaping</td><td>C1.7.1 Deep soil zones are to be provided as follows:
<table><tr><th>Site Area</th><th>Minimum Area</th><th>Deep Soil Zone (% of site)</th></tr><tr><td><650m^2</td><td>1m^2</td><td>15%</td></tr><tr><td>650m^2 – 1,500m^2</td><td>3m^2</td><td>15%</td></tr><tr><td>>1,500m^2</td><td>6m^2</td><td>15%</td></tr></table>
NOTE: the minimum dimension for the area of deep soil zone is to be 1m</td><td>No change proposed. Change of Use application. Complies.</td><td>Yes</td></tr>
<tr><td></td><td>C1.7.2 The required deep soil zone may be reduced to 12% where mature trees, which contribute to 30% or more of the required canopy coverage, are retained.</td><td>No change proposed. Change of Use application. Complies.</td><td>Yes</td></tr>
<tr><td></td><td>C1.7.3 80% of the rear or side setback area is to be provided as canopy coverage at maturity.</td><td>No change proposed. Change of Use application. Complies.</td><td>Yes</td></tr>
</table>

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Development Standard	Required/Permitted	Proposed	Compliant
		beneficial and is delineates the residential and commercial tenancies and their entrances.	
			
	C1.9.3 Developments shall distinguish residential entries from retail and other commercial entries.	Complies. Development will distinguish residential entries from retail and other commercial entries.	Yes
	C1.9.4 Internal ground floor level to be at grade.	Complies. No change proposed. Change of Use application.	Yes
	C1.9.5 Design of balustrades to be integrated into the design of the development.	Complies.	Yes
	C1.9.6 Ramps are not to exceed 50% of the active frontage.	No change proposed. Complies.	Yes
1.10 Vehicle Access & Parking	C1.10.1 Access to on-site car parking spaces to be provided: • where available, from a right of way available for lawful use to access the relevant lot and which is adequately paved and drained from the property boundary to a dedicated road; • from a secondary street where no right of way exists; or • from the primary street frontage where no secondary street or right-of way exists.	Complies. Access from secondary street. No change proposed. Change of Use application.	Yes

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Development Standard	Required/Permitted	Proposed	Compliant
	C1.10.2 Access to a right of way is required to be trafficable to the nearest dedicated road. The cost to upgrade a tight of way to make it trafficable is to be borne by the applicant.	N/A	N/A
	C1.10.3 Where vehicular access is provided from a street, all vehicles are required to enter and exit the site in forward gear.	Complies	Yes
	C1.10.4 Roller shutters and screens are to be visually permeable.	N/A	N/A
	C1.10.5 Onsite parking for a development shall be located beneath or at the rear of buildings.	Complies.	Yes
	C1.10.6 In a mixed-use development, car bays should be clearly signposted differentiating between the residential car bays and the commercial car bays.	Signage to be erected to clearly signpost differentiating between the residential car bays and the commercial car bays Change of Use application. Complies.	Yes
	C1.10.7 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.	No change proposed. Change of Use application. Complies.	Yes
	C1.10.8 Existing trees must not be removed to provide for vehicle access.	No change proposed. Change of Use application. Complies.	Yes
1.10 Vehicle Access & Parking - Crossovers	C1.10.9 Each lot is to provide a maximum of 1 crossover.	No change proposed. Change of Use application. Complies.	Yes
	C1.10.10 The maximum width of a single crossover is 3m. The maximum width of a double crossover is 5m.	No change proposed. Change of Use application. Complies.	Yes
	C1.10.11 The location of crossovers should maximize the ability to provide on-street car parking spaces.	No change proposed. Change of Use application. Complies.	Yes
	C1.10.12 Where a crossover meets a pedestrian path there must be clear communication of pedestrian priority.	No change proposed. Change of Use application. Complies.	Yes

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Development Standard	Required/Permitted	Proposed	Compliant
	C1.10.13 Crossovers must be setback a minimum of 0.5m from the lot boundary.	No change proposed. Change of Use application. Complies.	Yes
1.11 Service Areas & External Fixtures	C1.11.1 Development must comply with Western Power Corporation Easements and Restriction Zones.	No change proposed. Change of Use application. Complies.	Yes
	C1.11.2 External fixtures are required to be concealed from the street and surrounding properties, located on the roof, basement or at the rear of the development.	No change proposed. Change of Use application. Complies.	Yes
	C1.11.3 External fixtures are permitted where they are: • not visible from the street and surrounding properties; or • integrated with the design of the building.	No change proposed. Any proposed external fixtures will meet criteria.	N/A
	C1.11.4 If external fixtures cannot be integrated into the design of the building to be concealed from the street and surrounding properties they will be required to be screened as follows: • continuous vertical or horizontal opaque material more than 50mm in width, occupying a minimum of three quarters of the total surface area in aggregate; or • a surface offering equal or more obstruction to view which does not compromise ventilation.	No change proposed. Any proposed external fixtures will meet criteria.	N/A
	C1.11.5 Where there is an increased waste requirement, an area for waste management must be provided in accordance with the City's Waste Requirement Guidelines.	Complies.	Yes
	C1.11.6 For any development a waste management plan must be provided which is to include information relating to the ability to adapt the waste storage spaces for any future increases in waste management requirements.	Complies. Waste Management Plan to be provided.	Yes

RESIDENTIAL DESIGN CODES

Development Standard	Required/Permitted	Proposed	Compliant
6.1.1 Building Size	Maximum Plot Ratio Mixed Use R-AC3 2.0	Proposed plot ratio 0.56	Yes
6.3.1 Outdoor Living Areas	C1.1 An outdoor living area to be provided: • in accordance with Table 1; • behind the street setback area; • directly accessible from a habitable room of the dwelling; • with a minimum length and width dimension of 4m; and • to have at least two-thirds of the required area without permanent roof cover. C1.2 Each multiple dwelling is provided with at least one balcony or the equivalent, opening directly from a habitable room and with a minimum area of 10m^2 and minimum dimension of 2.4m.	• **Apartment 1:** Balcony provided. > two-thirds covered. Balcony area 4.5sqm (1.4m * 3.3m) • **Apartments 2, 3, and 4:** Private balcony not provided. Shared common area suitable for equivalent use as balcony provided. 25.5sqm (2.4m * 10.4m)	No. Justification with design principles required. See below.

Justification:
The R-Codes Design Principles are:

P1.1 Outdoor living areas which provide spaces:

- *capable of use in conjunction with a habitable room of the dwelling;*
- *open to winter sun and ventilation; and*
- *optimise use of the northern aspect of the site.*

P1.2 Balconies or equivalent outdoor living areas capable of use in conjunction with a habitable room of each dwelling, and if possible, open to winter sun.

The proposed application is for a change of use application from offices to multiple dwellings. The existing building includes a covered balcony for proposed Apartment 1. The existing building also includes a larger entry area, which is proposed to be converted into a dual-use common area to function as a balcony for the residents of apartment 2, 3, and 4. The shared common balcony area will activate an otherwise unutilised bare space, as seen common in other apartment designs.

As detailed previously, the local area includes several parks within convenient walking distances, including Robertson Park, Birdwood Square, and Hyde Park all approximately 250m from the site, with a small park only 50m from the lot. Some of these spaces provide facilities including shade shelters, BBQ areas and playgrounds suitable for an outdoor living lifestyle. The shared balcony itself faces due south-east. This is advantageous in summer when temperatures are high, and shade from the sun is desired. In winter the areas would receive less solar access. The proposed balcony provides better opportunity for all-year use and expansive views of the Perth CBD.

The proposed communal balcony areas are open to ventilation and are capable of use in conjunction with a habitable room of the dwelling. They are easily accessible from the main living areas of the dwelling. Given the small-scale nature of the change of use development, including its function within an existing

Development Standard	Required/Permitted	Proposed	Compliant
building footprint it is considered that the balcony variation would be suitable. A balcony area is still provided. Apartment 1 provides a balcony of 4.5sqm (1.4m * 3.3m) while the common balcony area is proposed to be 25.5sqm (2.4m * 10.4m). In this instance, the proposed variation is considered to meet the design principles of the R-Codes.			
6.4.6 Utilities and Facilities	C6.1 An enclosed, lockable storage area, constructed in a design and material matching the building/dwelling where visible from the street, accessible from outside the dwelling, with a minimum dimension of 1.5m and an internal area of at least 4m2 shall be provided for each multiple dwelling.	Nil	No
Justification: The proposed multiple dwellings do not propose store rooms as the building was purpose built for commercial tenancies. However, it is contended that the proposed multiple dwellings have ample area for storage purposes, whether its in the form of a third bedroom, study or large bedroom areas. This is considered sufficient area to store a bicycle, storage boxes or any other household items. Furthermore, each apartment has a dedicated laundry area which will comprise of cupboard facilitating increased storage within the multiple dwellings.			

CAR PARKING

The existing and proposed car parking has been calculated in accordance with the City's Local Planning Policy No. 7.7.1 relating to non-residential development parking requirements and the Residential Design Codes. The subject site is located within 'location A' in accordance with the R-Codes. The following tables demonstrate that the existing and proposed uses are compliant with the relevant car parking requirements.

Existing Car Parking Calculations			
Tenancy	*SQM*	*Standard*	*Required*
Shop 1	69.0sqm	3.5 car bays per 100sqm	2.415 car bays
Shop 2	67.0sqm	3.5 car bays per 100sqm	2.345 car bays
Shop 3	67.0sqm	3.5 car bays per 100sqm	2.345 car bays
Shop 4	67.0sqm	3.5 car bays per 100sqm	2.345 car bays
Office 1	84.6sqm	1.5 car bays per 100sqm NLA	1.269 car bays
Office 2	68.3sqm	1.5 car bays per 100sqm NLA	1.0245 car bays
Office 3	68.3sqm	1.5 car bays per 100sqm NLA	1.0245 car bays
Office 4	81.0sqm	1.5 car bays per 100sqm NLA	1.215 car bays
			Sub Total 4.533 (5 car bays)
Total required: 15 car bays Car bays onsite: 17 car bays			

Proposed Car Parking Calculation – Change of Use			
Tenancy	*SQM*	*Standard*	*Total*
Restaurant 1 (existing)	20 persons	0.15 car bays per person	3 car bays
Shop 2 (existing)	67.0sqm	3.5 car bays per 100sqm	2.345 car bays
Restaurant 3 (existing)	15 persons	0.15 car bays per person	2.25 car bays
Shop 4 (existing)	67.0sqm	3.5 car bays per 100sqm	2.345 car bays
Apartment 1	3 bedroom /103.2sqm	3 or more bedrooms	1.25 car bays
Apartment 2	2 bedrooms / 73.3sqm	Less than 110 sqm and 1 or 2 bedrooms	1 car bay
Apartment 3	2 bedrooms / 74.1sqm	Less than 110 sqm and 1 or 2 bedrooms	1 car bay
Apartment 4	3 bedrooms /87.3sqm	3 or more bedrooms	1.25 car bays
Visitor Parking	4 multiple dwellings	0.25 spaces per dwelling	1 Visitor car parking space
Total required: 16 car bays Car bays onsite: 17 car bays			

Bicycle/Motor Bike Parking			
Type	*Yield*	*Standard*	*Required*
Bicycle Spaces Short Term	Restaurant 35 persons Shop 134.0sqm	Restaurant 0.019 spaces per person. Shop 1.6 spaces per 100m² NLA	Restaurant 0.665 spaces Shop 2.144 spaces Total = 2.809 spaces
Bicycle Spaces Long Term	Restaurant 35 persons Shop 134.0sqm	Restaurant 0.042 spaces per person. Shop 0.9 spaces per 100m² NLA	Restaurant 1.47 spaces Shop 1.206 spaces Total = 2.676 spaces
Motorcycle	17 bays	1 per 20 car parking bays	0
Bicycle Parking	4 multiple dwellings	1 per each three dwellings	1
Bicycle Parking Visitors	4 multiple dwellings	1 per each ten dwellings	0
On Street Parking			
Total Bays directly adjacent to lot		2-hour paid parking terms	2 Bays
Bicycle spaces within 50m of lot			8 spaces (4 racks)

CONCLUSION

The proposed development has been duly considered in the sections above in accordance with the City's Local Planning Scheme No. 2, and the City's Local Planning Policies and the Residential Design Codes. The application is for a proposed change of use of office to multiple dwellings. The design of the building has been approved by the City of Vincent.

The proposed variation to the outdoor living area requirements is a result of building constraints given the building is existing. However, every measure has been considered to ensure the design principles of the R-Codes are satisfied, and in this instance, they have been.

The development site is well serviced and situated in terms of local amenities, public open space and public transport, and provides a suitable location for residential multiple dwellings style development, within an established setting. The variations are shown to satisfy the design principles justified as demonstrated in this planning submission, and the City's support for development approval is therefore welcomed.

Clair Morrison

From:	Redacted for privacy
Sent:	Wednesday, 3 April 2019 12:00 PM
To:	Joslin Colli; Kate Miller; Clair Morrison
Cc:	Redacted for privacy
Subject:	147 Brisbane Street
Attachments:	Updated Plans for Submission 07 12 actual.pdf; RE: Outcomes of community consultation and engineering - 147-149 Brisbane Street, Perth

Hi Joslin, Kate and Clair,

Sorry to email you all but I just want to get this application sorted in a positive way. I spoke with Clair yesterday and received the attached email.

With respect to internal bedrooms they will meet BCA requirements in terms of light and ventilation. However, in order to get this application over the line we can convert these area to studies to address the City's concerns regarding amenity. The other matters a superfluous and can be addressed.

I was under the assumption that the City were agreeable that the 'balconies' could not be facilitated and the application could be supported without them (subject to advertising). We have demonstrated through the attached plans that the communal walk way has sufficient width to accommodate chairs and tables to be used communally. It offers high level of amenity by virtue of its access to City views. Furthermore, the walkway is directly assessable from habitable rooms being the living areas of the three multiple dwellings.

The site is located towards the intersection of Brisbane Street and William Street. We are proposing adaptive re use of a building as the 'offices' can not be leased out and have remained vacant for over seven years. Given we a re using the existing building we cannot accommodate a balcony or communal area based on the current building and structure. The site is located within proximity of restaurants, cafes, public open space, retail, the CBD and entertainment venues. As such, the need for compliant balconies is not necessarily required. You will note that there are many existing and future proposals within the Perth CBD which do not result in balconies to multiple dwellings as there is sufficient amenities to not require it.

I would appreciate if the City could review this again. If the proposal results in the conversion to short term accommodation for all four of the tenancies then this requirement would not be imposed – could you please confirm this as well.

Lastly, I will note this is located in a district centre zoning and that the existing development at the corner of Brisbane Place and Brisbane Street includes approved multiple dwellings with very small Juliet balconies to the rear and street front as viewed below – not dissimilar to the communal walkway afforded as part of this proposal. I assume this was supported by the City on the premise that this location has a high level of amenities within proximity to the site.


Brisbane St
Brisbane Pl
Vietnamese community in Australia - WA





Thanks, B

2

URBANISTA
TOWN PLANNING



147–149 BRISBANE STREET, PERTH

SHORT TERM ACCOMMODATION MANAGEMENT PLAN

OVERVIEW OF DETAILED MANAGEMENT PLAN

This Short Term Accommodation Management Plan has been accordingly prepared for the property at 147–149 Brisbane Street, Perth with reference to Local Planning Policy 7.4.5. This regards the change of use from an office to short term accommodation of one tenancy. This relates to "Apartment 1" as on the attached and submitted plans at the northern end of the lot. The apartment to be used as short-term dwelling accommodation will not be serviced, will be administered by a property manager, and will have tenants for a period not longer than 6 months within any 12 month period, and for an average period of 1 to 2 weeks.

The City of Vincent advises that all proposals to operate Temporary Accommodation require the submission and approval of a planning application prior to commencement or operation. Further, that all applications for Temporary Accommodation will require a detailed Management Plan to be submitted with the planning application. The Management Plan should include, but not be limited to the following issues:

a) Control of noise and other disturbances;
b) Complaints management procedures, which is to include the provision of the telephone number of the accommodation owner and operator to adjoining neighbours;
c) Security of guests, residents and visitors;
d) Control of anti-social behaviour and the potential conflict between temporary residents and permanent residents of the area. A Code of Conduct shall be prepared detailing the expected behaviour of guests/residents in order to minimise any impact on adjoining residents;
e) Temporary residents must be made aware of the 'House Rules' and Code of Conduct and they must be displayed in a prominent position within the premises at all times.
f) A commitment to advising occupiers of the premise, verbally and in writing, of the negative impact that inappropriate car parking can have on permanent residents. Details are to include any relevant car parking restrictions applicable to the area in relation to parking vehicles on surrounding properties and within the streets, and instructions that parking of vehicles on the verge is not permitted.

This detailed management plan addresses these elements subsequently.

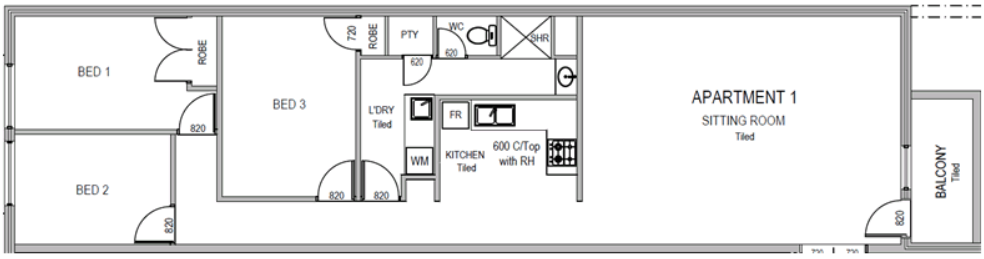


Figure 1: Indicative Apartment Plan.

A. CONTROL OF NOISE AND OTHER DISTURBANCES

Control of noise and other disturbances will be controlled through the following mechanisms:

- The short term accommodation tenant will be required to sign, acknowledge, and agree to a "code of conduct" detailed in the code of conduct section following. This code of conduct details matters including noise control.

- The property manager or owner will take out specialised landlords insurance prior to the letting the property to a tenant. This insurance is to cover the cost of physical damage incurred to other tenancies in the parent lot, and the subject short term accommodation. Prior to occupancy of the short-term accommodation tenants will be required to submit a security bond to the property manager. This bond will vary dependant on the length of stay, the number of people staying, and other incidental costs required for insurance purposes. This bond will be payable to cover the cost of minor damage to both the subject short term accommodation and other properties in the parent lot.

B. COMPLAINTS MANAGEMENT PROCEDURES

All other tenants and owners of the parent lot and its tenancies will be provided with contact details (telephone and e-mail) of the property manager, to contact in the event of any issue or complaint relating to the short term accommodation. A property manager will be contracted prior to the use of the apartment as short term accommodation to handle the administration of the property and its tenants.

C. SECURITY OF GUEST RESIDENTS AND VISITORS

Guests have been provided with advice relating to this safety within the code of conduct.

D. CODE OF CONDUCT

Please refer to the code of conduct provided at the end of this document.

E. AVAILABILITY OF CODE OF CONDUCT

The code of conduct will require the tenant to agree to by signing and acknowledging. The code of conduct will also be made available in the form of a poster erected in the apartment by the entrance.

F. CAR PARKING HANDLING

Tenants will be made aware of the car parking procedures via the code of conduct detailed below.

CODE OF CONDUCT APARTMENT 1
147–149 BRISBANE STREET PERTH

It is the guest's responsibility to ensure visitors are familiar with the code of conduct and the rules enclosed within. Should you not understand this code of conduct or any of its contents it is your responsibility to contact the property manager who can assist you. By signing and acknowledging this code of conduct you agree you understand its contents, purpose, and objectives.

Safety
Should you have any concerns for you own personal safety please contact the property manager or police via the contact details provided in the "contact" and "emergency contact" section of this code of conduct. The doors have been installed with dead-locks which automatically lock. Please ensure you close and securely lock the doors and windows prior to your departure or when you leave the apartment.

Power
To turn on the power please turn the master isolator to the "on" position. Prior to your departure please turn the isolator to the "off" position.

Smoking
Smoking is not permitted indoors or on the balconies.

Pets
Pets are not permitted.

Car Parking
Allocated parking is clearly marked in the on-site car park. Please use the Unit 1 car parking bay only.

Should you require additional parking there is on-street parking available. A fee is payable between 08:00 and 20:00, and is available for 2 hours. Car parking must be in marked bays only and is not permitted on the verge areas.

Public Transport
Bus route 16 and 60 is located nearby 300m to the east William Street. These buses travel away from the City. Bus routes 16 (Perth to Dianella), 60 (Perth to Morley), 66, 67 & 68 (Perth to Mirrabooka), 950 (QEII Medical Centre to Morley) to the City are located 600m away on Beaufort Street and provide a regular service. You can buy tickets on the bus, travel is free within the City. Timetable information is available from the Transperth website.

Cleaning
If your stay is for a long period of time and you require the apartment to be cleaned a cleaning and linen service is available. Please contact the property manager to arrange. A washing machine and dryer is provided for your convenience, alongside some washing detergent. Other cleaning equipment and consumables are provided beneath the kitchen sink.

Garbage disposal
Garbage shall be disposed of in the bins provided. Please empty all bins in the bin enclosure near the car park area prior to check out. Recyclable materials can be placed into the yellow topped bins. There is a supply of garbage bags in the pantry.

Linen
Additional sheets, towels, bath mats and flannels are stored in the bedroom cupboards. There is also a blanket for each bed should you need it, also in the bedroom cupboard.

Internet
Free internet is available. Please refer to the enclosed password unique for your visit to access the internet via Wi-Fi.

Respect of neighbours
Your apartment is located in a residential complex. Occupiers of other apartments are permanent residents, either owner/occupiers or tenants and are entitled to live without disturbance by or interference from neighbours. Please keep noise and music to a minimum, especially after 20:00 and before 8:00. Should you invite any guests, please ensure that they are aware of and respect these rules and keep noise and music to a minimum.

Additional Guests
No additional guests or visitors shall stay overnight without prior approval. Only those guests which have been listed and approved by the property manager shall stay overnight.

Bond
By staying at this apartment and signing and acknowledging this code of conduct you agree to abide by all rules of this code of conduct. Should the apartment or any of its contents or a neighbour's apartment or business or any of its contents be damaged as a result of your actions or the actions of your visitor you will be liable to pay to repair or replace the damaged item. These funds will be taken from the bond that you have paid. This bond is also payable to cover costs associated with cleaning. Please ensure that on the day of your departure, please leave the apartment in a generally clean and tidy condition to ensure you are not charged a cleaning fee. By signing this document you agree that determination of damage and charges is at the discretion of the property manager of this short term accommodation.

Contact and Maintenance
Please contact the property manager on the telephone number provided to you as attached should you have any issues or concerns that need the property manager's attendance. Should you have any maintenance issues or any questions relating to the apartment you may contact the property manager on this telephone number.

Emergency Contact
In the event of a life threatening emergency, contact police, fire brigade, or ambulance in by telephoning 000 (triple zero) or 112. This call is free of charge. For non-emergency police attendance telephone 131 444 or 08 9222 1111. The nearest building evacuation point is via the front door, and exiting towards the road.

Arrival and Departure
Check in time is 14:00 except with prior arrangement with the property manager. Check out time is 10:00 except with prior arrangement with the property manager. To access the property please use the access combination provided to open the key box at the front door. Please return the keys to the key box prior to departure.

I, _____ agree that I understand, acknowledge, and will abide by this code of conduct for the duration of my stay from ___ / ___ / 20___ to ___ / ___ / 20___ at apartment 1, 347–349 Brisbane Street, Perth.

Date: ___ / ___ / 20___ Signature: _____

5.2 NO'S. 4 - 10 (LOTS: 13, 14 & 15) COWLE STREET AND NO'S. 199 - 241 (LOTS: 10, 11, 12, 21, 22, 23, 24 & 25) FITZGERALD STREET, WEST PERTH - LOCAL DEVELOPMENT PLAN

TRIM Ref: D18/195631

Author: Kate Miller, Senior Urban Planner

Authoriser: John Corbellini, Executive Director Development Services

Attachments:
1. Consultation and Location Map
2. Applicant's Original Submission and Response to DRP Comments
3. Applicant's Further Justification
4. Summary of Submissions - Applicant's Response
5. Administration's Comments on Submissions
6. Local Development Plan
7. LDP Objective Assessment Against R Codes Volume 2 - Apartments

RECOMMENDATION:

That Council:

1. Pursuant to Clause 47(d) of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* CONSIDERS that a local development plan is required over No's. 4 – 10 Cowle Street (Lots: 13, 14 & 15) and No's. 199 – 241 (Lots: 10, 11, 12, 21, 22, 23, 24 & 25) Fitzgerald Street, West Perth for the purposes of orderly and proper planning; and

2. Pursuant to Clause 52(1)(a) of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* APPROVES the Local Development Plan contained in Attachment 6 for No's. 4 – 10 Cowle Street (Lots: 13, 14 & 15) and No's. 199 – 241 (Lots: 10, 11, 12, 21, 22, 23, 24 & 25) Fitzgerald Street, West Perth, subject to the applicant modifying the local development plan as follows and resubmitting the modified plan to the City:

   2.1 Replacing Clause 1 with the following:

   "*1a) The following provisions replace the specified Acceptable Outcomes 4 of State Planning Policy 7.3 Residential Design Codes Volume 2 – Apartments.*

   1b) Unless provided for below, the provisions of State Planning Policy 7.3 Residential Design Codes Volume 2 – Apartments apply.";

   2.2 Deleting Clause 1c;

   2.3 Deleting dot points two and eight in Clause 2;

   2.4 Replacing dot point 5 of Clause 2 with the following:

   "*The maximum number of parking bays shall not exceed the minimum parking requirements prescribed by State Planning Policy 7.3 Residential Design Codes Volume 2 – Apartment and Local Planning Policy 7.7.1 – Non Residential Development Parking Policy.*";

   2.5 Replacing dot point six of Clause 2 with the following:

   "*The ground floor and parking areas of the development shall be designed to be adaptive and convertible to cater for changing uses over time.*";

   2.6 Replacing dot point seven of Clause 2 with the following:

   "*No vehicle parking shall adjoin or front Cowle Street.*";

2.7 Replacing the text above the Tables in Clause 3 with the following:

"*The following provisions replace the Acceptable Outcomes in Clause 2.3 and 2.4 of State Planning Policy 7.3 Residential Design Codes Volume 2 – Apartments.*";

2.8 Replacing the setbacks set out under subclause 3 e) 'Rear Edge' with the following:

"Rear Edge – Lots 9, 21, 22, 23, 24 and 25 Fitzgerald Street

All buildings shall be setback 0.5 metres from the right-of-way to allow for widening

1 – 4 storeys: Nil from the 0.5 metre right-of-way widening area

Above 4 storeys: Setback from the 0.5 metre right-of-way widening area as per the applicable Acceptable Outcomes in Clause 2.4 of State Planning Policy 7.3 Residential Design Codes Volume 2 – Apartments or as amended in accordance with Clause 1.2 4 of State Planning Policy 7.3 Residential Design Codes Volume 2 – Apartments

Rear Edge – Lot 15 Cowle Street

1 – 3 storeys: Nil

Above 3 storeys: 4 metres'"

2.9 Replacing the text above the Table in Clause 4 with the following

"*The following provisions replace the Acceptable Outcomes in Clause 2.2 of State Planning Policy 7.3 Residential Design Codes Volume 2 – Apartments for Lots 9, 10, 11, 21, 22, 23, 24 and 25 Fitzgerald Street and Lots 12 and 13 Cowle Street only.*";

2.10 Replacing the term "Top of external wall" in Clause 5 with the following:

"*Top of external wall (roof above)*"; and

2.11 Replacing the term "Top of roof (concealed)" in Clause 5 with the following:

"*Top of external wall (concealed roof)*"; and

2.12 Replacing Clause 5 with the following:

"*All of the Element Objectives in Clauses 3.6, 4.10 and 4.14 of State Planning Policy 7.3 Residential Design Codes Volume 2 – Apartments apply to the Internal Edge (North) and Internal Edge (South).*";

2.13 Modifying the Local Development Plan Boundary to remove Lot 1006 from the Local Development Plan; and

2.14 The applicant is to obtain necessary approval from the West Australian Planning Commission in accordance with Clause 1.2 of State Planning Policy 7.3 Residential Design Codes Volume 2 – Apartments.

PURPOSE OF REPORT:

To consider a Local Development Plan (LDP) for No's. 4 – 10 (Lots 13, 14 and 15) Cowle Street and No's. 199 – 241 (Lots 10, 11, 12, 21, 22, 23, 24 and 25) Fitzgerald Street, West Perth.

BACKGROUND:

Landowner:	Italo-Australian Welfare & Cultural Centre Inc. and WA Italian Club Inc.
Applicant:	Creative Design and Planning
Date of Application:	14 May 2018
Zoning:	MRS: Urban LPS2: Zone: Mixed Use R Code: R160 Zone: Commercial
Built Form Area:	Activity Corridor
Existing Land Use:	Office; Recreation – Private, Club Premises and Restaurant
Lot Area:	6,108m²
Right of Way (ROW):	Yes
Heritage List:	No

The subject sites are located adjacent to Cowle Street and Fitzgerald Street and are separated by a 5.0 metre wide State Government owned lot, which runs in an east to west direction and is covered by a Water Corporation easement. The sites north of the easement are zoned Commercial and the sites south of the easement are zoned Mixed Use R160 under the City's Local Planning Scheme No. 2 (LPS2). All of these sites form part of the Activity Corridor Built Form area under the City's Policy No. 7.1.1 – Built Form (Built Form Policy).

The adjoining properties north of the subject site are zoned Commercial under the City's LPS2 and also form part of the Activity Corridor Built Form area. The adjoining properties east of the subject sites, on the opposite side of Fitzgerald Street and on the west side of the subject sites (adjacent to No's. 209 – 241 Fitzgerald Street) are reserved for public open space under the City's LPS2. The adjoining properties south west of the subject sites (adjacent to No. 10 Cowle Street) are zoned Residential R80 under the City's LPS2 and form part of the Residential Built Form area. The adjacent properties to the south on the opposite side of Cowle Street are zoned Residential R80 under the City's LPS2 and form part of the Activity Corridor Built Form area. A location plan is included as **Attachment 1**.

DETAILS:

The local development plan proposes to replace the deemed-to-comply setback and building height standards as prescribed by the Built Form Policy. The LDP proposes to permit a maximum building height of eight storeys and 31 metres across the site. The Built Form Policy permits a maximum height of six storeys and 22.5 metres for the site. It is noted the Built Form Policy prescribes a maximum height (top of concealed roof) of 26.7 metres for eight storey developments and that 31 metres is equivalent to just over nine storeys under the Built Form Policy.

The LDP also proposes additional requirements and objectives. Each of these design elements are discussed individually in the Comment section below.

Pursuant to Clause 1.2.2 of State Planning Policy 7.3 Residential Design Codes Volume 2 – Apartments (R Codes Volume 2 – Apartments), a local government may prepare and adopt a local development plan that amends or replaces the Acceptable Outcomes of Part 2, which includes but is not limited to Clause 2.2 – Building Height, Clause 2.3 – Street Setbacks and Clause 2.4 – Side and Rear Setbacks. These amendments do not require the approval of the Western Australian Planning Commission (WAPC).

Pursuant to Clause 1.2.4, the local government may, with the approval of the WAPC, prepare a local development plan to augment the R Codes Volume 2 – Apartments with Objectives to guide judgement about the merit of proposals relating to any aspect of apartment development that is not provided for under the R Codes Volume 2 – Apartments and is required within the local context.

The WAPC has confirmed an LDP at the aforementioned site is required for the purpose of orderly and proper planning so as to assist in coordinating and facilitating development of lots within the LDP area.

The applicant's justification for the LDP is summarised as follows:

- The proposed redevelopment of the site seeks to deliver development up to eight storeys fronting Fitzgerald Street and will act as a key transition point and landmark between the Northbridge fringe area and the relatively undeveloped North Perth end of Fitzgerald Street strip;

- The intent of the LDP is to set future parameters and ensure aspects such as building envelopes, heights and design elements for future development of the site, whilst ensuring the future development will not have undue impacts on surrounding development or the streetscape;
- The LDP seeks to incorporate provisions that will promote active street frontages to engage with the streetscape and public spaces, provide improved passive surveillance, achieve a scale of development that is reflective of the desired future character of the areas as envisaged under the Built Form Policy and mitigate any perceived impact of bulk and scale.

The applicant's full justification is included as **Attachment 2** and **Attachment 3**.

Summary Assessment

The below table compares the deemed-to-comply standards set out in the Built Form Policy against those proposed by the LDP.

Street Setbacks	
Deemed-to-Comply Standard	**Proposal**
Clause 1.2 of Built Form Policy Nil	 <u>Ballroom Edge</u> First three storeys: Nil Fourth, fifth and sixth storey: 1.5 metres Above six storeys: 4.5 metres <u>Fitzgerald Street</u> First three storeys: Nil Fourth, fifth and sixth storey: 3.0 metres Above six storeys: 6.0 metres <u>Piazetta Edge</u> First three storeys: Nil Fourth, fifth and sixth storey: 3.0 metres Above six storeys: 6.0 metres <u>Cowle Street</u> First two storeys: Nil Third and fourth storey: 1.5 metres Fifth and sixth storey: 4.5 metres Above six storeys: 7.5 metres
Lot Boundary Setbacks	
Deemed-to-Comply Standard	**Proposal**
Clause 1.2 of Built Form Policy <u>Rear Edge</u> (Adjoining Residential Built Form Areas) First three storeys: 4.5 metres Fourth storey and above: 6.5 metres Unless a balcony is proposed adjacent to residential development in which the setback shall be 6 metres <u>Rear Edge</u> (Adjoining Non-Residential Built Form Area) First two storeys: Nil Above two storeys: 4 metres <u>Commercial Edge</u> (Adjoining Non-Residential Built Form Area)	 <u>Rear Edge</u> (Adjoining Residential Built Form Area) First four storeys: Nil Above four storeys: 6.5 metres Unless a balcony is proposed adjacent to residential development in which the setback shall be 6 metres <u>Rear Edge</u> (Adjoining Non-Residential Built Form Area) First four storeys: Nil Above four storeys: 4 metres <u>Commercial Edge</u>

First two storeys: Nil Above two storeys: 4 metres Internal Edge (Adjoining Non-Residential Built Form Area north and south) First two storeys: Nil Above two storeys: 4 metres	First three storeys: Nil Above three storeys: 3.0 metres Internal Edge (north and south) First three storeys: 1.5 metres Fourth, fifth and sixth storey: 4.5 metres Above six storeys: 7.5 metres
Building Heights	
Deemed-to-Comply Standard	**Proposal**
Clause 2.1 of Built Form Policy Maximum of six storeys Top of external wall (roof above): 19.5 metres Top of external wall (concealed roof): 20.5 metres	 Maximum of eight storeys Top of external wall (roof above): 30 metres Top of external wall (concealed roof): 31 metres

The above elements of the proposal are discussed in the Comment section below.

CONSULTATION/ADVERTISING:

The application was advertised in accordance with the City's Policy No. 4.1.5 – Community Consultation for a period of 21 days from 29 October 2018 to 18 November 2018. The method of advertising included 570 letters mailed to all owners and occupiers surrounding the site, two signs on site (located on Fitzgerald Street and Cowle Street) and a notification in the local newspaper.

A total of 11 submissions were received, being six objections, four in support and one submission neither supporting nor objecting to the proposal. Two of the submissions in support of the proposal included a total of 301 signatures. These submissions did not satisfy the City's requirements for a petition and each is to be considered as a stand-alone submission.

A summary of the submissions objecting and expressing concerns of the proposal are summarised as follows:

- The height is not appropriate for the site as it will be out of character with the surrounding locality;
- The setbacks to the adjoining residential properties need to be better defined;
- Concerns the ground floor edges will not be adequately activated;
- The development will result in a loss of natural sunlight to adjoining properties and the street;
- The increase in density will cause access and parking issues for the surrounding residents;
- The development will have an adverse impact on the heritage character of the locality;
- High density living will impact the locality; and
- The reduced 'rear' edge setback will result in a loss of privacy.

A summary of the submissions in support of the proposal are summarised as follows:

- The Local Development Plan will assist in achieving a better built form outcome by linking lot designs;
- The Local Development Plan will provide the future framework for a 'landmark' building to be pursued in this transitional part of Fitzgerald Street;
- The site is surrounded by large areas of open space and located on a high frequency bus route. The proposed framework will foster the creation of a place where people can stop, enjoy and appreciate their surroundings, rather than its current function as a transport corridor;
- The variations proposed, including height limits and setbacks, are consistent with the future desired built form along Fitzgerald Street; and
- Greater density and the mixture of residential and commercial, on a main road and close to Perth City is to be encouraged.

A summary of the submissions and the applicant's response to the submissions is included as **Attachment 4**, with Administration's comment on each submission included as **Attachment 5**.

Following consideration of the submissions the applicant modified the proposed LDP and submitted this to the City (see **Attachment 6**).

Design Review Panel (DRP):

Referred to DRP: Yes

The proposal was considered by the City's DRP on 8 November 2017. The comments raised by the DRP resulted in the following changes to the original submission of the LDP:

- Increased setback to the Piazetta Edge to allow for alfresco dining, informal seating, etc. so as to activate the easement, which will be publically accessible;
- Increased setbacks to the side lot boundaries and street boundaries; and
- Mandatory 'active edges' along Fitzgerald Street, Cowle Street and the easement frontages.

The comments provided by the DRP and the applicant's response is included as **Attachment 2**.

LEGAL/POLICY:

- *Planning and Development Act 2005*;
- *Planning and Development (Local Planning Schemes) Regulations 2015*;
- City of Vincent Local Planning Scheme No. 2 (LPS2);
- State Planning Policy 3.1 – Residential Design Codes (R Codes);
- State Planning Policy 7.3 – Residential Design Codes Volume 2 – Apartments (R Codes Volume 2 – Apartments)
- Policy No. 4.1.5 – Community Consultation; and
- Policy No. 7.1.1 – Built Form (Built Form Policy).

In accordance with Schedule 2 Clause 77 (1) 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.

WAPC's State Planning Policy 7.3 Residential Design Codes – Volume 2 Apartments

On 18 February 2019, the WAPC released the documentation for Design WA, which includes State Planning Policy 7.3 Residential Design Codes – Volume 2 Apartments and Design Review Guide. The Minister for Planning has announced this will become operational on 24 May 2019.

The local development plan has been considered against this policy as the policy will be applicable to all future development.

City of Vincent Policy No. 7.1.1 – Built Form;

The City has undertaken community consultation for amendments to the existing Built Form Policy. The community consultation period concluded on 11 December 2018.

The local development plan has been considered against the proposed amendments to the Built Form Policy, which are expected to be presented to Council in the first half of 2019 to consider its acceptability following community consultation.

RISK MANAGEMENT IMPLICATIONS:

There are minimal risks to Council and the City's business function when Council exercises its discretionary power to determine a local development plan.

STRATEGIC IMPLICATIONS:

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

"*Innovative and Accountable*

We are open and accountable to an engaged community."

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

COMMENTS:

Design Objectives

Each of the objectives proposed within the LDP have been considered against the relevant Element Objectives of the R Codes Volume 2 – Apartments. The appropriateness and relevance of these objectives is discussed within **Attachment 7**.

Building Design

The LDP proposes an objective for the building façade to present as a collection of smaller buildings, as per a recommendation from the City's Design Review Panel. Although there are specific Element Objectives within R Codes Volume 2 – Apartments which relate to the appearance, bulk and scale of a building, the subject objectives provides guidance with regard to the expected design outcome of this development in the context of its locality.

The LDP also proposes objectives for the development to respond to the desired future built form and streetscape outcomes and for the building to be visually interesting. Relevant objectives are provided within the R Codes Volume 2 – Apartments and those objectives are not recommended to be included within the LDP.

The R Codes Volume 2 – Apartments provides a number of Element Objectives and supporting Acceptable Outcomes requiring street surveillance. The subject site is adjacent to a public carpark which would benefit from passive surveillance. The objective recommended within the LDP is necessary to ensure future development achieves this requirement rather than just the street surveillance outcome required by the R Codes Volume 2 - Apartments.

Vehicle Parking

The LDP currently relies on the parking requirements prescribed within the R Codes and the City's Local Planning Policy 7.7.1 Non-Residential Development Parking Requirements (Parking Policy). These policies prescribe minimum parking requirements. To ensure the development does not result in an oversupply of parking, an objective is recommended so the maximum parking provided on site does not exceed the minimum parking required under the relevant policies.

The LDP also includes an objective for the vehicle parking areas to be designed so they minimise negative visual impacts on the streetscape. Clauses 3.8 and 3.9 of the R Codes Volume 2 – Apartments provide a number of Element Objectives and Support Acceptable Outcomes requiring vehicle parking to be concealed from the street. These objectives are reasonable and acceptable to ensure vehicle parking does not dominate the Fitzgerald Street streetscape.

Cowle Street is a less intensive residential streetscape. It would not be appropriate for vehicle parking to be located on this frontage as this would result in a façade that does not align with the existing residential character of this streetscape. An additional objective is recommended for inclusion in the LDP that ensures that vehicle parking areas are not provided anywhere along the Cowle Street frontage.

Adaptive Reuse

The LDP has included an objective for the design of the development to allow for adaptive reuse. The R Codes Volume 2 – Apartments provides some guidance for buildings to be design for adaptive reuse though ground floors having large floor to ceiling heights. To ensure the ground floor and car parking areas can be adapted over time to different uses, noting the likelihood of changes in use and a lower reliance on private vehicles, an amended objective is recommended requiring these areas to be designed to be adaptive and convertible to cater for changing uses over time.

Noise

The City's Policy No. 7.5.21 Sound Attenuation provides guidance for when an acoustic report is required to be considered as part of a development application. An acoustic report for future development on this site would be required for the City's consideration.

Heritage Wetlands Trail

The City's Heritage Wetlands Trail and Greenway currently runs along Lawley Street, onto Fitzgerald Street and through Robertson Park. The City has reviewed the ability for the Water Corporation easement to form part of the heritage trail/greenway. Due to the orientation of the easement, the lack of access to natural sunlight between the existing buildings and the significant below ground Water Corporation infrastructure, it would not be possible to provide sufficient canopy coverage along this easement to support the heritage trail/greenway. It should also be noted that the Water Corporation easement is Crown Land and as it is not owned by the applicant will fall outside of the boundary of the Local Development Plan.

The City's Greening Plan has been part of the implementation of the this heritage trail/greenway, with this section of Fitzgerald Street being planted with appropriate tree species to support this link in the last 18 - 24 months. Lawley Street and Robertson Park are already provided with advanced trees to support this link. To respect the existing trail, an objective has been included requiring that appropriate landscaping be provided on site that would integrate with the City of Vincent Wetlands Heritage Trail/Vincent Greenway and nearby parklands.

Street Setbacks

The City's Built Form Policy prescribes a deemed-to-comply street setback of nil for the first three storeys of development in this location. The Built Form Policy does not prescribe deemed-to-comply street setbacks above three storeys and so permits a nil street setback for these floors.

The LDP proposes a nil deemed-to-comply setback for the first three storeys to all street frontages, with the exception of the Cowle Street frontage, which is permitted a nil setback for the first two storeys only. The LDP also prescribes specific deemed-to-comply setbacks above the second and third storeys.

The street setbacks proposed in the LDP are appropriate. The nil setback proposed for the first three storeys to Fitzgerald Street is consistent with the Built Form Policy. The 'Piazzetta Edge' setbacks will provide space to encourage active uses between Fitzgerald Street and the easement, which will act as a pedestrian access way. This is consistent with the intent of the City's Built Form Policy to activate frontages.

The nil setback proposed for the first two storeys to Cowle Street also aligns with the Built Form Policy. The 1.5 metre setback proposed for any third storey fronting Cowle Street and the various setbacks proposed for development above three storeys is additional to the nil setbacks prescribed in the Built Form Policy. These setbacks will ameliorate some of the impact of the additional height proposed by the LDP.

Setbacks adjoining residential built form areas

The southern portion of the LDP's Rear Edge, Lot 15, is adjacent to a residential built form area to the west. Where development abuts a residential built form area, the Built Form Policy prescribes a minimum setback of 4.5 metres for the first three storeys and a minimum setback of 6.5 metres for the fourth storey and above, unless a balcony is proposed in which case the setback shall be as per Clause 5.4.1 or Clause 6.4.1 of the R Codes.

The LDP proposes a nil setback for the first four storeys. The fifth storey and above is then required to be in accordance with the applicable Built Form Policy, as described above.

One submission was received during the consultation period which raised concerns with the developments interface with the adjoining residential properties.

The current development on the adjoining residential property comprises two storey multiple dwellings. There are two openings in the adjacent wall of this development that face the 'Rear Edge' of the LDP site. The rooms with these openings each contain another opening along the northern elevation, ensuring access to natural sunlight is maintained for these rooms. The development's communal open space is located to the rear of the development towards the north western boundary, away from the LDP area.

The adjoining residential area is permitted a maximum building height of three storeys and a boundary wall to a maximum of two storeys. An adjoining four storey boundary wall will not result in an appropriate interface with the adjoining residential development or Cowle Street streetscape.

The sites are separated by a 3.0 metre wide right-of-way. A boundary wall for the first three storeys would be more consistent with that permitted in the adjoining Cowle Street residential built form area and provide an adequate relationship between the subject site and adjoining residential property.

Setbacks adjoining non-residential built form areas

The northern portion of the LDP's 'Rear Edge' is adjacent to non-residential built form areas, including the City's Fitzgerald Street Car Park and club buildings occupied by the Azzurre Bocce Club. The LDP proposes a nil setback to this edge for the first four storeys. The fifth storey and above is then required to be in accordance with the Built Form Policy, being a minimum of 4 metres.

No submissions were received in relation to the rear setbacks adjoining the non-residential built form areas.

The nil setbacks for the first four storeys would have no adverse impact on any adjoining residential or commercial properties or the streetscape. A 3.0 metre wide right-of-way separates the LDP area from the City's car park and club building. The club premises comprises a single storey building with nil setbacks to the right of way and contains no openings along the subject boundary. As there is no residential, commercial or other sensitive development which will be affected by the development abutting the subject site, a nil setback for the first four storeys is considered appropriate for future development.

There is mature vegetation between the car park and the subject site and between the public open space and the car park. The vegetation will provide some screening of the future development and ameliorate impacts of building bulk and mass that may be visible from the adjoining areas. Whilst 'Active Edges' are not required to the rear edge, the objectives of the LDP require a high-quality building interface and surveillance to the public car park at the rear. Design elements will be considered once a development application is lodged, and reviewed by the City's Officers and DRP.

Internal Setbacks

Where development abuts a Non-Residential Built Form area, the Built Form Policy prescribes nil setbacks for the first two storeys and a minimum setback of 4 metres thereafter.

The LDP proposes the 'Internal Edge' of the development to comprise a minimum setback of 1.5 metres for the first three storeys, a minimum setback of 4.5 metres for the fourth, fifth and sixth storeys and a minimum setback of 7.5 metres for development above six storeys.

The proposed setbacks to the easement are appropriate. The 1.5 metre setback for the first three floors will provide some relief between the buildings and ensure access to natural sunlight and ventilation to the lower levels. The 'Piazzetta' setbacks would ensure an outdoor space is created on Fitzgerald Street either side of the easement that would provide suitable space to activate the street through alfresco dining, informal seating and the like. The setbacks for the fourth storey and above would result in a separation between the building of no less than 13 metres, which would ameliorate impacts of building bulk and mass for residents.

Side Setbacks

Where development abuts a Non-Residential Built Form area, the Built Form Policy prescribes a side boundary wall up to two storeys and a minimum setback of 4 metres thereafter.

The LDP proposes side boundary walls up to three storeys and a minimum setback of 3.0 metres thereafter.

No submissions were received in relation to the proposed side setbacks.

The LDP adjoins one property, zoned Commercial, to the north. The existing development on this site is two storeys in height and includes a two storey boundary wall adjoining the LDP boundary.

The adjoining commercial development will largely screen a three storey boundary wall. The side boundary setbacks proposed will not impact on Fitzgerald Street of Lawley Street, given the adjoining two storey commercial development will also largely screen the development from the street. The setbacks would also not affect any active habitable spaces of the adjoining commercial development itself. The side setbacks proposed would not cause adverse impacts and are acceptable.

Building Height

The City's Built Form Policy permits six storeys with a maximum building height of 19.5 metres for external walls (roof above) or 20.5 metres for concealed roofs.

The LDP proposes a maximum of eight storeys with a maximum building height of 30 metres for externals walls (roof above) or 31 metres for concealed roofs.

A number of submissions were received during the consultation period which raised concerns relating to the proposed height not being in keeping with the existing or desired streetscape character and impacts caused by a loss of natural sunlight.

The northern and eastern portion of the LDP area is adjacent to commercial development, sites that sit within the six storey Activity Centre Built Form Area or public open space. For this portion of the LDP area, the setback requirements of the LDP, combined with the provisions of the Built Form Policy and R Codes, are adequate to ensure the height proposed would have no additional impact on the streetscape or surrounding properties.

The south-western portion of the LDP, incorporating Lots 14 and– 15 Cowle Street, is directly adjacent to the Residential Built Form Area. This portion of Cowle Street has a deemed-to-comply height of three storeys and is made up of residential development between one and three storeys in height. This includes a number of single storey heritage listed properties, two of which sit directly opposite Lots 14 and 15 Cowle Street.

Applying a height of eight storeys and 31 metres to Lots 14 and 15 in this context is not appropriate. The eight storey and 31 metre height proposed will create the potential for additional overshadowing of the lots on the southern side of Cowle Street and despite the setbacks would dominate the street. It is recommended that the LDP be modified to remove the eight storey height proposed for Lots 14 and 15 Cowle Street. These lots will then be covered by the six storey height set in the Built Form Policy for this area.

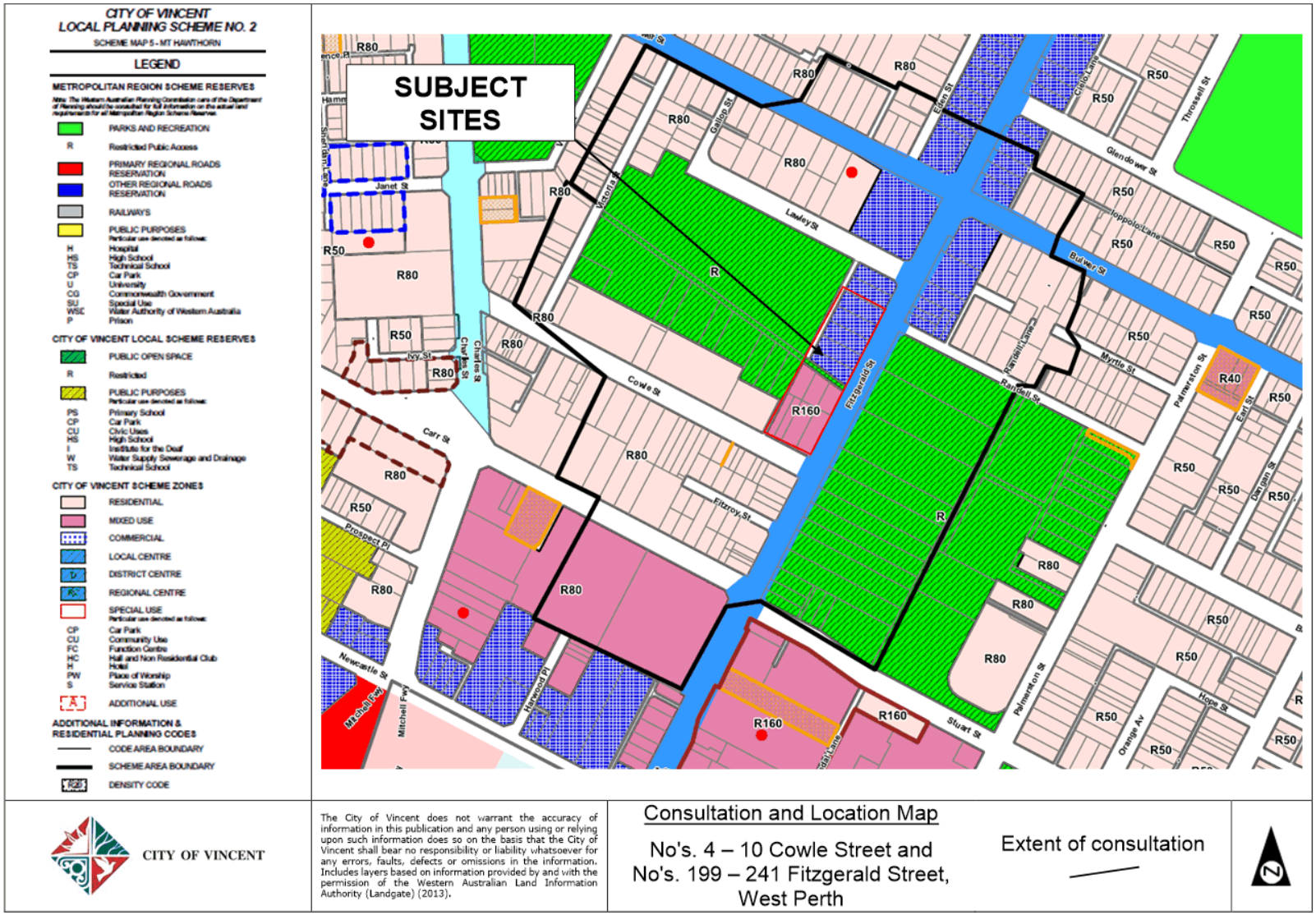
Active Frontages

Part 5 of the LDP proposes a number of provisions relating to active frontages along the Fitzgerald Street and Cowle Street. Clause 3.2 Orientation, Clause 3.6 Public domain interface, Clause 3.7 Pedestrian access and entries, Clause 4.10 Façade design and Clause 4.14 Mixed use contained within the R Codes Volume 2 – Apartments contain Element Objectives, Acceptable Outcomes and Design Guidance to facilitate active frontages. The provisions contained within Clause 5 are not necessary.

The LDP excludes an auditorium from being required to meet the active frontage requirements and allows for up to 25 percent of the frontage to incorporate non-active elements. This is not consistent with the intended outcome of the R Codes Volume 2 – Apartments and are not appropriate for inclusion in the LDP.

The LDP also proposes to require the internal easement to be treated with an active frontage, which is appropriate. An objective is recommended to be included to ensure the internal edges provide active frontages as intended.

It is recommended that the LDP be modified to remove Part 5 and to state that the Ground Floor Design and Building Design provisions of the R Codes Volume 2 – Apartments apply to the internal easement in the same way as they apply to the street frontages.


CITY OF VINCENT
LOCAL PLANNING SCHEME NO. 2
SCHEME MAP 5 - MT HAWTHORN
LEGEND
METROPOLITAN REGION SCHEME RESERVES
PARKS AND RECREATION
Restricted Public Access
PRIMARY REGIONAL ROADS RESERVATION
OTHER REGIONAL ROADS RESERVATION
RAILWAYS
PUBLIC PURPOSES
H Hospital
HS High School
TS Technical School
CP Car Park
U University
CG Commonwealth Government
SU Special Use
WSC Water Authority of Western Australia
P Prison
CITY OF VINCENT LOCAL SCHEME RESERVES
PUBLIC OPEN SPACE
R Restricted
PUBLIC PURPOSES
PS Primary School
CP Car Park
CU Civic Uses
HS High School
I Institute for the Deaf
W Water Supply Sewerage and Drainage
TS Technical School
CITY OF VINCENT SCHEME ZONES
RESIDENTIAL
MIXED USE
COMMERCIAL
LOCAL CENTRE
DISTRICT CENTRE
REGIONAL CENTRE
SPECIAL USE
CP Car Park
CU Community Use
FC Function Centre
HC Hall and Non Residential Club
H Hotel
PW Place of Worship
S Service Station
A ADDITIONAL USE
ADDITIONAL INFORMATION & RESIDENTIAL PLANNING CODES
CODE AREA BOUNDARY
SCHEME AREA BOUNDARY
R25 DENSITY CODE
SUBJECT SITES
R80
R50
R160
R40
R
Janet St
Lawley St
Cowle St
Carr St
Fitzroy St
Prospect Pl
Newcastle St
Stuart St
Bulwer St
Myttle St
Ivy St
Charles St
Fitzgerald St
Palmerston St
Glendower St
Throssell St
Eton St
Gallop St
Vasto St
Loftus St
Hope St
Orange Av
Dunedin St
Ethel St
Randell St
Randell Lane
Loftus Lane
Mitchell Fwy
Harwood Pl
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Consultation and Location Map
No's. 4 – 10 Cowle Street and
No's. 199 – 241 Fitzgerald Street,
West Perth
Extent of consultation
N


SUBJECT SITES
Victoria St
Lawley St
Gallop
Eden St
Glendower St
Throssell St
Bulwer St
Loftus Lane
Fitzgerald St
Randell Lane
Myrtle St
Randell St
Cowle St
Carr St
Fitzroy St
Palmerston St
Brisbane St
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No's. 4 – 10 Cowle Street and
No's. 199 – 241 Fitzgerald Street,
West Perth
N

11 May 2018

City of Vincent
244 Vincent Street
LEEDERVILLE WA 6007

ATTENTION: John Corbellini– DIRECTOR DEVELOPMENT SERVICES

Dear Sir

RE: RESPONSE TO DESIGN ADVISORY COMMITTEE MINUTES & LODGEMENT OF LOCAL DEVELOPMENT PLAN FOR REDEVELOPMENT OF THE WA ITALIAN CLUB AND ITALO-AUSTRALIAN WELFARE & CULTURAL CENTRE

On behalf of the WA Italian Club (WAIC) and Italo-Australian Welfare & Cultural Centre (IAWCC) please find enclosed three (3) A3 copies and 1 CD copy of the proposed Local Development Plan. Also enclosed are a copy of preliminary site plans, including elevations and massing diagrams for consideration at the next City of Vincent Design Advisory Committee in response to the commentary provided 8 November 2017.

To assist with consideration of this proposal, we have provided an outline below of the proposed development and what we are seeking to achieve through the Local Development Plan (LPD) process.

SITE LOCATION & CONTEXT

This LDP application is submitted over the following Lots and is referred to herein as the 'subject land':

- Lots 21, 22, 23, 24 & 25 Fitzgerald Street (WAIC); and
- Lots 9, 10, 11 & 12 Fitzgerald Street and Lots 13, 14 & 15 Cowle Street (IAWCC).

Located in the suburb of North Perth, the subject land is bound by existing two-storey commercial development to the north, public car parking to the west, existing residential development and a right of way to the south-west, Cowle Street to the south and Fitzgerald Street to the east. Located between the WAIC and IAWCC landholdings is a Water Corporation easement which has been used to date as a 'entry only' vehicular access to the public car park at the rear of the subject land.

The subject land is located abutting commercial development and is in proximity to existing and approved high density residential development. The existing streetscape is predominately two to three storey commercial developments along Fitzgerald Street (south of the Bulwer Street intersection) up until Cowle Street, where the subject land concludes. The majority of the streetscape in this section of Fitzgerald Street is formed by the subject land, with photographs of the subject land and surrounds enclosed as **Appendix 1**.

The subject land is framed by large areas of open space, being Robertson Park (a large public open space with recreation facilities such as tennis courts) to the east and Dorrien Gardens to the west. At the rear of the subject land is a large public car parking area and Bocce Club. Excluding the street trees planted in the road verge, no existing trees are located within the subject land.

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Importantly, it is worthwhile noting that the water table under the subject land is relatively high, which restricts the ability of the LDP and future designs to rely on going below ground for car parking.

An overall site plan is provided as **Figure 1** and a orthophoto as **Figure 2.**

ACCESSIBILITY

The subject land is located approximately 1.0km from Roe Street and the wider Northbridge Precinct, including the Perth Arena, Perth Busport and Perth train station. The subject land is also within walking distance to Charles Street, which provides dedicated bus lanes and access to the Freeway for region-wide access via public transit. Key to the future success of the subject land will be its location on a key transport corridor (Fitzgerald Street) which includes dedicated bus lanes in both directions.

Overall, the subject land is afforded excellent and extensive access to a movement network which supports all modes of transportation, whether it be pedestrian, cycling, private vehicular or public transport.

A figure depicting the key vehicular access routes to and within proximity of the subject land, as well as an 800m walkable catchment, is provided as **Figure 3.**

ZONING AND ABUTTING LANDHOLDINGS

Under City of Vincent Town Planning Scheme No.1, the WAIC is zoned entirely Commercial. The IAWCC landholdings are zoned a mix of Commercial (abutting the Water Corporation easement) and Residential R80 (abutting Cowle Street to the south). The Water Corporation easement which divides the WAIC and IAWCC landholdings is reserved for 'Parks and Recreation – Restricted'.

With respect to the zoning of land immediately surrounding the subject land, it is predominately a mix of Parks and Recreation Reserve (to the west and east), Commercial (abutting the WAIC to the north) and R80 residential to the south and south-west.

A zoning plan is provided as **Figure 4**.

DESIGN INTENT

The proposed redevelopment of the WAIC and IAWCC facilities seeks to deliver a development up to 8 storeys fronting Fitzgerald Street in North Perth. This portion of Fitzgerald street is critical to the future development of the North Perth locality and will act as a key transition point and landmark between the increasing development in the Northbridge fringe area and the relatively undeveloped North Perth end of the Fitzgerald Street strip. This LDP aims to create the opportunity for a truly landmark site, on an effectively 'one sided' transport corridor, bound by public car parking and large expanses of public open space.

Noting that this application is for a Local Development Plan (LDP) only, assumptions have been made regarding potential mix of land uses to assist in determining appropriate built form, access and parking requirements for the subject land. The preliminary plans prepared to support the LDP indicatively incorporate a mix of the following land uses, as well as associated parking requirements needed to facilitate them onsite:

- Offices
- Shop
- Restaurant/Eating House
- Residential (Apartments)
- Club Facilities

Indicative floor plans are provided as part of the application package to assist in understanding the potential development of the subject land. These indicative floor plans, in addition to elevations and perspectives, are enclosed as **Appendix 2**.

The intent of preparing an LDP over the subject land is to set the future parameters and ensure aspects such as building envelopes, height, access, land uses and key built form elements are captured and resolved prior to the Development Application stage. We are conscious of the fact that a future developer who wishes to pursue a Development Application over the subject land may have a different design for the subject land. Therefore, this Local Development Plan aims to create the foundations for future development whilst ensuring the variations sought to the Policy 7.1.1 Built Form will not have undue impact on surrounding development or the streetscape.

In general, the LDP seeks to incorporate provisions that will promote active street frontages to engage with streetscape and public spaces, provide improved passive surveillance, achieve a scale of development that is reflective of the desired future character of the area as envisaged under the Built Form Policy 7.1.1 and mitigate any perceived impact of bulk and scale may have on the streetscape.

LOCAL DEVELOPMENT PLAN DEVELOPMENT CONTROLS AND VARIATIONS TO BUILT FORM POLICY 7.1.1

In order to ensure orderly and proper planning of the subject land in future, certain development controls and guidelines have been incorporated in the LDP, in addition to the variations sought to Built Form Policy 7.1.1. A copy of the proposed Local Development Plan is enclosed as **Plan 1**. The key elements of the LDP are described below and justified thereafter:

a) Land Use Permissibility and Distribution

In order to streamline the Development Application (DA) process and provide the best opportunity for commercial success, the LDP seeks to waive the need for advertising under Clause 37 of Town Planning Scheme No.1 at the DA stage for certain uses. Whilst Council will retain the discretion to approve or refuse these land uses, the intent of incorporating these land uses in some form of future development is clearly demonstrated in this LDP application. Therefore, should there be an overwhelming opposition to these future land uses it will be made clear during the LDP advertising period. Moreover, the land uses proposed are not noxious or harmful industries, rather they are land uses that will positively contribute to activation of the streetscape and character of the locality.

Thus, to avoid a duplication of process, our preference would be for the land uses as stated on the LDP to not require re-advertising at the DA stage.

b) Active Frontages and Public Realm

The LDP nominates a series of 'edges' across the LDP to differentiate the type of treatment, including setbacks, these sections of the subject land must adhere to. With regard to active frontages, three key edges are nominated being Fitzgerald Street, Cowle Street and the Internal Edge (facing inwards to the Water Corporation easement). The intent of nominating active frontages is to establish a clear relationship with the streetscape in critical locations (i.e. primary setback, side setback and internal laneway) to create a sense of place. To achieve this, a series of objectives are required to be addressed as listed in the LDP plan and have been informed in part by the feedback of the Design Advisory Committee.

The Piazzetta Edge offers a different treatment to other active edges, in that it mandates a minimum area of 30m^2 to be provided from both sides of the easement area (60m^2 total across the subject land, excluding the easement) for the purpose of providing a space for alfresco dining opportunities, civic spaces, landscaping and similar functions to

allow private and public realms to interact. This Piazzetta Edge is intended to form the key meeting place and landmark entry for the subject land.

With respect to the rear edge, it is unlikely that ground floor activation would be successful fronting onto a car park and therefore it has not been mandated. However, to ensure future development does not 'turn its back' to the car park, a design objective has been incorporated for future applications to demonstrate surveillance over the rear car park and a high-quality building interface is being provided.

c) Setbacks

The LDP seeks to vary the setback requirements under provision 1.2 of Built Form Policy 7.1.1. Given the additional height above 6 storeys sought as part of this application, a customised approach to the building setbacks was necessary to ensure the bulk and scale of future development can be controlled to avoid adverse impact on the streetscape. An assessment against the design principles of Built Form Policy 7.1.1 is provided below:

P1.2.1 Development which incorporates design elements that reduce the impact of building bulk.

An important part of the feedback received at the Design Advisory Committee (DAC) meeting was the need to reduce the impact of building bulk, especially noting the desire to increase the permissible height from 6 storeys to 8 storeys. The project architect has taken this into consideration and sought to create a 'tapered' effect in that each subsequently higher section of the future development must be setback farther from the lot boundary. Critically, above the 6-storey permissible height limit development must be setback between 6.0m – 9.0m depending on the edge in question to ensure an appropriate interface with permissible height limits of nearby prospective development. It should be noted for the Ballroom Edge that the primary setback was brought forward above 6 storeys to 4.5m minimum to create visual interest and articulate the façade, responding to feedback from the DAC meeting.

P1.2.2 Development which maximises natural light access, natural ventilations and, internal and external privacy.

Although the designs prepared are preliminary only, intended to support the LDP application, it is demonstrated that there is sufficient opportunity to maximise the natural light and ventilation of the site especially from the primary street frontage. With respect to privacy of adjoining land uses, the subject land is essentially surrounded by public reserves or commercial development. Only one residential development to the southwest of the subject land may be impacted by overlooking, however the outdoor living areas/balconies of these units all face Cowle street and as such would not be impacted.

P1.2.3 Setbacks that facilitate the provision of landscaping.

The additional setbacks to the central easement, as well as the requirements for up to 60m^2 of space for a piazzetta in the primary street setback provide a sufficient area for landscaping in the private realm. Existing street trees are intended to be retained in the road verge of Fitzgerald street, in addition to those trees located in the public car park to the rear. In the upper levels of the future development, it is envisaged that rooftop terraces would be provided to create additional open space.

P1.2.4 Development which activates and addresses rights of way.

As previously mentioned, active frontages are mandated to front the easement which traverses the subject land. At this stage it is assumed that no development can occur over the easement. Although it is technically not a right of way, the intent of sleeving the easement with active frontages is to create an intimate urban space which provides

shelter from the elements and broader public realm. Passive surveillance is encouraged towards the rear public car park through the provision of balconies and rooftop terraces.

P1.2.5 Street setbacks that facilitate the provision of usable open space, alfresco dining opportunities and landscaping which contributes to canopy coverage.

The street setbacks at ground floor for the piazzetta will facilitate the provision of a usable open space area that incorporate alfresco dining and other opportunities to engage with the public realm. Moreover, within both the setbacks to the central easement and piazzetta area there will be sufficient room for a minimum standard of landscaping and tree planting under future development applications.

d) Height

The key variation from the City of Vincent Built Form Policy 7.1.1 is the proposed increase in height from the 6 storeys permissible up to the 8 storeys proposed. In accordance with provision 2.1.5 of Built Form Policy 7.1.1, we are seeking to vary this requirement through the LDP process. We note that an external wall height of 30m is being sought through this LDP over 8 storeys. The reason for this additional wall height is to facilitate a higher than usual ceiling height for the ballroom component of the IWAC, as well as a potential future auditorium for the IAWCC. The potential for a future auditorium has been incorporated as a specific request of the client noting that the location, size and height is currently undetermined. However, additional height has been shown on the IAWCC portion of the subject land to demonstrate the relatively small impact on the broader site, noting that the development must be contained within 8 storeys.

With respect to the Built Form Policy 7.1.1, an assessment against the Design Principles & Local Housing Objectives is provided below:

P2.1.1 Height that is situated on a site to minimise amenity impacts to neighbouring properties and the streetscape.

The additional two storeys above the six (6) permissible storeys proposed as part of the LDP are setback between 6.0m – 9.0m from the lot boundary, depending on the frontage in question. The additional height is concentred in the 'centre' of the development where possible to reduce the perception of building bulk from the street and proximate residential development. A key aspect to the subject land which allows for an increase in height is that is it essentially bound by public reserves and commercial zoned land; there is no residential zoned land immediately abutting the subject land.

P2.1.2 Development that incorporates design measures to reduce the impact of height, bulk and scale in neighbouring properties and the streetscape.

As mentioned above, the additional height beyond the permitted 6 storeys is concentrated in the centre of the development, setback between 6.0m – 9.0m from the site boundary. The LDP requires future development be 'tapered in' at the sides, front and along the easement interface to appropriately reduce the perceived impact of building height and bulk, as previously detailed.

With respect to neighbouring properties, as previously mentioned, only a commercial operation exists abutting the subject land to the north. Otherwise, the subject land abuts a public car park to the rear (west) and road reserves to the east and south.

P2.1.3 Development that considers and responds to the natural features of the site and requires minimal excavation/fill.

A critical issue for the subject land and an underlying reason for this LDP is that the water table in this location is high. Therefore, being unable to excavate below ground, the additional height has been required to provide sufficient above-ground parking to support a modern mixed-use development.

P2.1.4 Design which minimises overlooking and overshadowing where it impacts residential development.

With no immediately abutting residential development, the LDP encourages passive surveillance over the rear car park through design objectives and allows for the natural opportunity to capitalise on the views over Dorrien Garden and Robertson Park on either side. With respect to overshadowing, only one residential lot to south is impacted by overshadowing from the design parameters set by this LDP. For this single lot, there are two large street trees which already impede sunlight into the dwelling from its northern edge. A photo of the said lot is provided as **Appendix 3**.

Beyond the design principles set by the Built Form Policy, we have prepared an indicative 3D diagram to depict how the proposed development, incorporating the proposed setbacks and building heights would look in the context of the future permissible development under the Built Form Policy. The diagram showing the LDP area within the context of the desired built form set under the Built Form Policy is provided as **Figure 5**.

CAR PARKING AND ACCESS

In support of the LDP a Traffic Impact Statement (TIS) has been prepared by GTA traffic consultants to consider the traffic impact of LDP development potential. A copy of the Traffic Impact Statement is enclosed as **Appendix 4**. A summary of the key TIS findings are outlined below:

- The Lawley Street right of way will need to be upgraded to a minimum width of 6m from the current width of approximately 4m to accommodate two-way vehicle access.
- The TIS assumes the Cowle Street right of way and Water Corporation easement will not be used for vehicular traffic.
- The Lawley Street right of way (once upgraded) will be sufficient to cater for the increased traffic load envisaged by the LDP.
- Service vehicle access will be provided from Lawley Street and loading/unloading will occur from the back of house areas of the public car park.
- The LDP assumes the provision of approximately 370 car parking bays for residents, staff and visitors. This does not exceed the maximum permissible and closely reflects the minimum car parking numbers (less 10 bays) for a development in an *Activity Corridor*, under the City of Vincent's *Planning and Building Policy Manual, Parking and Access (Policy no: 7.7.1 – draft).* The car parking provision is considered appropriate for this location.
- The location of the subject land has existing excellent connections to walking and cycling networks and public transport. A number of pedestrian access points and routes connect and integrate the site with the wider pedestrian and cycling network. Further, walking and cycling to/from the subject land are being encouraged as part of the redevelopment with provision made for potential on-site bicycle parking and a conversion of one of the three vehicle access points to a 'pedestrian only' walkway.
- The redevelopment proposal could generate up to 329 vehicle trips in the evening peak if applying 'typical' traffic generation rates. However, due to the subject land's location in an Activity Corridor with good alternative transport facilities, the reality is that the traffic generation will be much less.
- Notwithstanding, the redevelopment is not expected to have any adverse traffic impacts on the immediate road network.

CONCLUSION

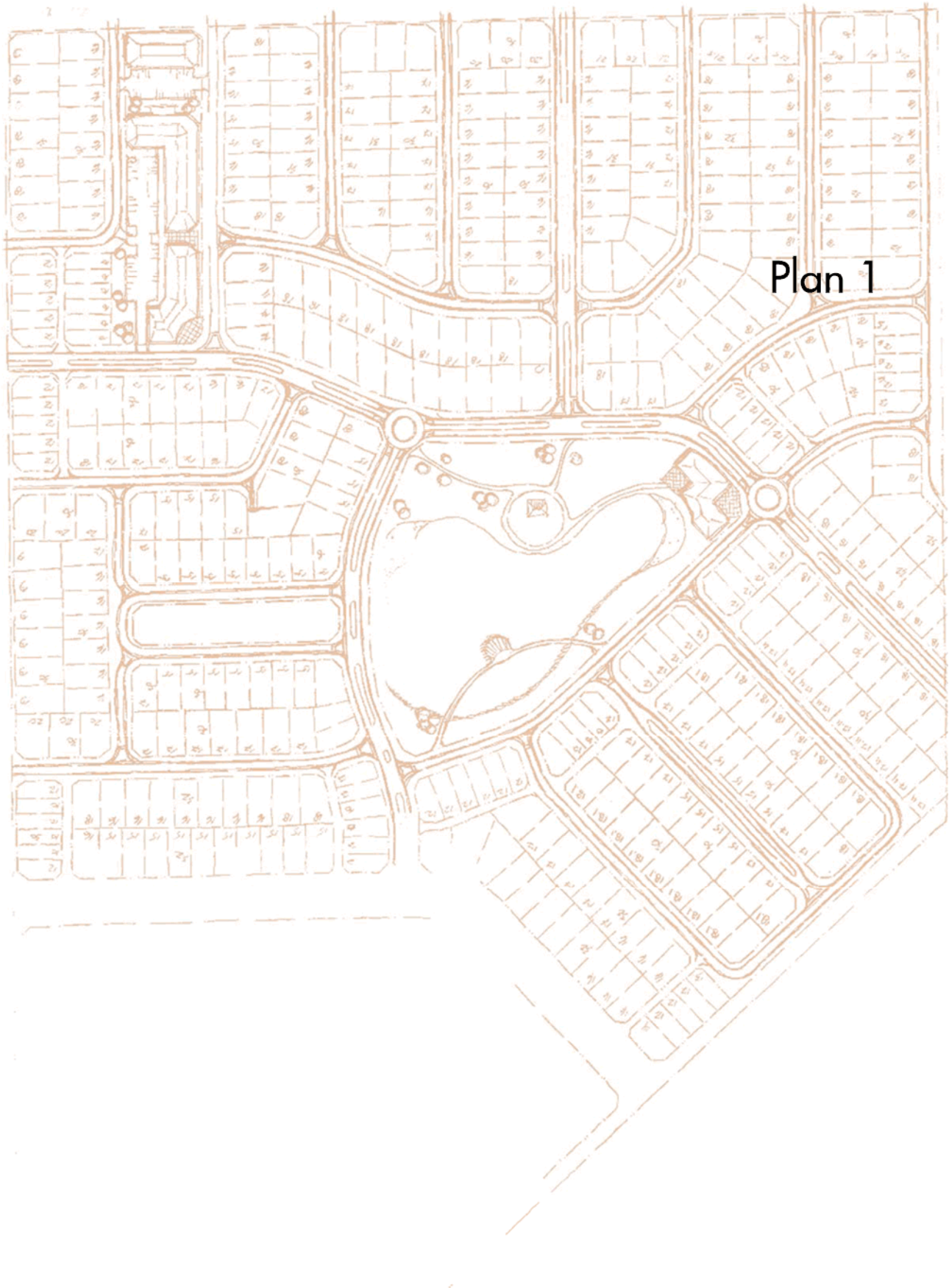
Overall, we consider that the additional permissible height sought under this LDP in conjunction with the other proposed LDP provisions, will provide a robust planning framework for future development which will not prejudice the existing or future streetscape and instead seek to bolster it.

A summary of the key elements and justifications for this LDP are provided below:

- The LDP provides for a superior outcome on this 'one-sided' key transport corridor and an opportunity for a truly landmark building within a contextually appropriate area. Moreover, the LDP is proposed over land owned by two long-standing community-based organisations within the City of Vincent and provides a robust framework for a timely upgrade of both organisation's facilities.
- In terms of site context, the subject land is located on a key public transport corridor with two significant areas of open space located to the east and west respectively. With no immediately abutting residential development and only an existing commercial development to the north, the LDP provides the planning framework for a landmark development which could accommodate the critical mass necessary to successfully underpin the existing amenities and highly accessible location surrounded by open space.
- In conjunction with the design objectives, clearly stated requirements for minimum setbacks will ensure the overall impact of potential bulk and scale on adjacent landholdings will be minimised and commensurate with the future desired built form outcome for North Perth.
- There are no known issues with potential overlooking onto proximate residential development and only a single residential lot is impacted by overshadowing at 12pm on the winter solstice. The lot impacted by overshadowing is already shadowed by two large street trees.
- The LDP provides a responsive design to the site constraints, including a high water table which restricts the ability to provide below ground parking facilities.
- The LDP provides a robust framework for future development to positively contribute to the locality and local amenity. This is proposed through a number of methods including articulation and activation of front facades as well as incorporating publicly accessible components such as the piazzetta and activation of the easement area.

Yours faithfully
CREATIVE DESIGN + PLANNING

FRANK ARANGIO
MANAGING DIRECTOR


Plan 1


LOCATION PLAN
Hyde Park
LEGEND
Local Development Plan Boundary
Commercial Coding
R80 Coding
Existing Water Corporation Easement
Fitzgerald Street Edge
Ballroom Edge
Cowle Street Edge
Rear Edge
Internal Edge North
Internal Edge South
Piazzetta Edge
Commercial Edge
Key Vehicular Link
Key Pedestrian Link
Piazzetta
APPROVAL TABLE
This Local Development Plan has been approved by the City of Vincent in accordance with clause 55(15) of the City of Vincent Town Planning Scheme No. 1
Chief Executive Officer
City of Vincent.....
Date.....
PERTH SOCCER CLUB
LAWLEY STREET
FITZGERALD STREET
COMMERCIAL
EXISTING BOCCE CLUB
EXISTING COMMERCIAL
Existing Carpark
Water Corporation Easement
Existing Council Carpark (approx. 135 bays)
RANDELL STREET
ROBERTSON PARK TENNIS CENTRE
RESIDENTIAL
COWLE STREET
RESIDENTIAL
FITZGERALD STREET
Existing Council Carpark (approx. 32 bays)
Local Development Plan
Lots 9, 10, 11, 12, 21, 22, 23, 24 & 24 Fitzgerald Street and Lots 13, 14 & 15 Cowle Street.
WA Italian Club and Italo-Australian Welfare and Cultural Centre
NORTH
CASELLA and ASSOCIATES ARCHITECTS
Creature DESIGN+PLANNING
Scale: 1:1000@A3
Date: 09/03/2018
Plan: ITANP-1-008 LDP
LDP

1. CITY OF VINCENT PLANNING AND BUILDING POLICY MANUAL, POLICY NO. 7.1.1 BUILT FORM - DESIGN VARIATION

a) The following criteria take precedence over and operate as additions and variations to *Policy No. 7.1.1 Built Form* and thereby constitute Deemed to Comply criteria.

b) In the case of any inconsistency between *Policy No. 7.1.1 Built Form* and this Local Development Plan (LDP), the provisions of this LDP prevail. Unless provided for below, the provisions of *Policy 7.1.1 Built Form* would apply.

c) The following standards are deemed to meet the relevant Design Principles of the Residential Design Codes and do not require consultation with adjoining landowners.

2. DESIGN OBJECTIVES

The following design objectives must be considered and addressed at the development application stage:

- Aesthetically the building façade is to present as a collection of smaller buildings to lessen the impact of building mass and scale;
- Development must respond to the desired future built form and streetscape outcomes; and
- The development is to provide a high-quality building interface and level of surveillance to the public car park at the rear.

3. LAND USE PERMISSIBILITY

The intent of this provision is to replace the need for advertising procedures prescribed under Clause 37 of Town Planning Scheme No.1 at the Development Application stage.

Zoning	Land Use	Advertising required under Clause 37
a) Commercial	• Multiple Dwelling	N/A
b) Residential R80	• Local Shop • Shop • Eating House • Office Building	N/A

4. SETBACKS

This provision presents as a variation to setback provision 1.2 of *Policy 7.1.1 Built Form*.

a) Ballroom Edge	Minimum Setback
i. Up to 3 storeys (including ground floor)	Nil
ii. 3 storeys to 6 storeys	1.5m
iii. Above 6 storeys	4.5m

b) Fitzgerald Street Edge	Minimum Setback
i. Up to 3 storeys (including ground floor)	Nil
ii. 3 storeys to 6 storeys	3.0m
iii. Above 6 storeys	6.0m

*Where an auditorium is proposed along the Fitzgerald Street Edge, the minimum setback requirements as per the Ballroom Edge are permissible.

c) Piazza Edge	Minimum Setback
As per Fitzgerald Street Edge (b) above, however the building must be setback on the ground floor to provide for a minimum of 30m2 on each side of the central easement (total 60m2 within the LDP area). This is to provide sufficient space for a functional 'piazzetta', incorporating active elements (e.g. alfresco dining) and passive elements (e.g. informal seating, benches) to engage with the streetscape.	

d) Cowle Street Edge	Minimum Setback
i. Up to 2 storeys (including ground floor)	Nil
ii. 2 storeys to 4 storeys	1.5m
iii. 4 storeys to 6 storeys	4.5m
iv. Above 6 storeys	7.5m

e) Rear Edge	Minimum Setback
i. Up to 4 storeys (including ground floor)	Nil

f) Internal Edge South	Minimum Setback
i. Up to 2 storeys (including ground floor)	1.5m
ii. 2 storeys to 6 storeys	4.5m
iii. Above 6 storeys	7.5m

g) Internal Edge North	Minimum Setback
i. Up to 3 storeys (including ground floor)	1.5m
iii. 3 storeys to 6 storeys	4.5m
iii. Above 6 storeys	7.5m

h) Commercial Edge	Minimum Setback
i. Up to 3 storeys (including ground floor)	Nil
iii. Above 3 storeys	3.0m

5. BUILDING HEIGHTS

This provision presents as a variation to the maximum building heights nominated under Table 2 of *Policy 7.1.1 Built Form.*

Maximum No. of Storeys	Top of External Wall	Top of Roof (Concealed)
8	30m	31m

6. ACTIVE FRONTAGES

The following edges, as nominated on the LDP, must incorporate active frontages:

- Fitzgerald Street Edge
- Cowle Street Edge
- Internal Edge (South & North)

Where edges are required to incorporate an active frontage, these should establish a clear relationship with the external streetscape where practical. Any auditorium pursued within the LDP area is exempt from this provision.

Objectives to be achieved for active frontages are as follows:

i. Provide space for alfresco dining areas, courtyards, civic spaces and similar functions to stimulate the streetscape;

ii. Development to be built up to the street boundary at ground level, except where required to be setback for a space under (i) above or to create visual interest;

iii. Loading and servicing areas for vehicles should be prioritised at the rear of the development; and

iv. Up to 25% of the edge may incorporate non-active elements such as doors, solid wall elements and piers.

Local Development Plan

Lots 9, 10, 11, 12, 21, 22, 23, 24 & 24 Fitzgerald Street and Lots 13, 14 & 15 Cowle Street.

WA Italian Club and Italo-Australian Welfare and Cultural Centre

CASELLA and ASSOCIATES ARCHITECTS

Creative DESIGN+PLANNING

Scale: n/a
Date: 10/05/2018
Plan: ITANP-1-008 LDP

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LDP

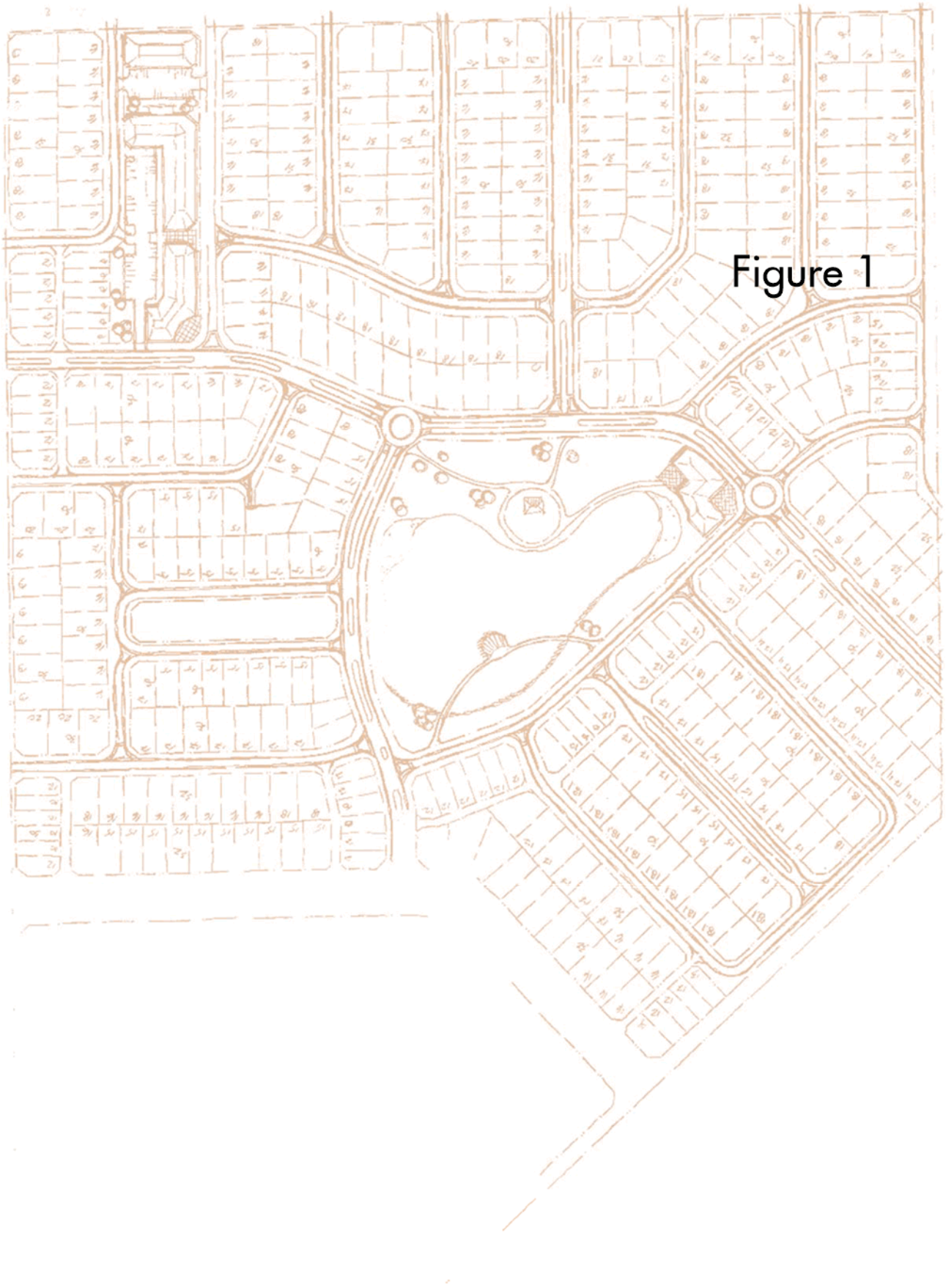


Figure 1



INDICATIVE SITE DEVELOPMENT LAYOUTS FOR THE WA ITALIAN CLUB AND ITALO-AUSTRALIAN WELFARE AND CULTURAL CENTRE	SITE PLAN	NORTH	CASELLA and ASSOCIATES ARCHITECTS · Creative DESIGN+PLANNING Scale: 1:1000@A3 Date: 10/05/2018 Plan: ITANP-1-008 Drawn By: S.J. Checked: T.C. SD - A.00b

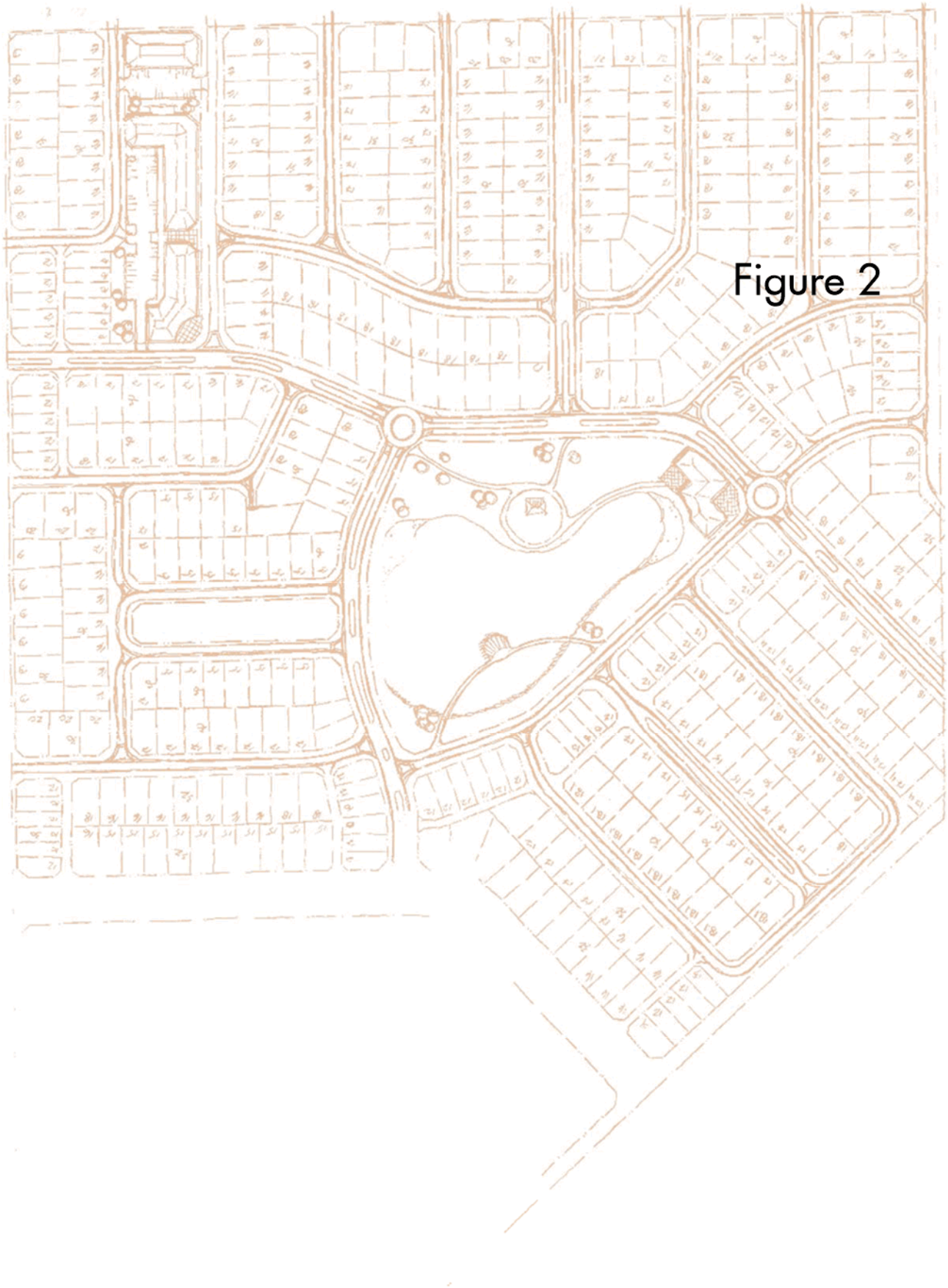
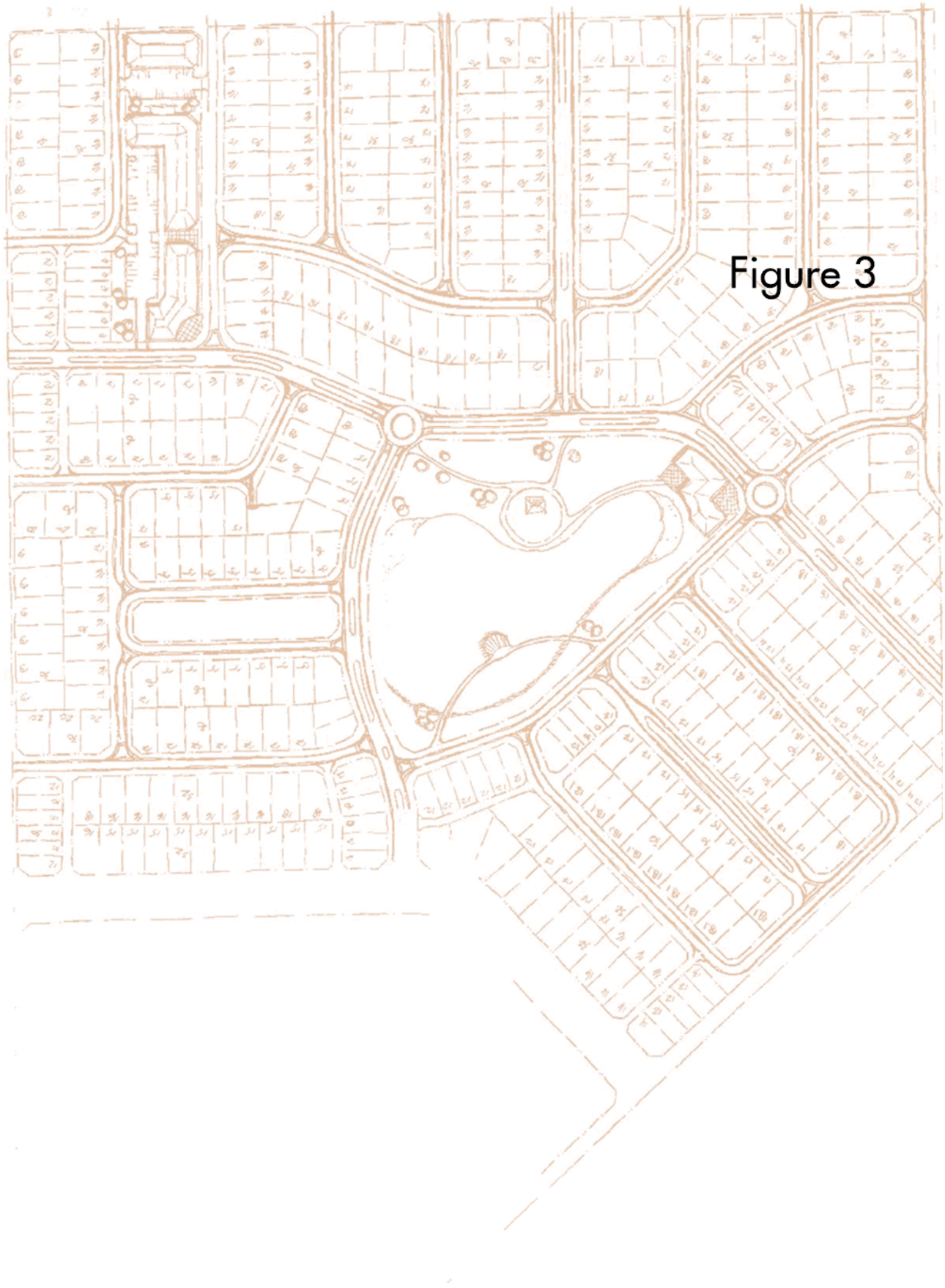


Figure 2


LEGEND
SUBJECT SITE
FITZGERALD STREET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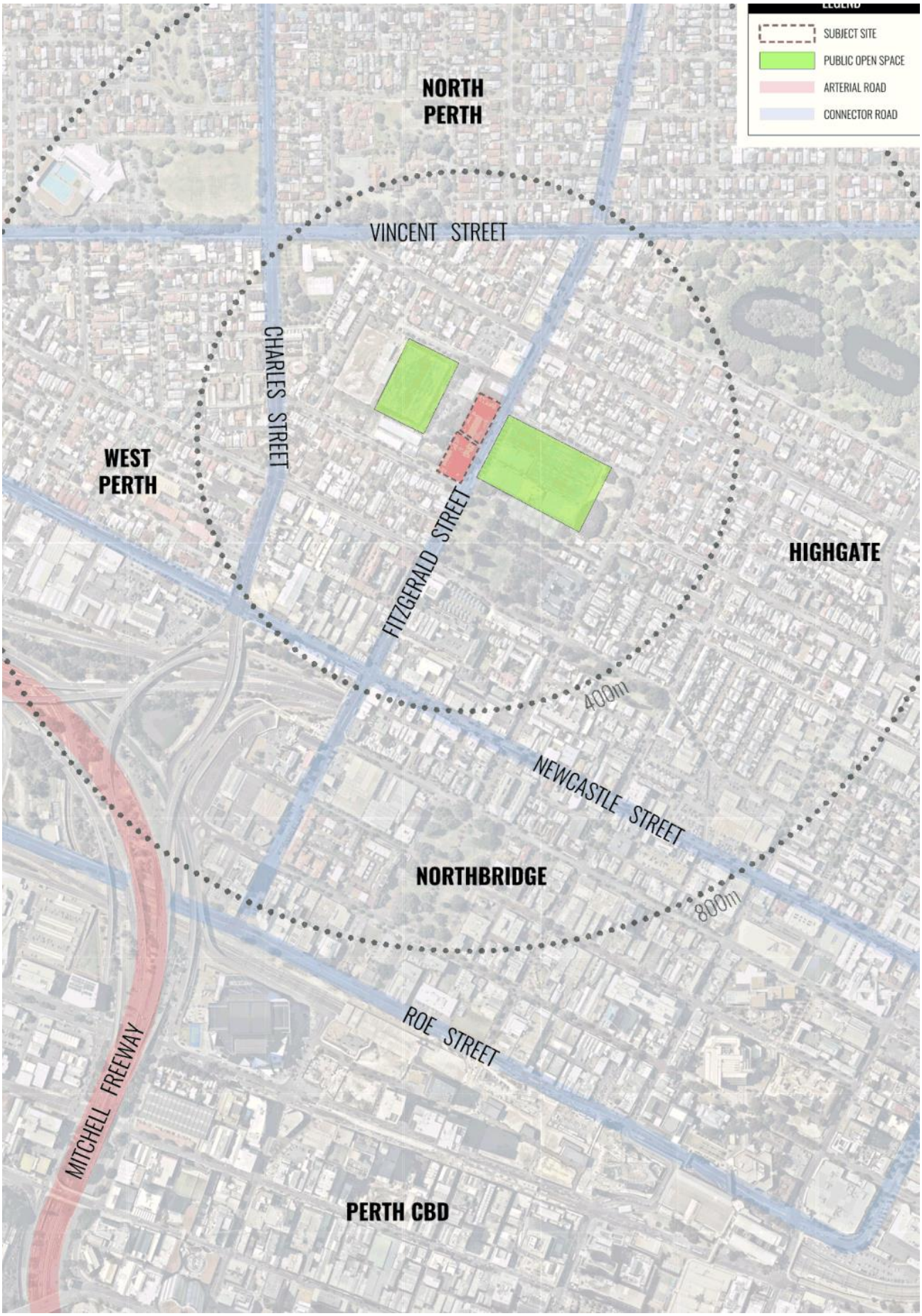
LEGEND
SUBJECT SITE
PUBLIC OPEN SPACE
ARTERIAL ROAD
CONNECTOR ROAD
NORTH PERTH
VINCENT STREET
CHARLES STREET
WEST PERTH
FITZGERALD STREET
HIGHGATE
400m
NEWCASTLE STREET
NORTHBRIDGE
800m
ROE STREET
MITCHELL FREEWAY
PERTH CBD

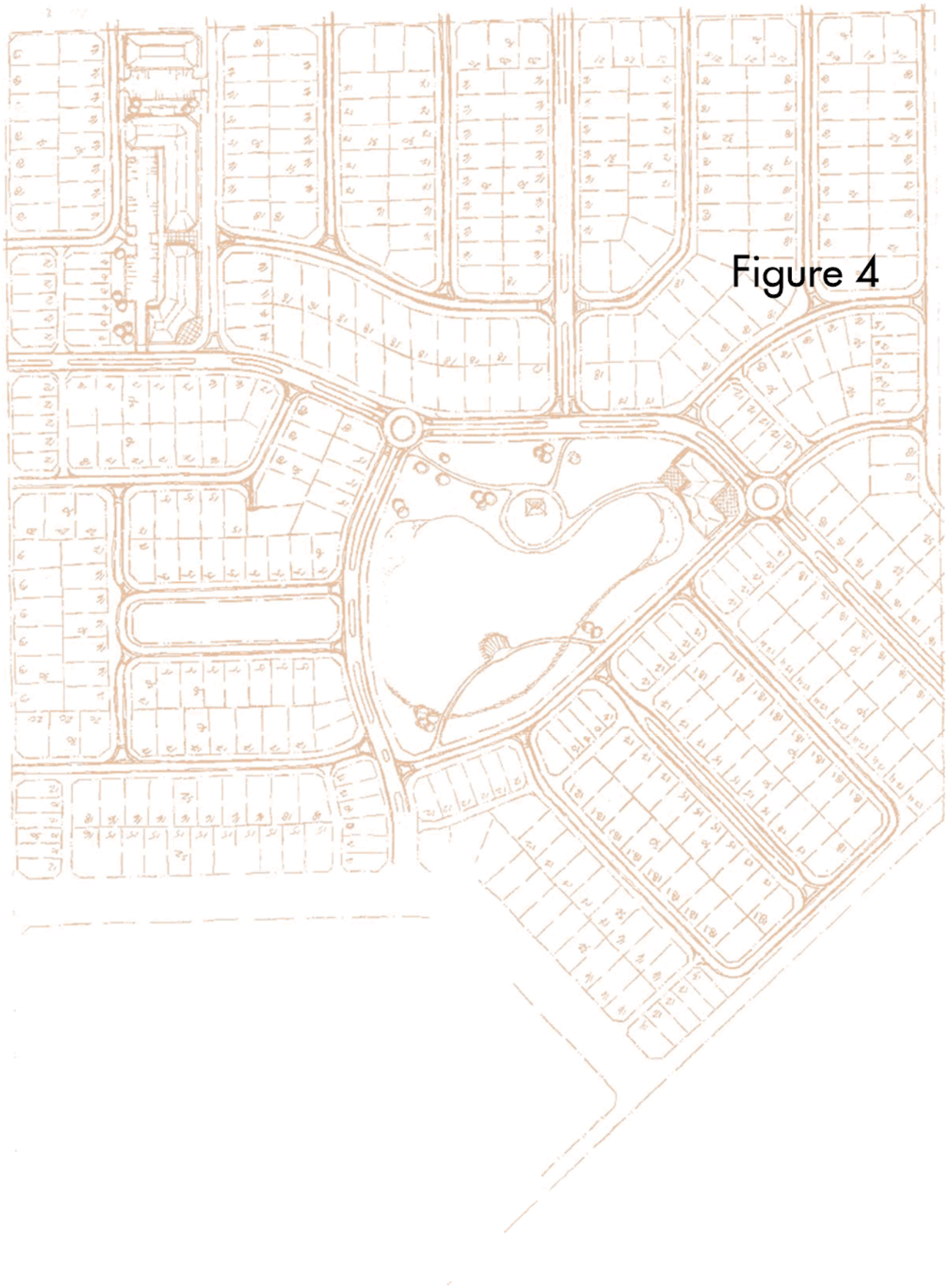
Figure 4



I.A.W.C.C. and W.A.I.C.
ZONING PLAN

INDICATIVE SITE DEVELOPMENT LAYOUTS FOR THE WA ITALIAN CLUB AND ITALO-AUSTRALIAN WELFARE AND CULTURAL CENTRE

NORTH

CASELLA and ASSOCIATES ARCHITECTS

Creative DESIGN+PLANNING

Scale: 1:2000@A3
Date: 17/10/2017
Plan: ITANP-1-003
Drawn By: S.J.

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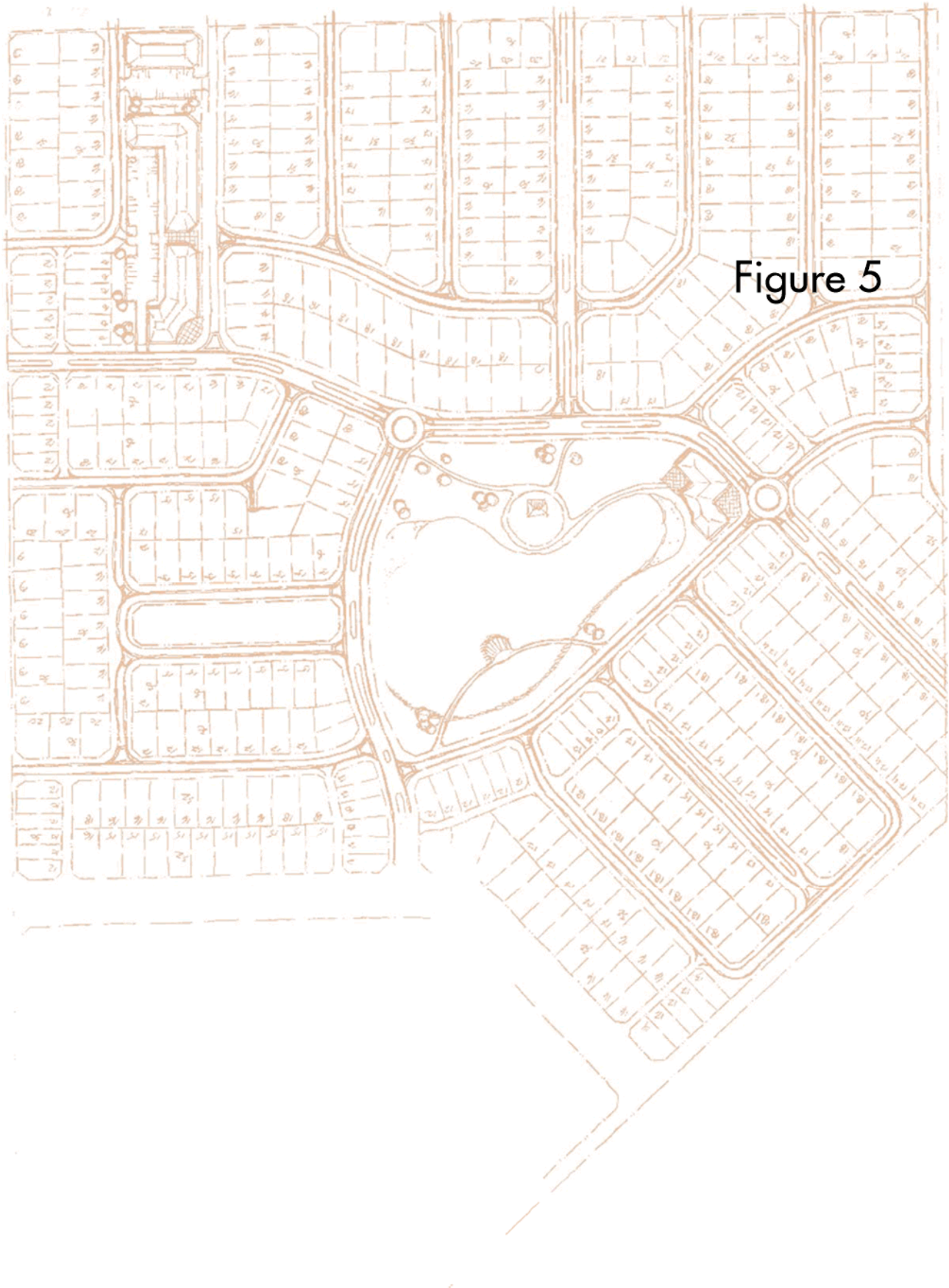
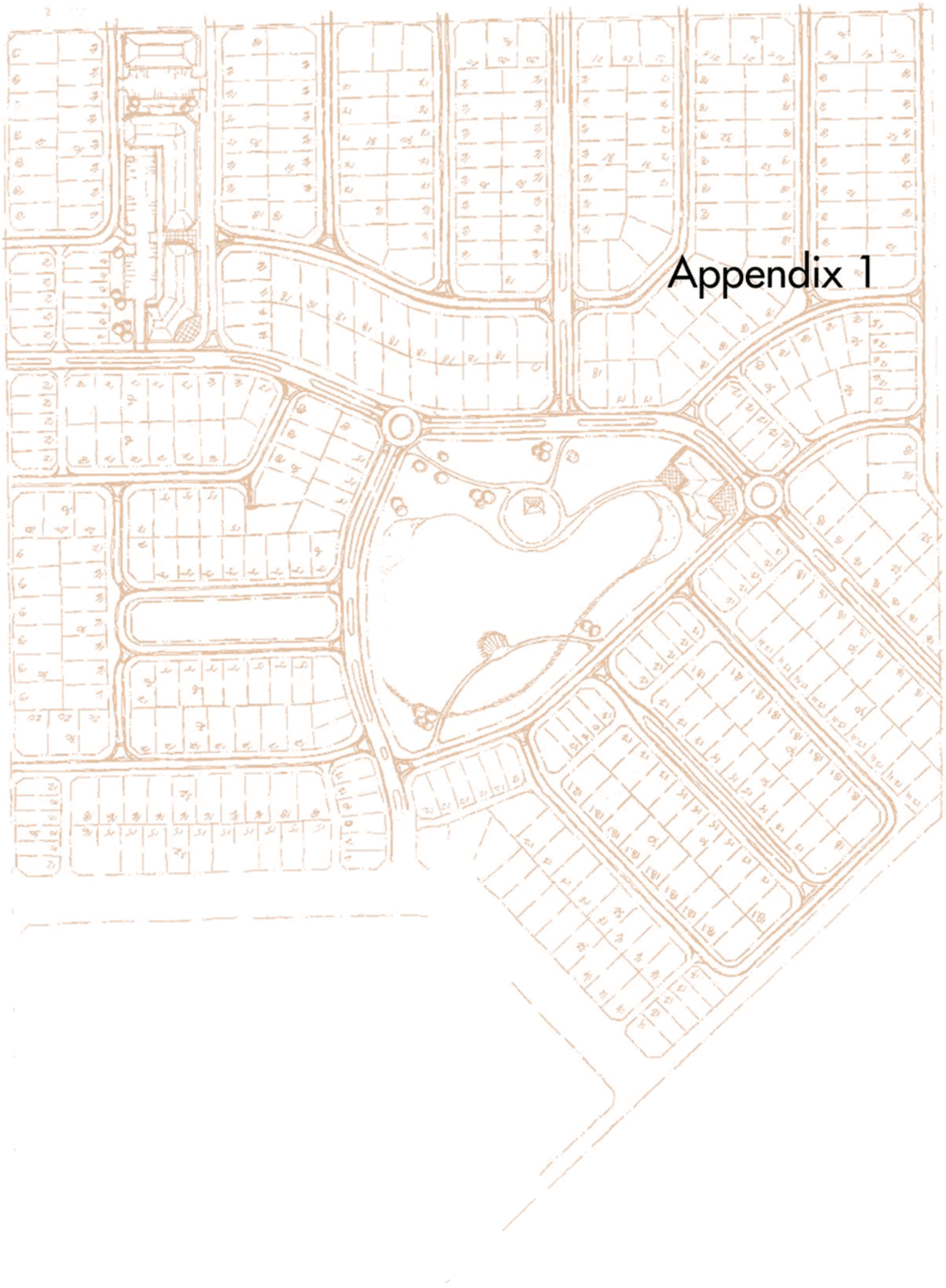


Figure 5




Appendix 1




GOD NOW COMMANDS
ALL MEN EVERY WHE
TO REPENT
Read your Bible!

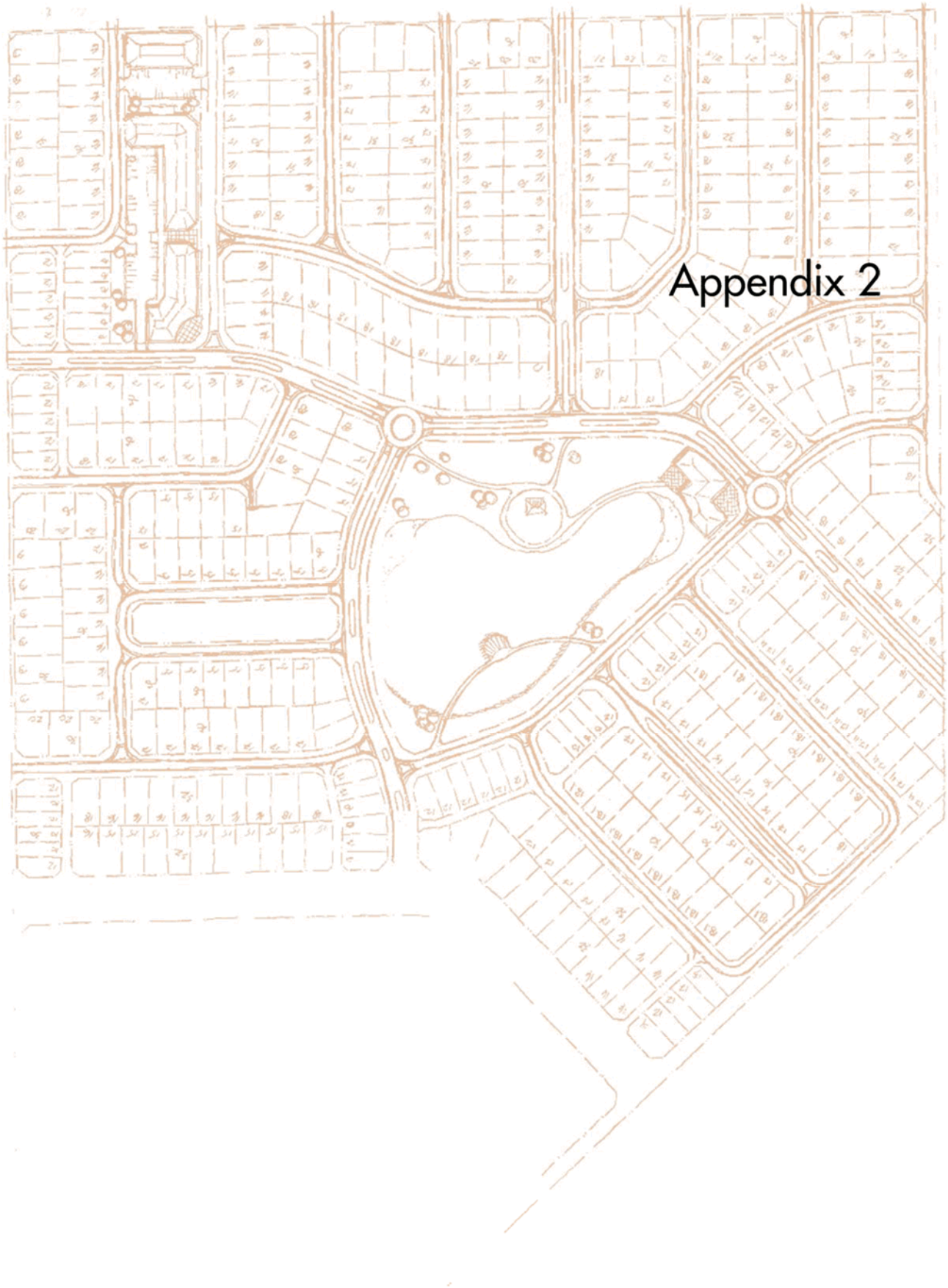


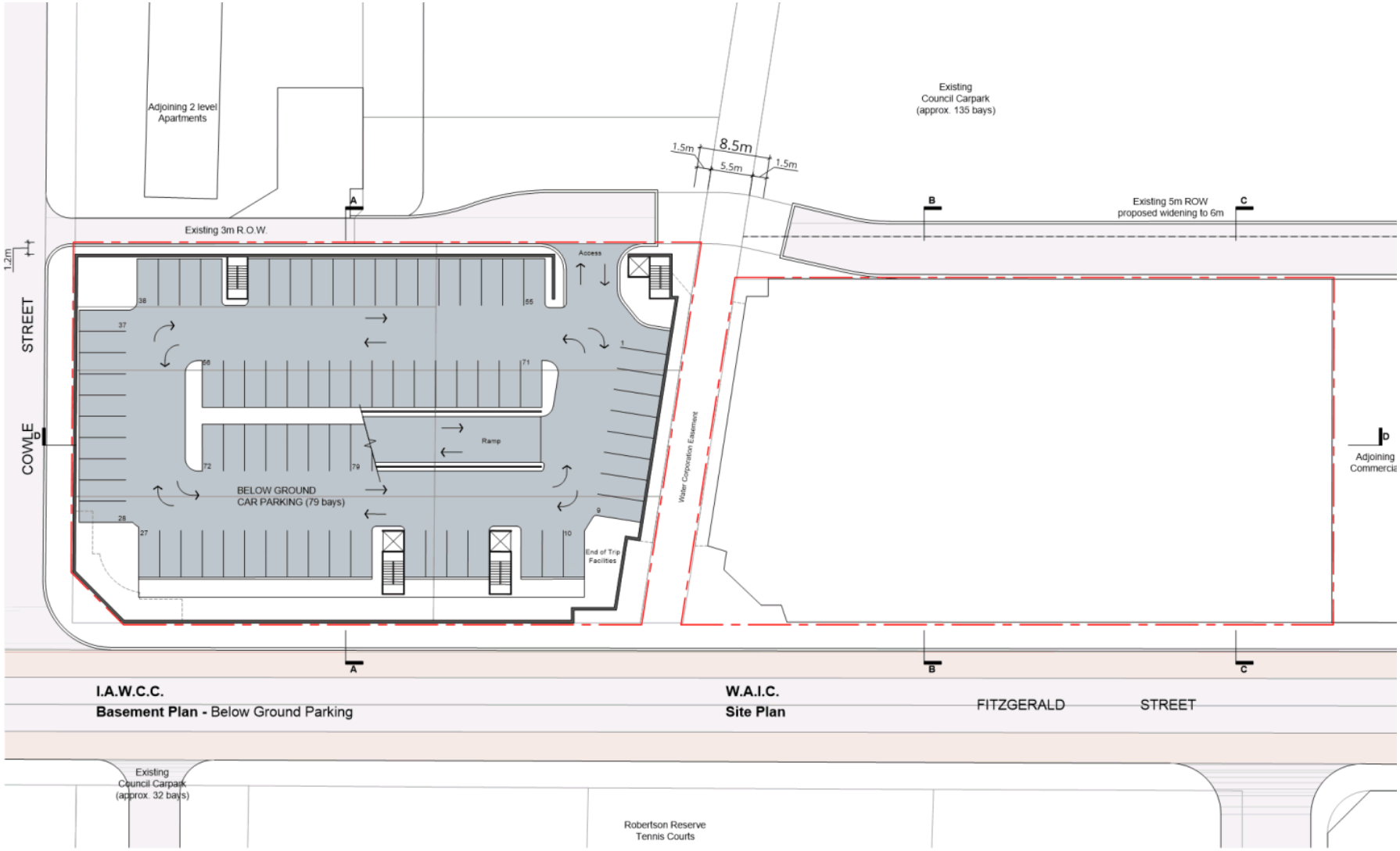

MAURIZIO
RESTAURANT


W.A. ITAL






Appendix 2



INDICATIVE SITE DEVELOPMENT LAYOUTS FOR THE WA ITALIAN CLUB AND ITALO-AUSTRALIAN WELFARE AND CULTURAL CENTRE

BELOW GROUND FLOOR PLAN

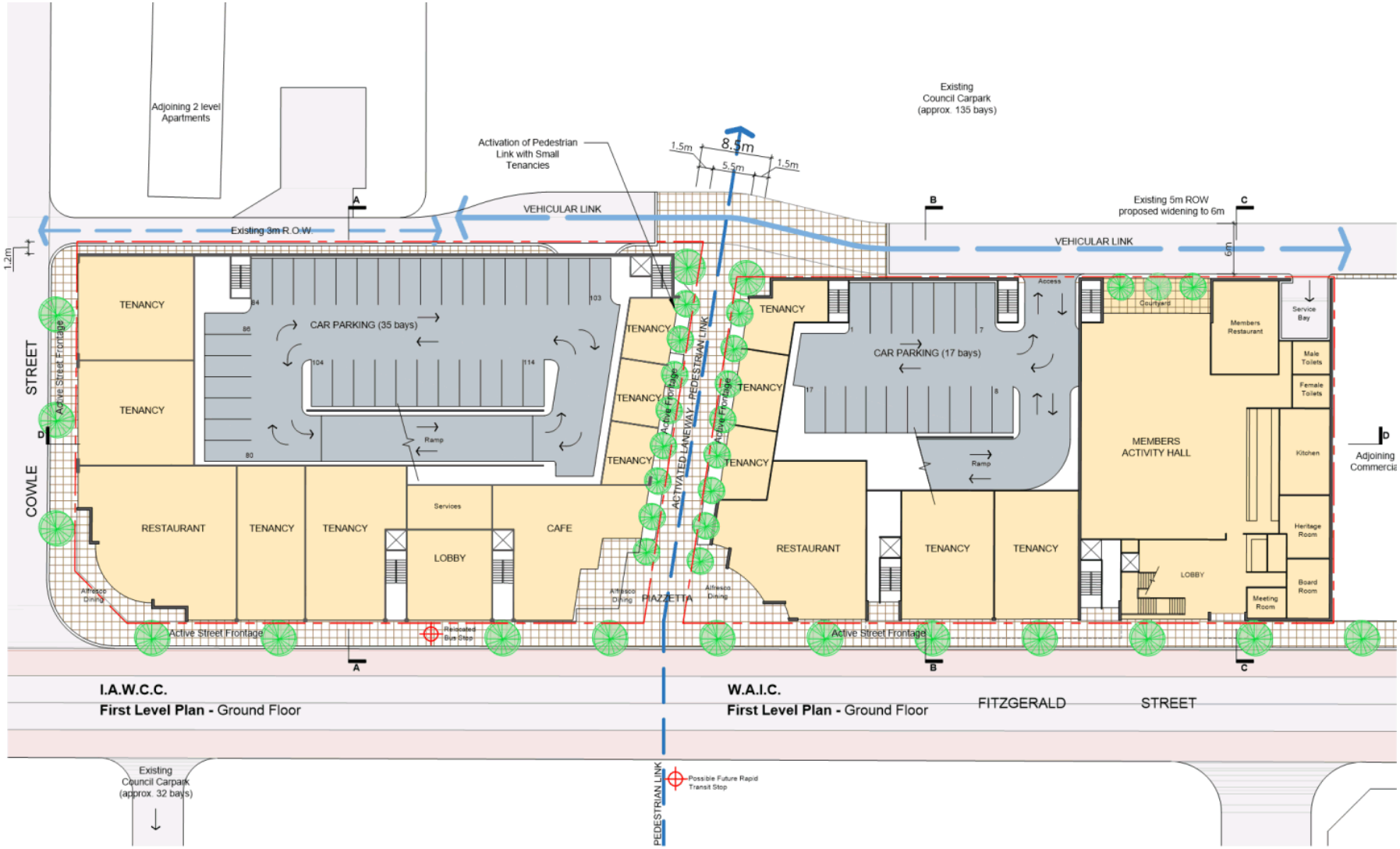
NORTH

CASELLA and ASSOCIATES ARCHITECTS

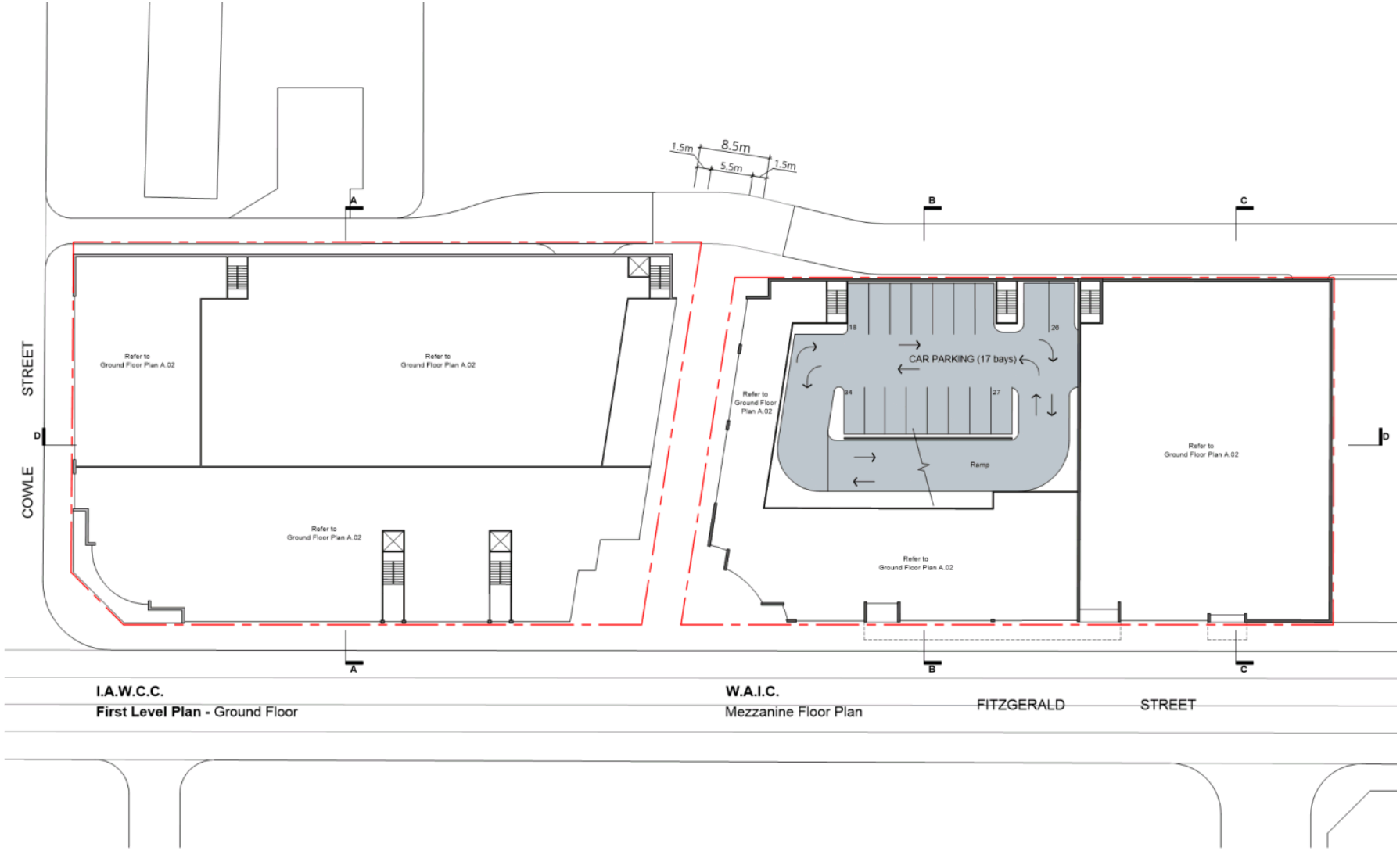
Creative DESIGN+PLANNING

Scale: 1:400@A3
Date: 10/05/2018
Plan: ITANP-1-006
Drawn By: S.J.
Checked: T.C.

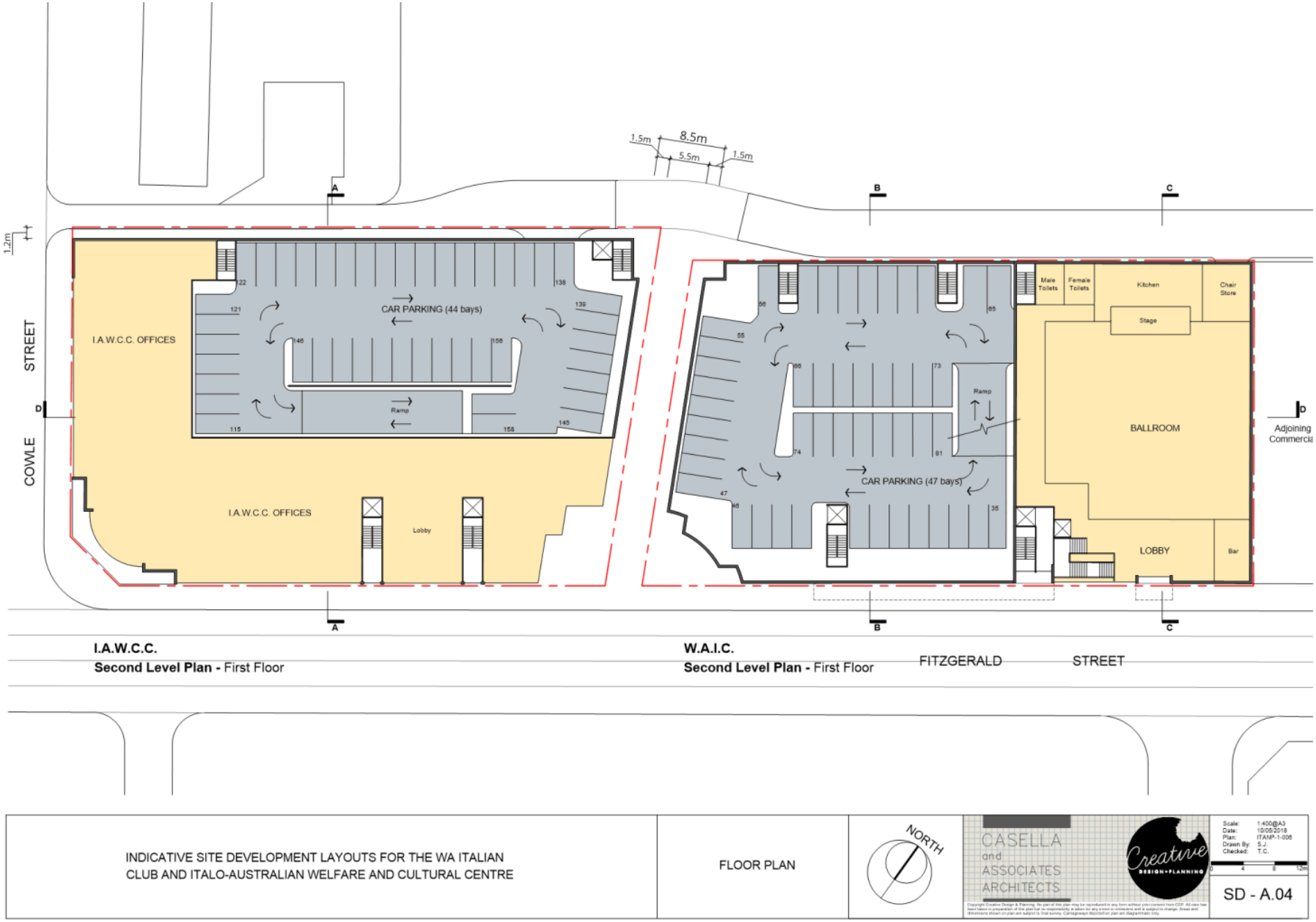
SD - A.01

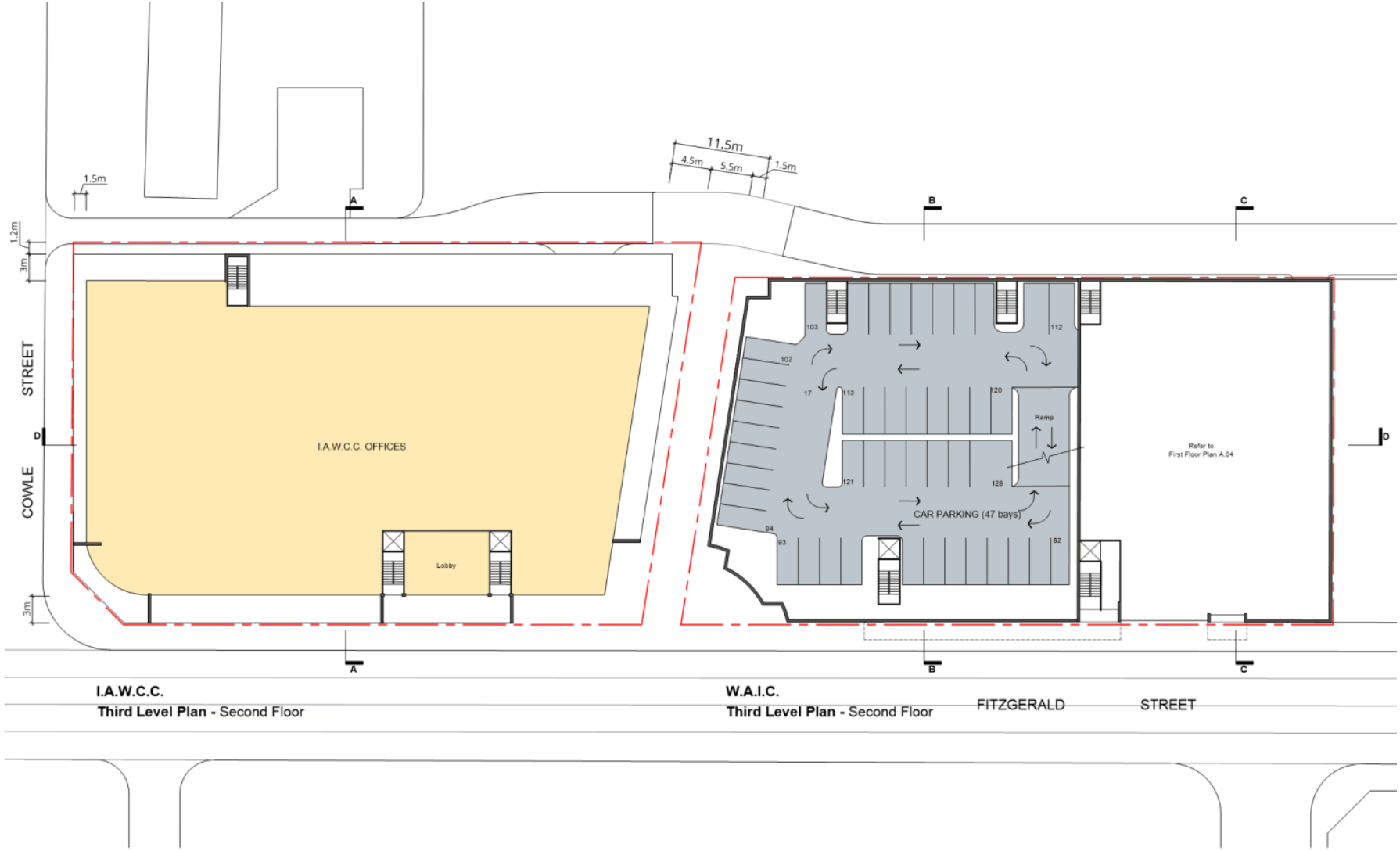


INDICATIVE SITE DEVELOPMENT LAYOUTS FOR THE WA ITALIAN CLUB AND ITALO-AUSTRALIAN WELFARE AND CULTURAL CENTRE	GROUND LEVEL FLOOR PLAN	NORTH	CASELLA and ASSOCIATES ARCHITECTS — Creative DESIGN+PLANNING — Scale: 1:400@A3, Date: 10/05/2018, Plan: ITANP-1-008, Drawn By: S.J., Checked: T.C. — SD - A.02

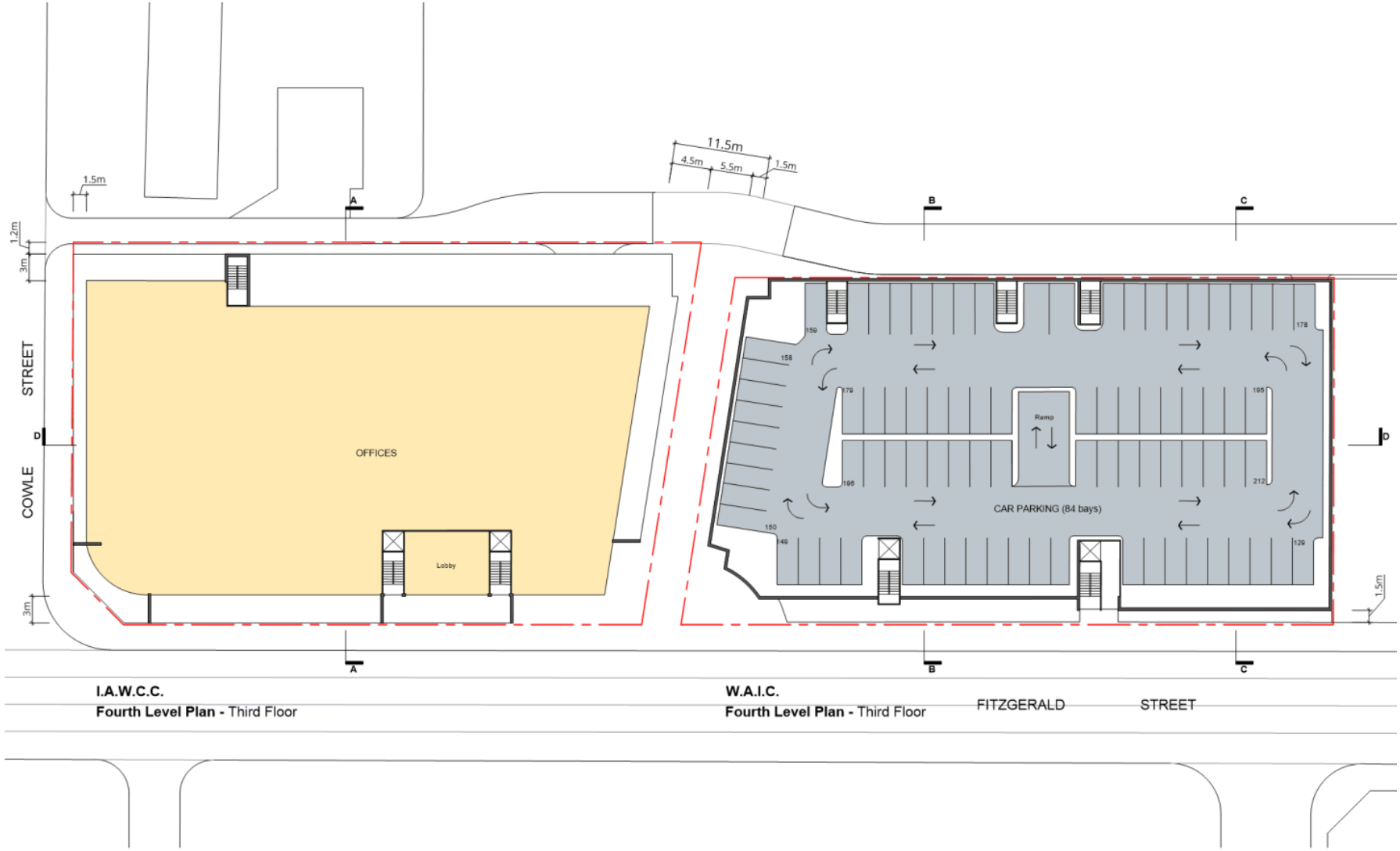


INDICATIVE SITE DEVELOPMENT LAYOUTS FOR THE WA ITALIAN CLUB AND ITALO-AUSTRALIAN WELFARE AND CULTURAL CENTRE	FLOOR PLAN	NORTH	CASELLA and ASSOCIATES ARCHITECTS Creative DESIGN+PLANNING Scale: 1:400@A3 Date: 10/05/2018 Plan: ITANP-1-006 Drawn By: S.J. Checked: T.C. SD - A.03

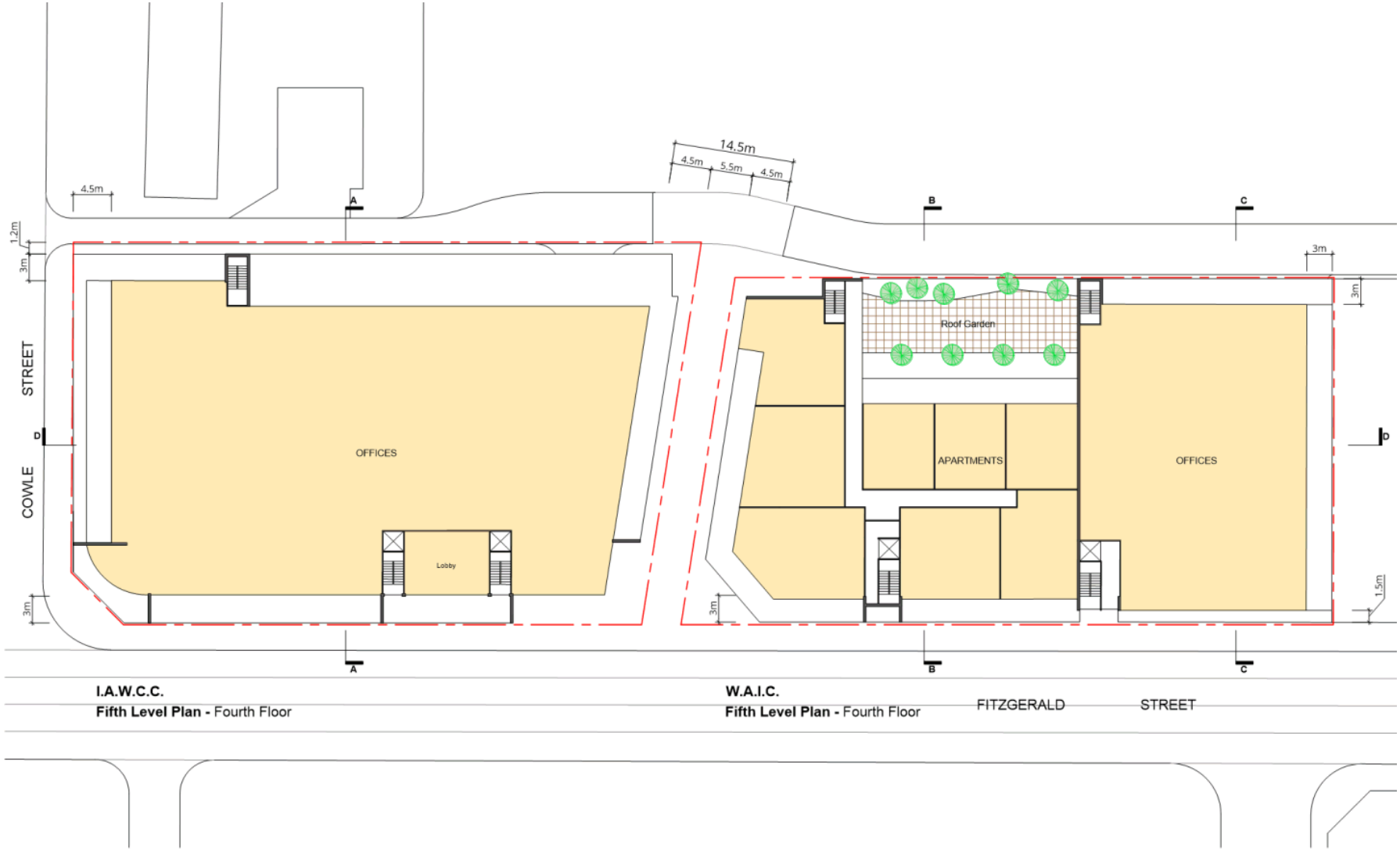

1.5m
8.5m
5.5m
1.5m
1.2m
STREET
COWLE
I.A.W.C.C. OFFICES
CAR PARKING (44 bays)
Ramp
I.A.W.C.C. OFFICES
Lobby
CAR PARKING (47 bays)
Ramp
Male Toilets
Female Toilets
Kitchen
Chair Store
Stage
BALLROOM
LOBBY
Bar
Adjoining Commercia
A
B
C
D
I.A.W.C.C.
Second Level Plan - First Floor
W.A.I.C.
Second Level Plan - First Floor
FITZGERALD
STREET
INDICATIVE SITE DEVELOPMENT LAYOUTS FOR THE WA ITALIAN CLUB AND ITALO-AUSTRALIAN WELFARE AND CULTURAL CENTRE
FLOOR PLAN
NORTH
CASELLA and ASSOCIATES ARCHITECTS
Creative DESIGN+PLANNING
SD - A.04



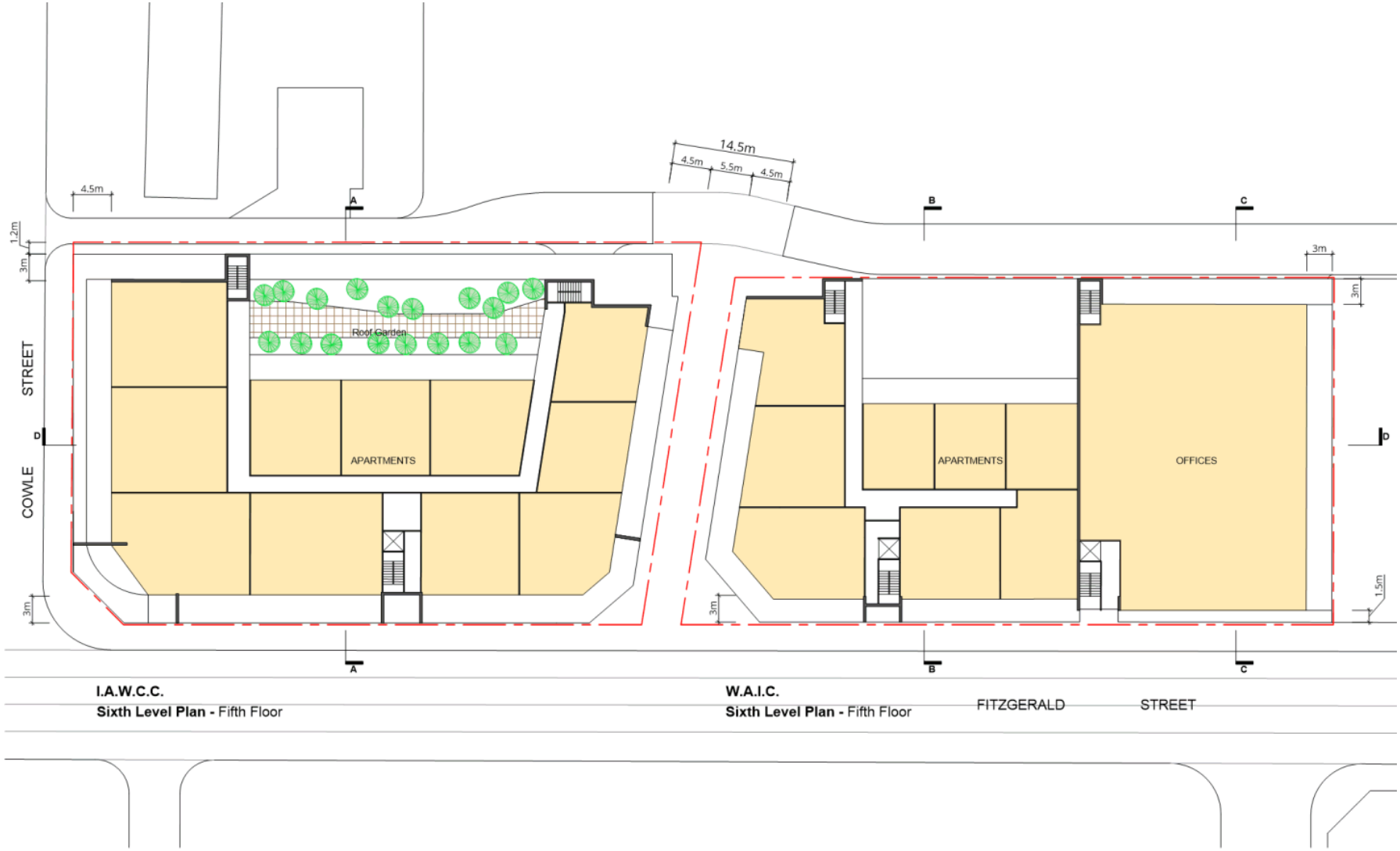
INDICATIVE SITE DEVELOPMENT LAYOUTS FOR THE WA ITALIAN CLUB AND ITALO-AUSTRALIAN WELFARE AND CULTURAL CENTRE	FLOOR PLAN	NORTH	CASELLA and ASSOCIATES ARCHITECTS Creative DESIGN+PLANNING Scale: 1:400@A3 Date: 10/05/2018 Plan: ITANP-1-006 Drawn By: S.J. Checked: T.C. SD - A.05

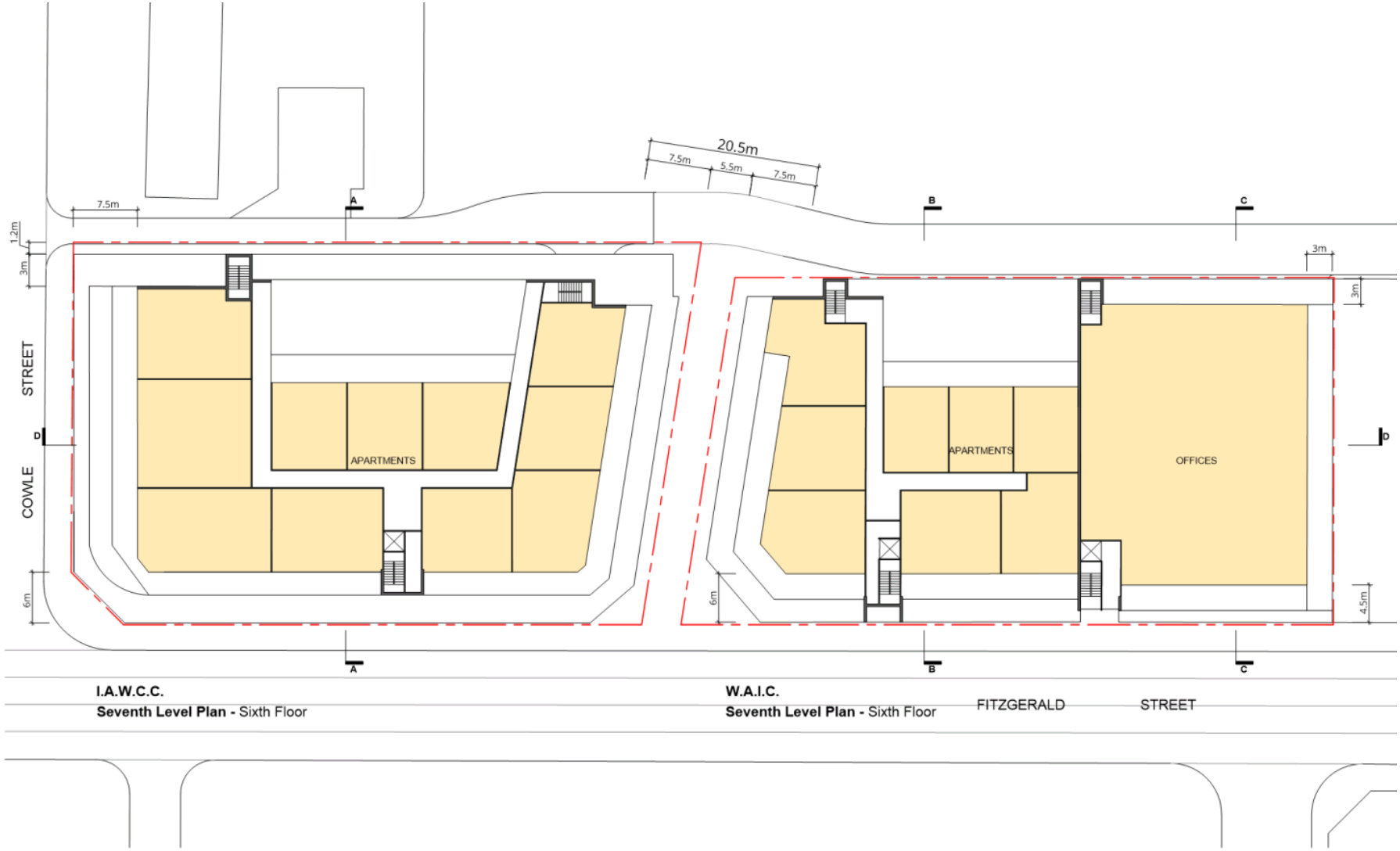


INDICATIVE SITE DEVELOPMENT LAYOUTS FOR THE WA ITALIAN CLUB AND ITALO-AUSTRALIAN WELFARE AND CULTURAL CENTRE	FLOOR PLAN	NORTH	CASELLA and ASSOCIATES ARCHITECTS Creative DESIGN+PLANNING Scale: 1:400@A3 Date: 10/05/2018 Plan: ITANP-1-006 Drawn By: S.J. Checked: T.C. SD - A.06



INDICATIVE SITE DEVELOPMENT LAYOUTS FOR THE WA ITALIAN CLUB AND ITALO-AUSTRALIAN WELFARE AND CULTURAL CENTRE	FLOOR PLAN	NORTH	CASELLA and ASSOCIATES ARCHITECTS Creative DESIGN+PLANNING Scale: 1:400@A3 Date: 10/05/2018 Plan: ITANP-1-008 Drawn By: S.J. Checked: T.C. SD - A.07


14.5m
4.5m
5.5m
4.5m
4.5m
1.2m
3m
STREET
COWLE
Roof Garden
APARTMENTS
APARTMENTS
OFFICES
3m
3m
1.5m
A
B
C
D
I.A.W.C.C.
Sixth Level Plan - Fifth Floor
W.A.I.C.
Sixth Level Plan - Fifth Floor
FITZGERALD
STREET
INDICATIVE SITE DEVELOPMENT LAYOUTS FOR THE WA ITALIAN CLUB AND ITALO-AUSTRALIAN WELFARE AND CULTURAL CENTRE
FLOOR PLAN
NORTH
CASELLA and ASSOCIATES ARCHITECTS
Creative DESIGN+PLANNING
SD - A.08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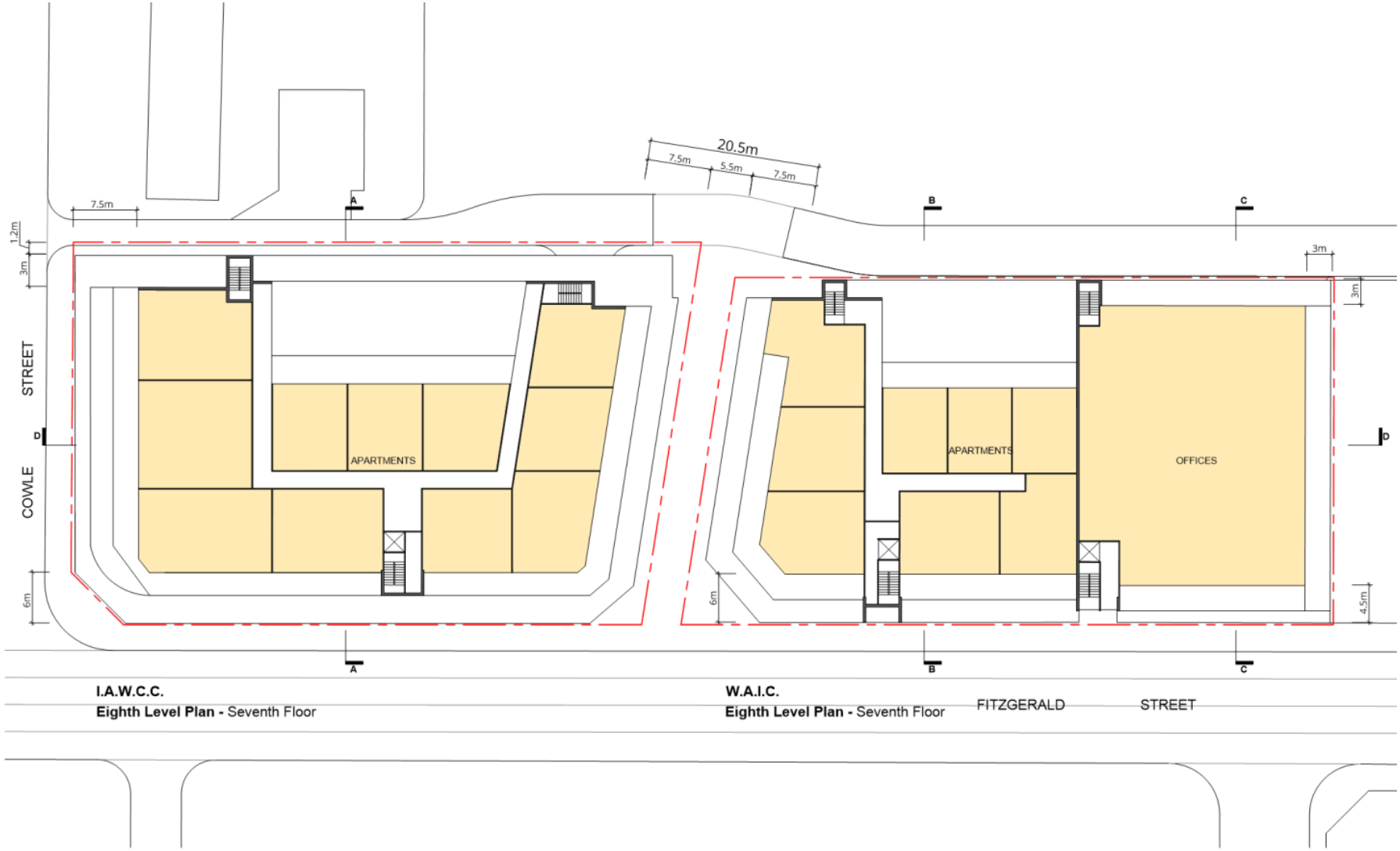
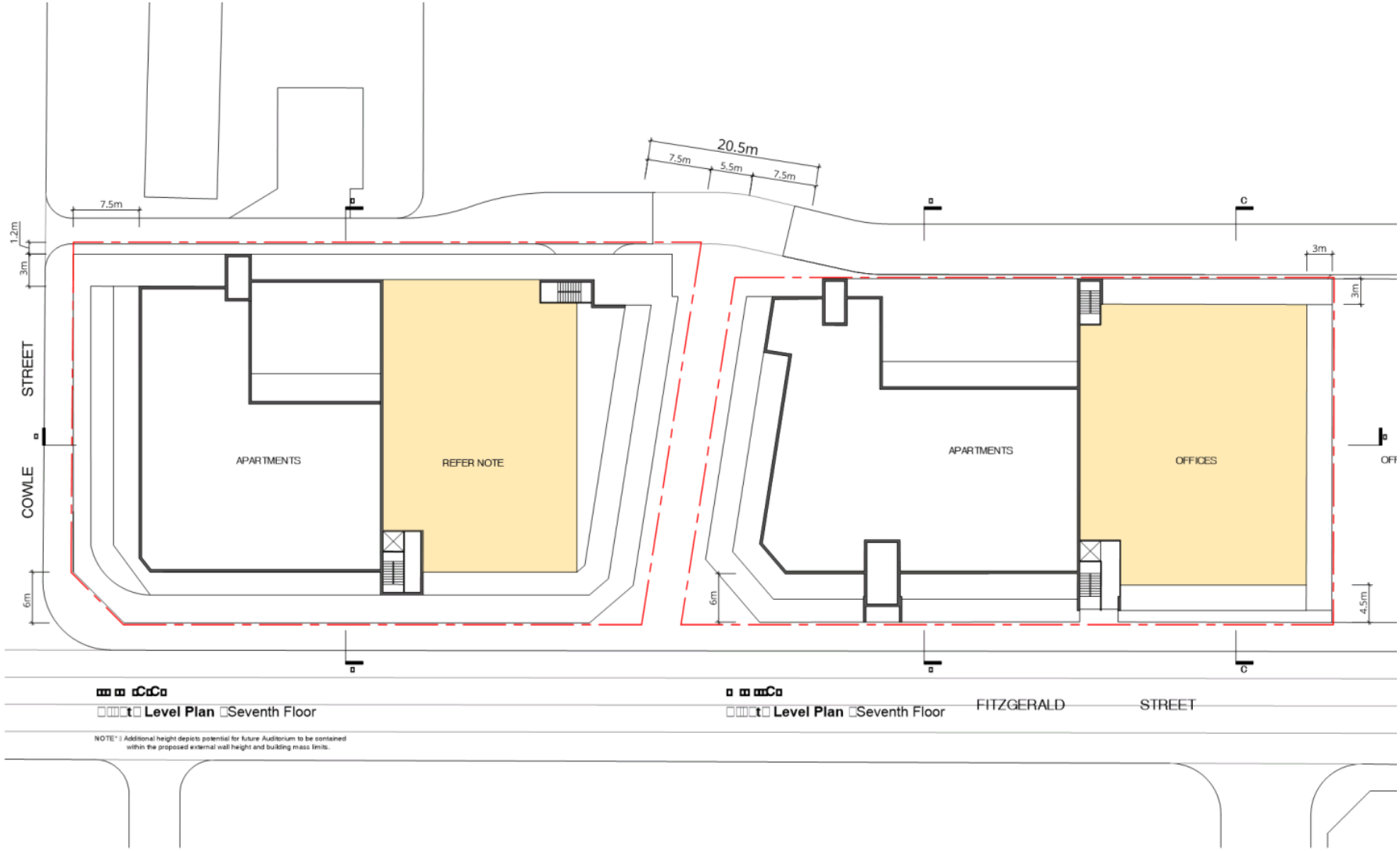
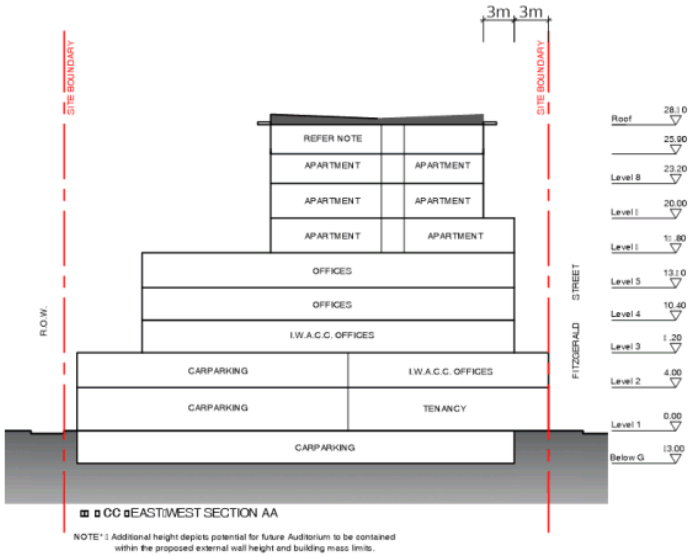
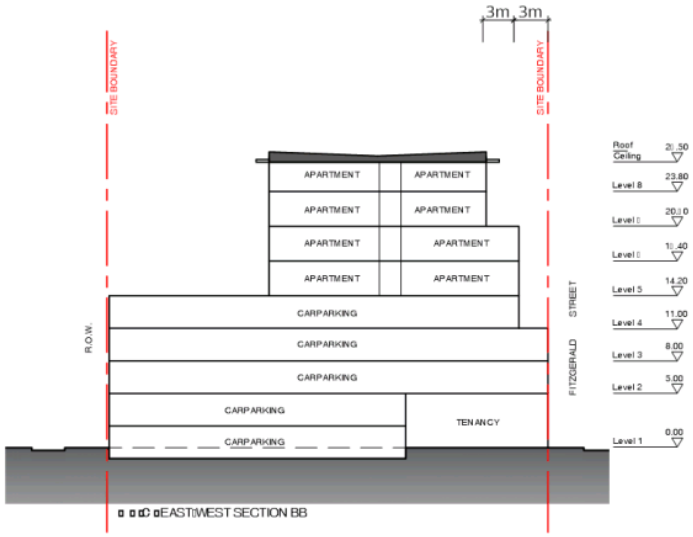
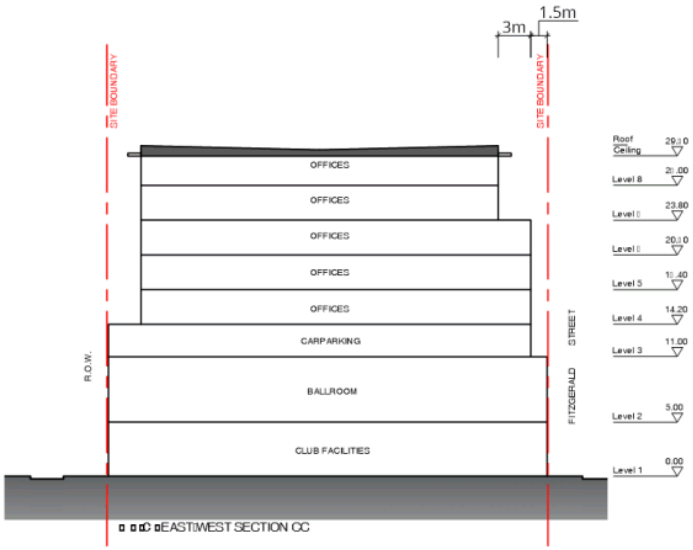
7.5m
5.5m
7.5m
7.5m
1.2m
3m
3m
3m
3m
STREET
COWLE
APARTMENTS
APARTMENTS
OFFICES
6m
6m
4.5m
A
B
C
D
I.A.W.C.C.
Seventh Level Plan - Sixth Floor
W.A.I.C.
Seventh Level Plan - Sixth Floor
FITZGERALD STREET
INDICATIVE SITE DEVELOPMENT LAYOUTS FOR THE WA ITALIAN CLUB AND ITALO-AUSTRALIAN WELFARE AND CULTURAL CENTRE
FLOOR PLAN
NORTH
CASELLA and ASSOCIATES ARCHITECTS
Creative DESIGN+PLANNING
SD - A.09


20.5m
7.5m
5.5m
7.5m
7.5m
1.2m
3m
3m
3m
3m
STREET
COWLE
APARTMENTS
APARTMENTS
OFFICES
6m
6m
4.5m
A
B
C
D
D
I.A.W.C.C.
Eighth Level Plan - Seventh Floor
W.A.I.C.
Eighth Level Plan - Seventh Floor
FITZGERALD
STREET
INDICATIVE SITE DEVELOPMENT LAYOUTS FOR THE WA ITALIAN CLUB AND ITALO-AUSTRALIAN WELFARE AND CULTURAL CENTRE
FLOOR PLAN
NORTH
CASELLA and ASSOCIATES ARCHITECTS
Creative DESIGN+PLANNING
SD - A.10

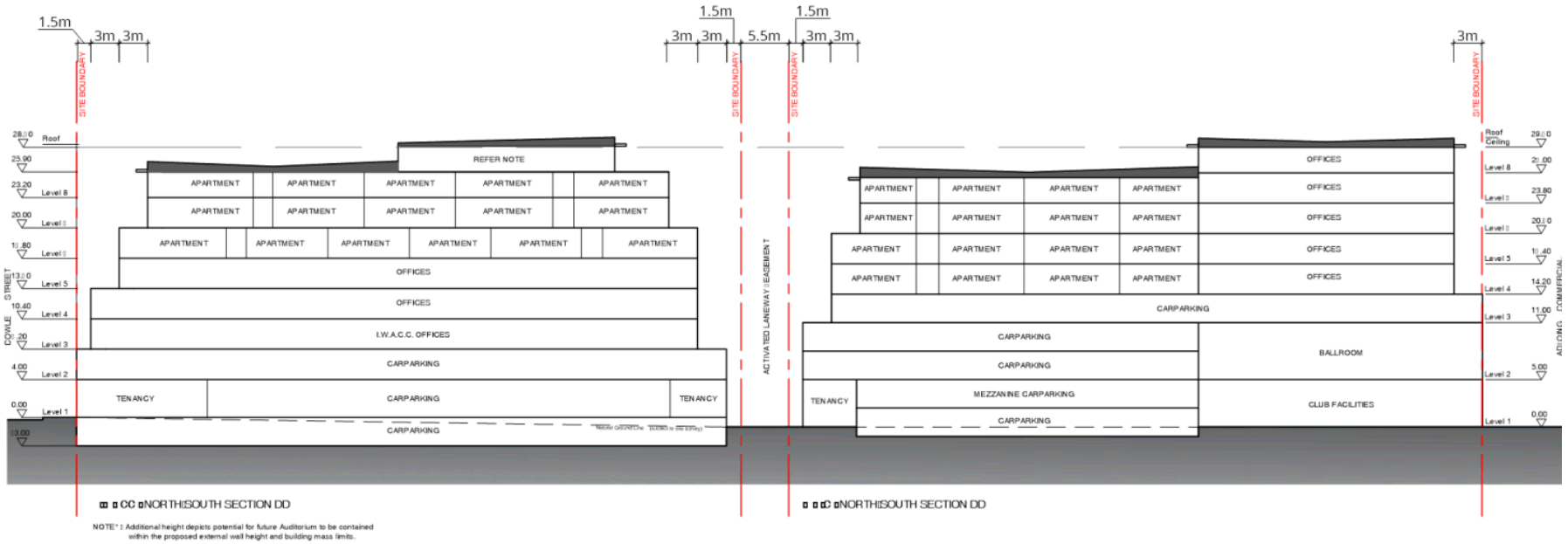

20.5m
7.5m
5.5m
7.5m
7.5m
1.2m
3m
3m
3m
3m
STREET
COWLE
APARTMENTS
REFER NOTE
APARTMENTS
OFFICES
6m
6m
4.5m
Level Plan Seventh Floor
Level Plan Seventh Floor
FITZGERALD
STREET
NOTE* Additional height depicts potential for future Auditorium to be contained within the proposed external wall height and building mass limits.
INDICATIVE SITE DEVELOPMENT LAYOUTS FOR THE WA ITALIAN CLUB AND ITALO-AUSTRALIAN WELFARE AND CULTURAL CENTRE
FLOOR PLAN
NORTH
CASELLA and ASSOCIATES ARCHITECTS
Creative DESIGN+PLANNING
SD - A.10a







INDICATIVE SITE DEVELOPMENT LAYOUTS FOR THE WA ITALIAN CLUB AND ITALO-AUSTRALIAN WELFARE AND CULTURAL CENTRE	SECTIONS		CASELLA and ASSOCIATES ARCHITECTS; Creative DESIGN+PLANNING; Scale: 1:400@A3; Date: 10/05/2018; Plan: ITANP-1-008; Drawn By: S.J.; Checked: T.C.; SD - A.11a

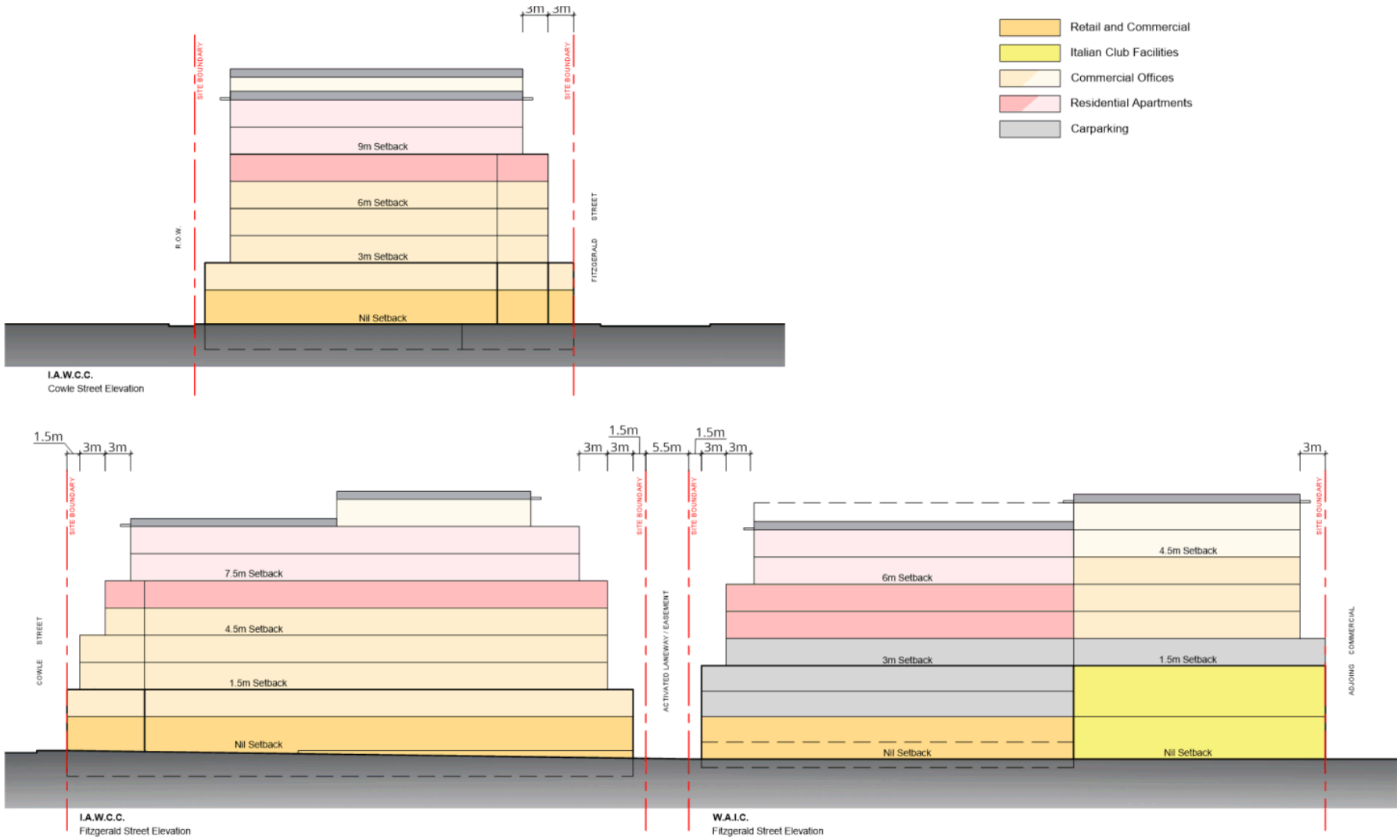


CC NORTH/SOUTH SECTION DD

CC NORTH/SOUTH SECTION DD

NOTE* : Additional height depicts potential for future Auditorium to be contained within the proposed external wall height and building mass limits.

INDICATIVE SITE DEVELOPMENT LAYOUTS FOR THE WA ITALIAN CLUB AND ITALO-AUSTRALIAN WELFARE AND CULTURAL CENTRE	SECTIONS		CASELLA and ASSOCIATES ARCHITECTS · Creative DESIGN+PLANNING Scale: 1:400@A3 Date: 10/05/2018 Plan: ITANP-1-008 Drawn By: S.J. Checked: T.C. SD - A.11b



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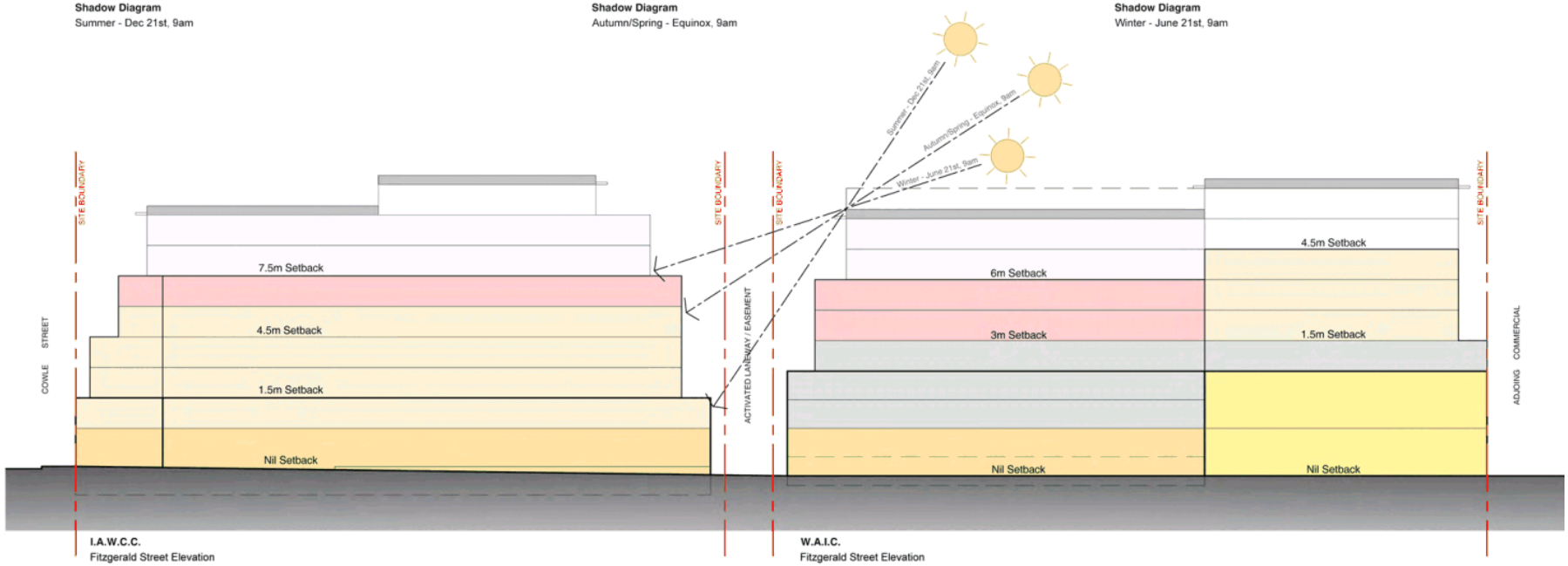
Shadow Diagram
Summer - Dec 21st, 9am



Shadow Diagram
Autumn/Spring - Equinox, 9am



Shadow Diagram
Winter - June 21st, 9am



I.A.W.C.C.
Fitzgerald Street Elevation

W.A.I.C.
Fitzgerald Street Elevation

INDICATIVE SITE DEVELOPMENT LAYOUTS FOR THE WA ITALIAN CLUB AND ITALO-AUSTRALIAN WELFARE AND CULTURAL CENTRE

SUN ANGLE ANALYSIS
MORNING

CASELLA and ASSOCIATES ARCHITECTS

Creative DESIGN + PLANNING

Scale: 1:400@A3
Date: 10/05/2018
Plan: ITANP-1-006
Drawn By: S.J.
Checked: T.C.

0 4 8 12m

SD - A.13a

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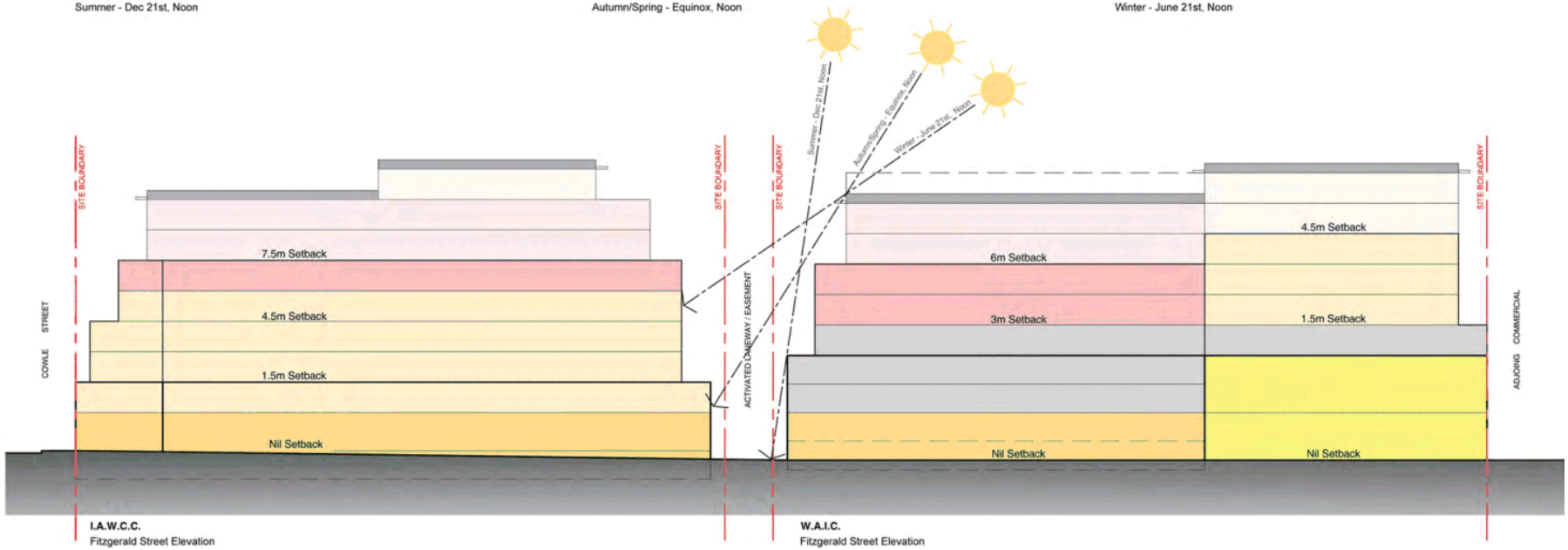
Shadow Diagram
Summer - Dec 21st, Noon



Shadow Diagram
Autumn/Spring - Equinox, Noon



Shadow Diagram
Winter - June 21st, Noon



I.A.W.C.C.
Fitzgerald Street Elevation

W.A.I.C.
Fitzgerald Street Elevation

INDICATIVE SITE DEVELOPMENT LAYOUTS FOR THE WA ITALIAN CLUB AND ITALO-AUSTRALIAN WELFARE AND CULTURAL CENTRE

SUN ANGLE ANALYSIS
MIDDAY

CASELLA and ASSOCIATES ARCHITECTS

Creative DESIGN+PLANNING

Scale: 1:400@A3
Date: 10/05/2018
Plan: ITANP-1-006
Drawn By: S.J.
Checked: T.C.

0 4 8 12m

SD - A.13b

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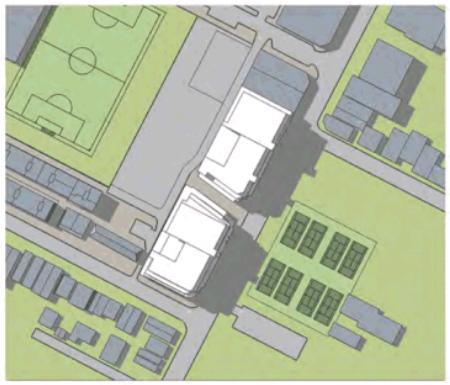
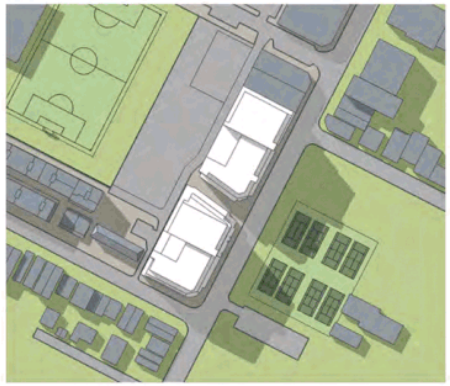
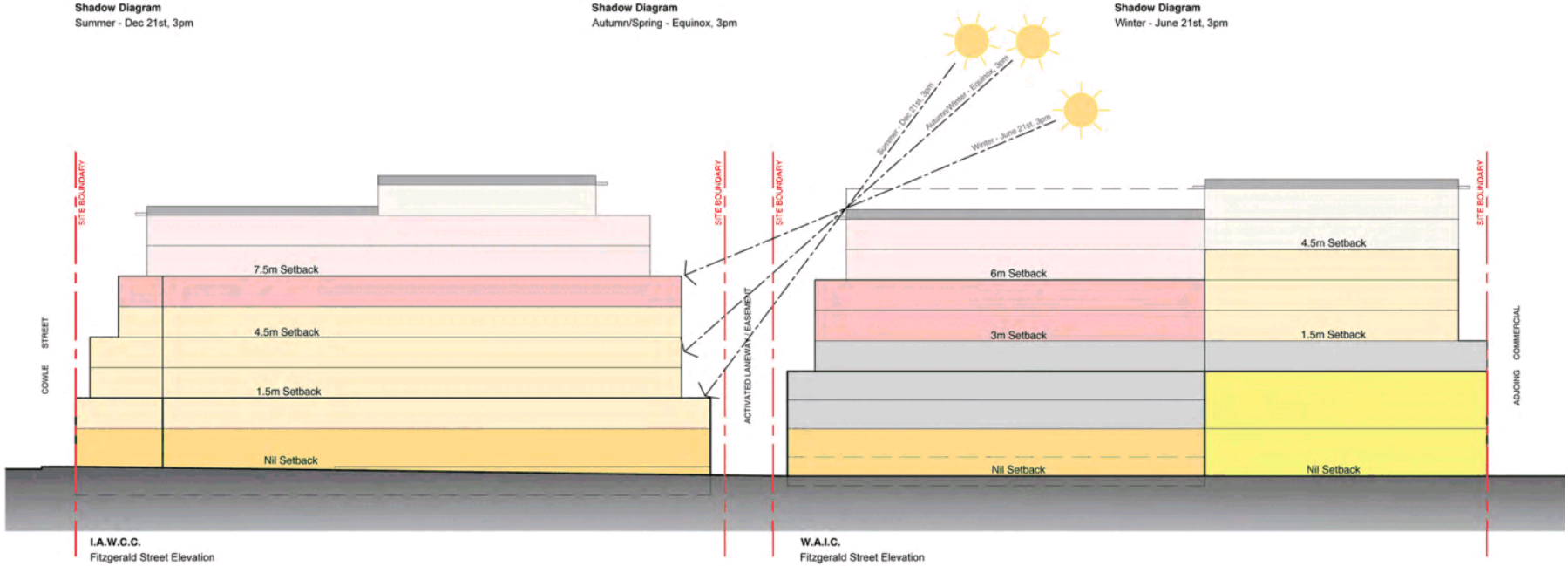
Shadow Diagram
Summer - Dec 21st, 3pm



Shadow Diagram
Autumn/Spring - Equinox, 3pm



Shadow Diagram
Winter - June 21st, 3pm



I.A.W.C.C.
Fitzgerald Street Elevation

W.A.I.C.
Fitzgerald Street Elevation

INDICATIVE SITE DEVELOPMENT LAYOUTS FOR THE WA ITALIAN CLUB AND ITALO-AUSTRALIAN WELFARE AND CULTURAL CENTRE

SUN ANGLE ANALYSIS AFTERNOON

CASELLA and ASSOCIATES ARCHITECTS

Creative DESIGN + PLANNING

Scale: 1:400@A3
Date: 10/05/2018
Plan: ITANP-1-006
Drawn By: S.J.
Checked: T.C.

0 4 8 12m

SD - A.13c

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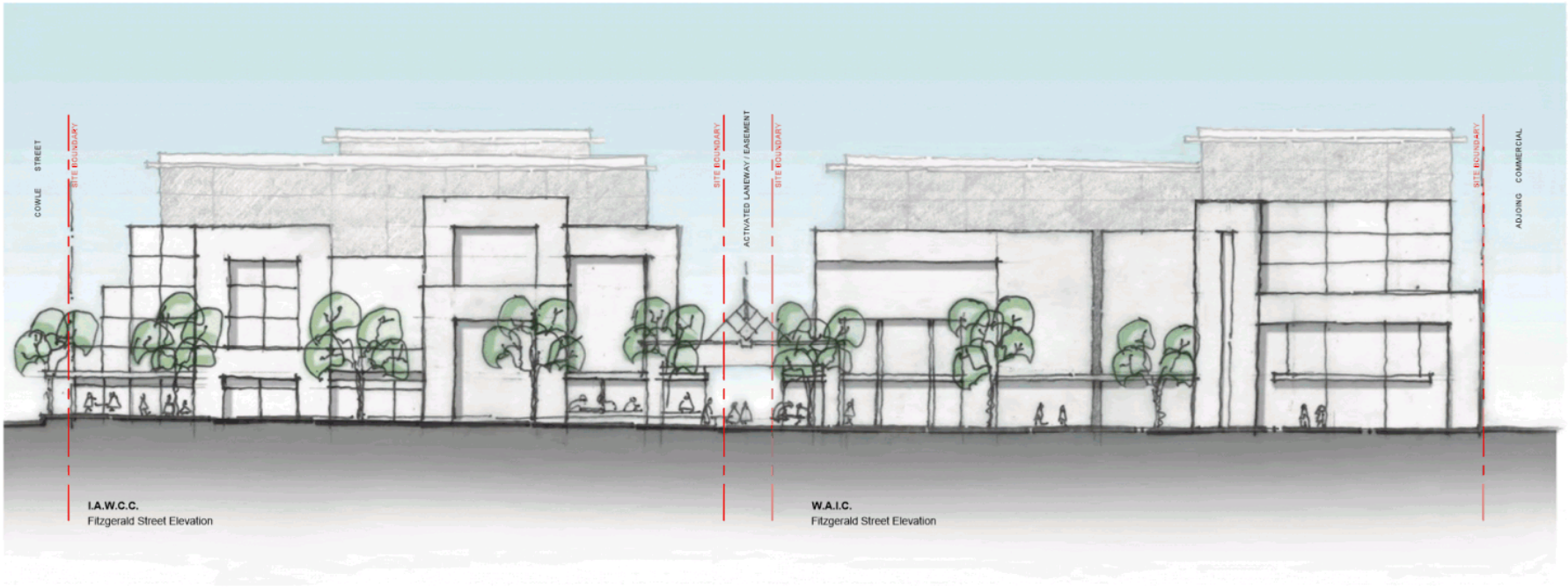
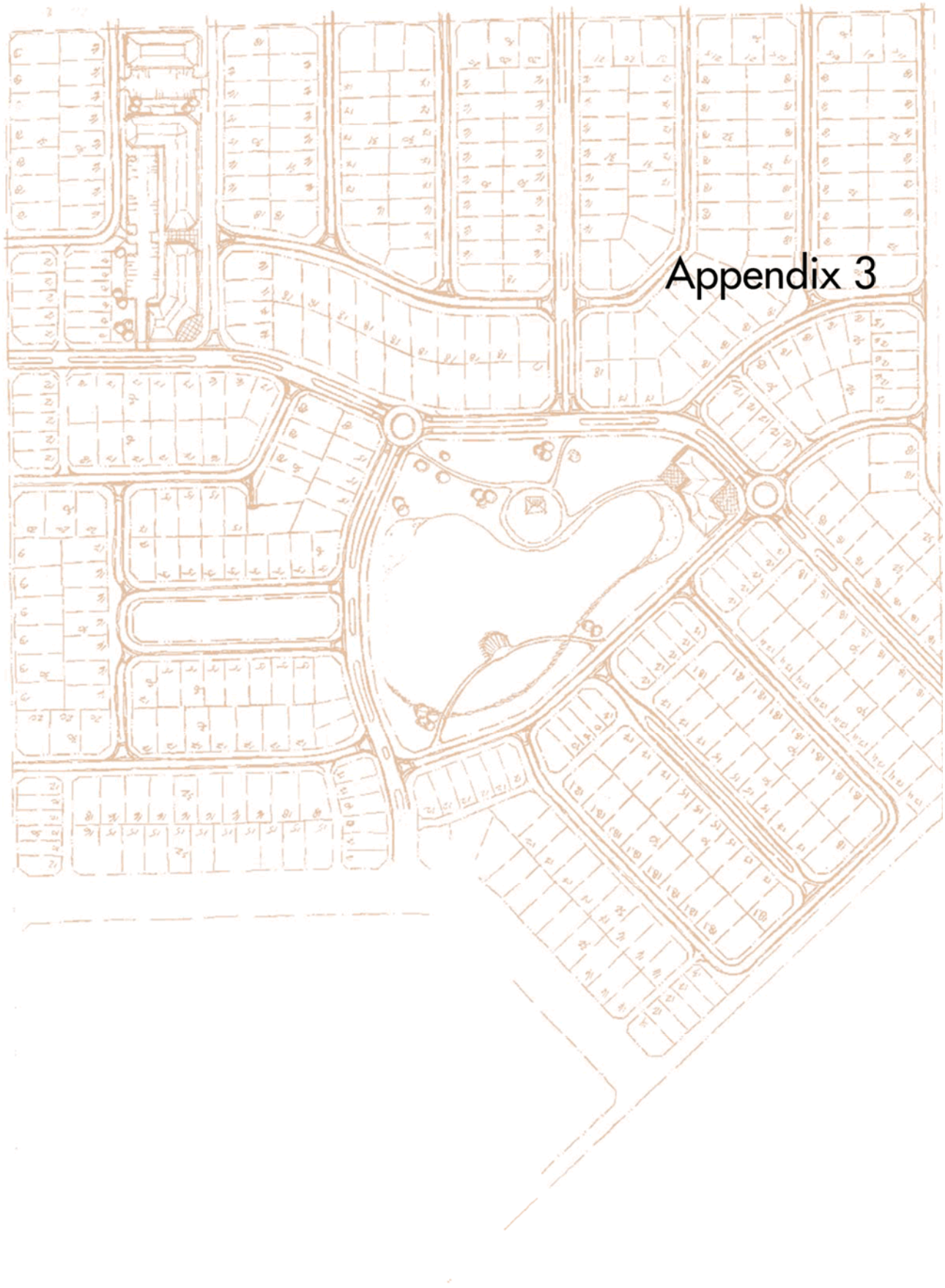
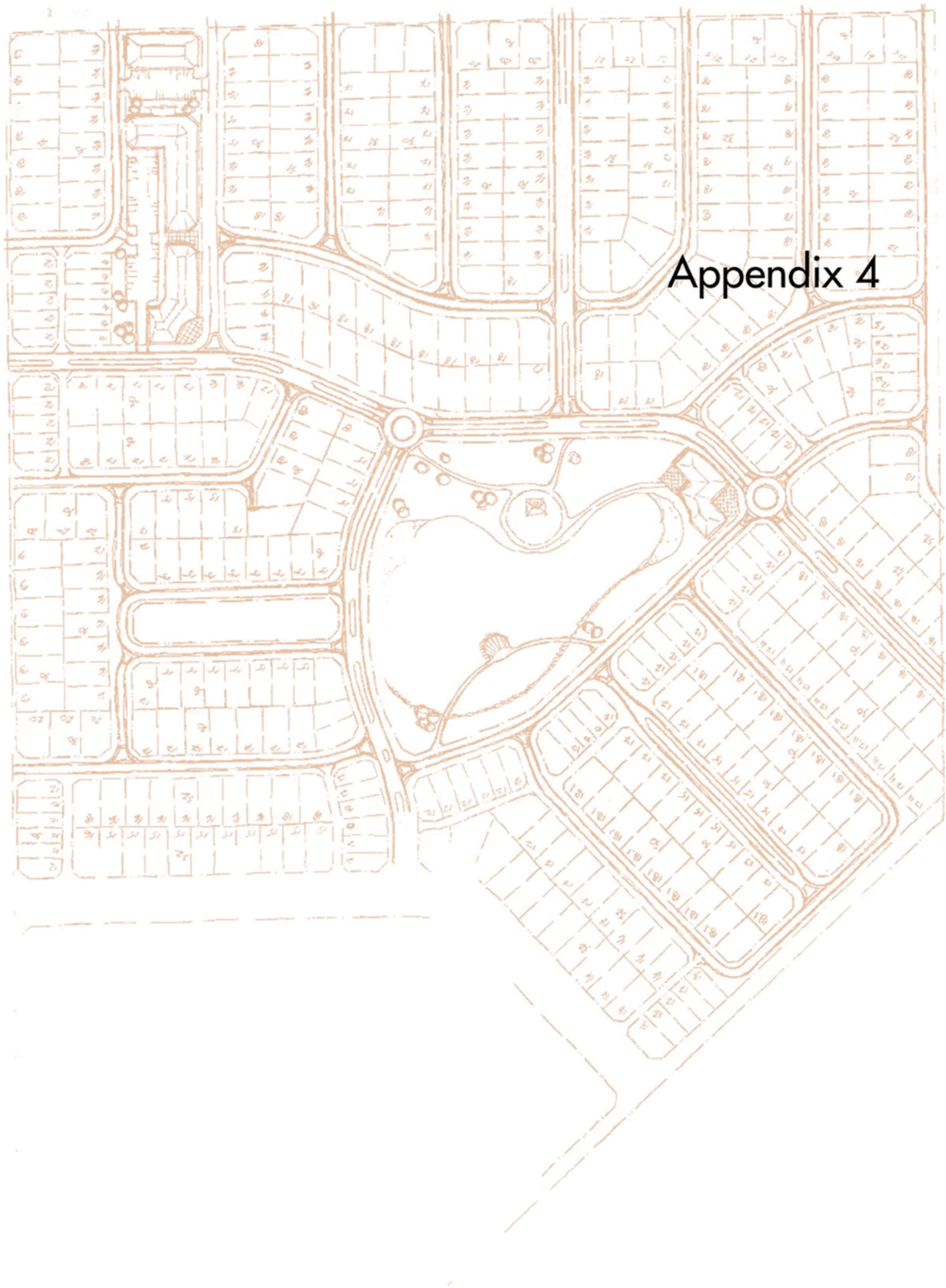


INDICATIVE SITE DEVELOPMENT LAYOUTS FOR THE WA ITALIAN CLUB AND ITALO-AUSTRALIAN WELFARE AND CULTURAL CENTRE	INDICATIVE FITZGERALD STREET ELEVATION MASSING		CASELLA and ASSOCIATES ARCHITECTS; Creative DESIGN+PLANNING; Scale: 1:400@A3; Date: 11/05/2018; Plan: ITANP-1-007; Drawn By: T.C.; Checked: T.C.; SD - A.14


Appendix 3






Appendix 4

GTAconsultants



WA Italian Club & IAWCC Redevelopment
Local Development Plan
Transport Impact Statement

Client // WA Italian Club Inc. & Italo-Australian Welfare Cultural Centre (IAWCC)
Office // WA
Reference // W136510
Date // 28/02/18

WA Italian Club & IAWCC Redevelopment
Local Development Plan

Transport Impact Statement

Issue: Final 28/02/18

Client: WA Italian Club Inc. & Italo-Australian Welfare Cultural Centre (IAWCC)
Reference: W136510
GTA Consultants Office: WA

Quality Record

Issue	Date	Description	Prepared By	Checked By	Approved By	Signed
Final	27/02/18	Version 2	TM	AQ	TM	

Blank Report (160805 v1.8)

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Canberra | Adelaide | Perth
Gold Coast | Townsville

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1. Introduction

1.1 Background & Proposal

GTA Consultants (GTA) has been engaged by the *WA Italian Club* and the *Italo-Australian Welfare Cultural Club (IAWCC)* to prepare a Transport Impact Statement (TIS) to support a Local Development Plan (LDP). The LDP is for a proposed Mixed-Use redevelopment on the existing sites of 217-225 and 209-214 Fitzgerald Street in West Perth.

This report follows the guided methodology of a TIS, prepared in line with the Western Australian Planning Commission publication '*Transport Assessment Guidelines for Development, August 2016*' (WAPC Guidelines). It also considers the City of Vincent (CoV) planning policies and the key elements of the site's integration with the existing transport networks and the potential traffic impact of the proposed redevelopment.

1.2 Context and Consultation

The redevelopment site is in the north-eastern area of West Perth, situated within the CoV and approximately 2km north of Perth CBD. The proposed redevelopment is within the well-established *Fitzgerald Street Activity Corridor*[1] and so benefits from already being well connected to nearby walking, cycling and public transport networks.

WAPC Guidelines provide direction on the level of assessment which is necessary to be carried out with respect to the likely traffic impact of a development proposal. Typically, any development which is expected to have a 'moderate' traffic impact, that is, generating less than 100 trips in the peak hour is satisfied by a TIS. Any development which is expected to generate in excess of 100 trips in the peak hour requires a Transport Impact Assessment (TIA) to be undertaken. Both types of assessment consider the operation and layout of the site, but they differ in their assessment of external traffic impact.

In the context of this redevelopment and its land use proposals, while it is estimated there may be more than 100 trips generated in a given peak hour if applying 'typical' traffic generation rates (which represent locations outside of non-major activity corridors), GTA has been advised by the CoV that for this location, a TIS is appropriate given the site is well within the *Fitzgerald Street Activity Corridor*. The expectation is that developments in this corridor will have a significantly less than 'typical' traffic generation due to the site's ability to take advantage of alternative, established and attractive modes of transport to the private car. A copy of the correspondence between GTA and CoV is provided at Appendix A.

1.3 Local Development Plan (LDP)

A LDP is a mechanism used to coordinate and assist in achieving better built form outcomes by linking lot design to future development. It can facilitate the design and coordination of development upon small and highly constrained lots, and supplement development standards contained within local planning schemes, local planning policy and the Residential Design Codes (R-Codes).

[1] As defined by CoV's (Draft) Planning and Building Policy Manual, Parking and Access (Policy no: 7.7.1)

At the CoV's discretion, a LDP can also streamline the development approval process, with compliant development exempt from the requirement to obtain development approval. Generally, LDPs may guide elements such as building envelopes, heights, open space, access, parking, landscaping and key built form elements are captured and resolved prior to the Development Application stage.

1.4 Purpose of this Report

This TIS for the LDP stage briefly outlines the transport aspects surrounding the proposed redevelopment. The intent of a TIS, as per the WAPC Guidelines, is to provide the approving authority with sufficient transport information to confirm that the Applicant has adequately considered the transport aspects of the development and that it would not have an adverse transport impact on the surrounding area. Of particular relevance is the accessibility of the development by non-car modes, in accordance with Government's sustainable development objectives, and its integration with the surrounding area.

The CoV has also confirmed in early consultation, the TIS should address current vehicle access arrangements and demonstrate the legal entitlement for vehicle movements generated from the proposed development to access/traverse the three existing access points to the rear of the site. The first being the established Right of Way (ROW) from Lawley Street, the second being the Water Corporation drainage easement which has been used to date as an 'entry only' vehicular access to the public car park at the rear and the third being a 3.0m wide ROW from Cowle Street.

In accordance with the WAPC Guidelines, this TIS outlines:

- redevelopment proposals
- current vehicle access arrangements and existing traffic conditions proximate to the site
- the traffic generating characteristics of the proposed redevelopment and to any low volume residential roads
- particular intersections or sections of road that may be adversely affected
- the potential for rat-running, especially through existing residential areas
- developments operating outside normal business hours in/near residential areas
- information on the pedestrian, bicycle and public transport access arrangements to the site
- suitability of the proposed parking provision within the site
- any issues associated with the heavy vehicles generated by the development
- the anticipated impact of the proposed redevelopment on the surrounding road network.

2. Development Proposal

2.1 Development Context

As this application is for a LDP only, assumptions have been made regarding potential mix of land use to assist in determining an appropriate built form, access and parking requirements. At this stage, the proposal indicatively incorporates a mix of the following land uses:

- Offices
- Shop
- Restaurant / Eating House
- Residential (apartments)
- Club premises.

The key variation from the CoV's *Built Form Policy 7.1.1* is the proposed increase in height from the six-levels permissible up to the eight levels proposed. In accordance with provision 1.1.5 of *Built Form Policy 7.1.1*, the LDP application will seek to vary the maximum height requirements stipulated.

The IAWCC landholdings are currently zoned a mix of Commercial (abutting Water Corporation drainage easement) and Residential R80 (abutting Cowle Street to the south). The proposal will seek the single dual-coded building (R80) IAWCC site to allow for a mixed-use development.

Although the final mix of land uses has not been finalised at this LDP stage, it is anticipated that a future redevelopment of the sites will be up to eight storeys with indicative land uses as identified in Table 2.1.

Table 2.1: Indicative Redevelopment Land Uses

Land Use	Existing (Site A+B) GFA sq.m	Site A (Italian Club) GFA sq.m	Site B (IAWCC) GFA sq.m
Restaurant	315	181 (153 people)	264 (224 people)
Residential	-	3,900 (30 Apartments)	4,695 (43 Apartments)
Parking	-	7,549	5,463
Commercial	4,286[a]	447 (NLA = 85% = 380)	991 (NLA = 85% = 842)
Offices		4,745 (NLA = 85% = 4,033)	7,333 (NLA = 85% = 6,233)
Club Facilities		2,145 (approx. 200 people)	-
TOTAL (excluding Parking)	**4,601**	**11,418**	**13,283**
TOTAL (including Parking)	**4,601**	**18,967**	**18,746**

(GFA Source: Casella Architects)

(a) Existing GFA does not include the three (3) buildings just south of the IAWCC (currently computer services, little press and miscellaneous, refer Figure 2.1)

2.2 Indicative Site Layout

A copy of the proposed redevelopment plans is provided at Appendix B, as prepared by the project Architects, *Casella and Associates*. The proposed site access and car parking layouts are discussed in the following sections.

2.3 Site Location

The proposed development is located in West Perth on Fitzgerald Street. It is situated 150m south of the Bulwer Street / Fitzgerald Street signalised intersection and is directly abutted by the Fitzgerald Street public car park to the west (rear of site), Lawley Street to the north, existing mixed-use buildings to the south and Fitzgerald Street to the east.

Nearby land uses include tennis courts to the east, a cooking school site / Dress Makers / Tzu Chi building to the north, Dorrien Gardens playing field / Bocce Club to the west and Dan Murphey's and the Hyde Park Hotel just north of Lawley Street.

The subject site and its environs are shown in Figure 2.1 and the existing access arrangements surrounding the site in Figure 2.2.

Figure 2.1: Site Location Plan



(Map / Image Reproduced Courtesy of Google)

Figure 2.2: Existing Access Arrangements



(Map / Image source: City of Vincent)

2.4 Access

The following sections provide detail on the approach to establishing the access to / from the site.

2.4.1 Walking, Cycling and Public Transport

Internally, the facility will seek to retain and enhance all existing connections to provide continuous and unrestricted walking and cycling routes for residents, visitors and staff to the external networks as follows (refer Figure 2.2 for existing access arrangements):

- Converting the existing vehicle ingress only (Water Corporation drainage reserve) from Fitzgerald Street to a 'pedestrian only' walkway.
- Widening the existing Crown Land public vehicle access from the narrow 4m width (approx.) to 6m (min) for improved vehicle access to/from Lawley Street to the rear of the site.
- Seeking shared use of the 3m wide 'deceased estate' access ROW to Cowle Street to enable a one-way vehicle access (potentially exit only). However, as the ownership of this southern access is currently unknown, for the purposes of this TIS, it has been assumed that vehicle access rights will not be provided via this access and will remain inaccessible in perpetuity. Walk and cycle access will be retained to Cowle Street.

In addition to the above, wide dual use paths exist on both sides of Fitzgerald Street and Lawley Street surrounding the site providing links to the nearby bus stops and amenities. Cowle Street also consists of 1.5m wide (approx.) footpaths on both sides of the street. In summary, the site has excellent active transport connections as would be expected within an inner-city activity corridor.

Similarly, the site also has excellent public transport provisions. The abutting Fitzgerald Street has dedicated bus lanes (AM southbound and PM northbound) and bus stops exist directly outside the sites providing convenient access to the high frequency bus services 960 and 16.

Further discussion on the existing walking and cycling infrastructure and the public transport facilities in the area are in Section 3 – Accessibility Review.

2.4.2 Vehicular Access

The proposed site layout does not seek to substantially change the existing access and egress arrangements for vehicles, including service vehicle access. As noted above, it is the intent of the LDP to improve the vehicle access from Lawley Street by widening the existing Crown Land public vehicle access from the narrow 4m width (approx.) to 6m (min).

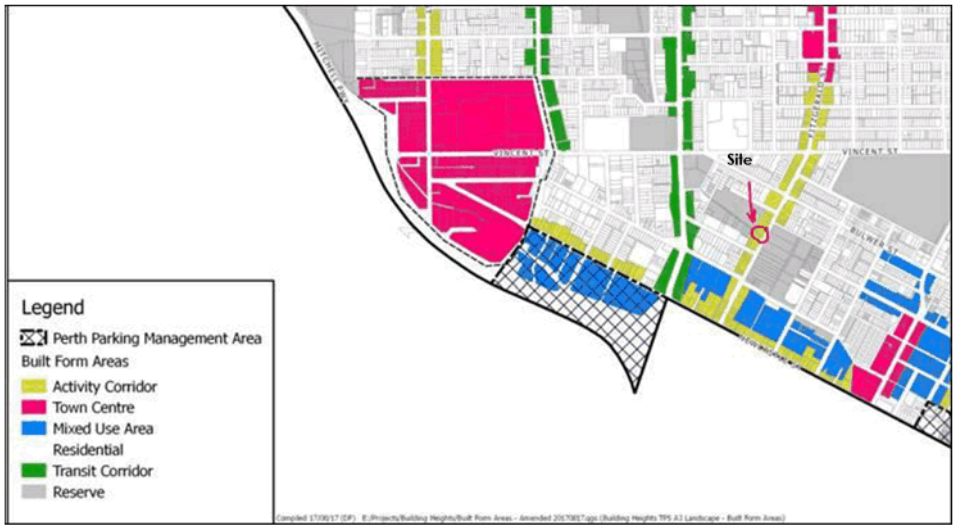
Service/heavy vehicle access will be provided from Lawley Street and loading/unloading will occur from the back of house areas of the public car park. This will retain good amenity on the fronting Fitzgerald Street.

The design of the Lawley Street access will be further defined in the Development Application stage, if the LDP approval is granted.

2.5 Parking

The existing sites of 217-225, 209-214 Fitzgerald Street, West Perth is within the *Fitzgerald Street Activity Corridor* as defined by the City of Vincent's *Planning and Building Policy Manual, Parking and Access, Policy no: 7.7.1 (DRAFT)*, for non-residential development parking requirements (Figure 2.3).

Figure 2.3: City of Vincent's (Draft) Planning and Building Policy Manual – Parking and Access



(Map / Image source: City of Vincent)

This Policy recognises that parking requirements in an Activity Corridor will be provided to meet the needs of the users of developments without resulting in the oversupply of parking. The policy also recognises a support for a shift toward more active and sustainable transport modes, especially given that Fitzgerald Street is a High Frequency Bus corridor and bus stops exist directly outside the site.

As scoped with the CoV (Appendix A), this Parking section of the TIS:

- Confirms the on-site minimum and maximum car parking bay supply permissible under the draft scheme for the non-residential uses.
- Confirms the minimum bicycle parking required under the draft scheme for the non-residential uses.
- Refers to the *Parking Management Plan Framework (Appendix 2)* of the draft scheme for the non-residential uses, which will define all the available public car park facilities (on-street and off-street), pedestrian and cycling facilities and bus facilities.
- Provide justification for the numbers of bays proposed.
- Provide commentary on the encouragement of alternative modes for the proposed uses.

2.5.1 Parking Provision and Layout

As part of the redevelopment, it is proposed to provide on-site car parking for residents, staff and visitors to supplement the existing Fitzgerald Street public car park and the ample on-street parking supply on Lawley Street, Cowle Street and on Fitzgerald Street (in non-peak, non-bus operation times).

Table 2.1 indicates that both Site A (Italian Club) and Site B (IAWCC) may seek for 7,549 and 5,463 sq.m of car parking, which has been advised by the project Architects as approximately 158 and 212 proposed bays respectively.

Post LDP, the car park layout will be refined and designed in accordance with *Australian Standard 2890.1 Parking Facilities - Part 1: Off Street Parking*.

The suitability of the provision of parking spaces is considered below.

2.5.2 Quantum of Parking – Vehicle and Bicycle

In accordance with the CoV's (Draft) *Planning and Building Policy Manual, Parking and Access, Policy no: 7.7.1*, the on-site minimum and maximum parking supply permissible in an Activity Corridor for the non-residential uses is provided in Table 2.2 and Table 2.3.

Table 2.2: City of Vincent Non-Residential Parking Requirements – Vehicle

Land Use	Unit of Measure	Car Parking Rate		Site A GFA	Site B GFA	Car Parking Permissible (Site A + B)	
		Min	Max			Min	Max
Restaurant	Spaces per person	0.22	0.25	181 (153 people)	264 (224 people)	83	94
Residential	-	-	-	3,900 (30 Apartments)	4,695 (43 Apartments)	-	-
Commercial	Spaces per 100sq.m NLA	2.2	2.5	447 GFA = 380 NLA	991 GFA = 842 NLA	27	31
Offices	Spaces per 100sq.m NLA	2.2	2.5	4,745 GFA = 4,033 NLA	7,333 GFA = 6,233 NLA	226	257
Club Facilities	Spaces per person	0.22	0.25	2,145 (200 people)	-	44	50
TOTAL (non-residential)						**380**	**432**
Residential						***55***	**91**
					TOTAL	**435**	**523**

Assume NLA = 85% GFA
Assume Residential Apartment Min is providing bays for 75% of units = 1 per apartment
Assume Residential Apartment Max (including visitors) = 1.25 per apartment

Table 2.3: City of Vincent Non-Residential Parking Requirements – Bicycle

Land Use	Unit of Measure	Bicycle Parking Rate		Site A GFA	Site B GFA	Bicycle Parking Permissible (Site A + B)	
		Short Term	Long Term			Short Term	Long Term
Restaurant	Spaces per person	0.019	0.042	181 (153 people)	264 (224 people)	7.2	15.8
Commercial	Spaces per 100sq.m NLA	0.2	0.8	447 GFA = 380 NLA	991 GFA = 842 NLA	2.4	9.8
Offices	Spaces per 100sq.m NLA	0.2	0.8	4,745 GFA = 4,033 NLA	7,333 GFA = 6,233 NLA	20.5	82.1
Club Facilities	Spaces per person	0.019	0.042	2,145 (200 people)	-	3.8	8.4
TOTAL						**34**	**116**

Assume NLA = 85% GFA

In addition to the above, the Policy requires motorcycle/scooter bay parking at 1 per 20 car parking bays for all land uses. On the basis of 370 bays being provided, this would equate to 18 motorcycle/scooter bays which can replace car parking spaces.

Table 2.1 indicates that both Site A (Italian Club) and Site B (IAWCC) may seek for 7,549 and 5,463 sq.m of car parking, which is advised by the Architect as approximately 158 and 212 proposed bays respectively, or a total of 370 bays.

Table 2.2 indicates the proposal does comply with the draft scheme, as it does not exceed the maximum 432 bays (for non-residential land uses) and less than the 523 bays (including residential).

A minimum bay requirement of 380 bays (for non-residential) is noted under the draft scheme and so the Architect's plan indicating a provision of 370 bays is less 10 bays. Notwithstanding, on the basis of an additional 135 bays[2] being available in the existing carpark to the rear of the site this quantum of supply is considered appropriate. Further, given the land uses proposed are all on the same site, the uses will not all peak at the same time (i.e. temporal demand will occur placing less pressure on total parking needs). Given the location of the site in an Activity Corridor and the good connection to alternative modes of transport for all proposed land uses this proposed supply of car parking will encourage lower car parking provision and lower than typical traffic generation, without creating parking issues to nearby streets.

2.5.3 Parking Management Plan Framework

A copy of the *Parking Management Plan Framework* of the draft scheme for the non-residential uses is provided at Appendix C. This framework defines all available public car park facilities (on-street and off-street), pedestrian and cycling facilities and bus facilities adjacent the site. This could be referenced and completed at the Development Application stage.

[2] As advised the project planners CD+P, once carpark is 'rationalised'.

3. Accessibility Review

3.1 Introduction

This chapter outlines the outcome of a baseline accessibility assessment that was undertaken to establish the transport provision serving the site and its surrounds. It also recognises that walking and cycling are encouraged modes of transport and are also secondary modes of travel for public transport users.

3.2 Access by Road

The development site is bounded by two 'Access Roads' and a 'Distributor A Road', as classified in the Main Roads WA (MRWA) Functional Road Hierarchy. Due to the sites good connection to the external road network, rat-running through low volume residential roads is avoided.

3.2.1 Local Roads

Access Roads bordering the development site are all of a single carriageway standard, providing one lane for travel in each direction. These Access Roads provide direct driveway access to commercial or residential properties with a speed limit of 50km/hr and a capacity of up to 3,000 vehicles a day (indicative). These roads include:

- Lawley Street (north of site)
- Cowle Street (south of site)
- Gallop Street (north west of the site, extension of Lawley Street to access Bulwer Street).

In general, local area traffic management measures have been applied to these local roads, including parallel and 90 degree angled on-street car parking, creating a narrow and traffic calmed low speed environment. There is also a raised plateau treatment on Cowle Street departing/approaching Fitzgerald Street to provide an entry statement to the local road.

3.2.2 Strategic Roads

Fitzgerald Street

Fitzgerald Street runs in a north-south direction with a posted speed limit of 60km/hr. It is classified as a District Distributor A according to the MRWA Functional Road Hierarchy, and it is configured as a two-lane dual-carriageway carrying around 21,000 vehicles per day north of Bulwer Street, referencing 2014 traffic counts extracted from MRWA online traffic database.

Vehicles traveling to/from the site will likely use predominantly Fitzgerald Street, via Lawley Street. Traffic generated can also Bulwer Street via Lawley Street and Gallop Street to the west.

3.3 Public Transport

It is considered that access to the site via public transport is applicable to all users including residents, staff and visitors. The nearest bus stops are conveniently located directly outside the site on Fitzgerald Street for both directions of travel. As such the site is very conducive to public transport usage.

3.4 Walking and Cycling

As with public transport, the site is located in an area where the walking and cycling infrastructure is well established. It is considered that both walking and cycling will be attractive modes of transport for consideration for all users – residents, staff and visitors to/from the site.

On-site bicycle parking will be provided to encourage the use of this mode of travel. The LDP plans indicate that there is 120sq.m (approx.) on-site area within the car parking which could be made available for bicycle parking. Assuming 0.85sq.m per bay, this could accommodate some 140 bicycle parking bays. Beyond that, if necessary, additional space could be made for bicycle parking without significant compromise to the site design. Short term bicycle parking can be provided for within the public realm (the central easement setback area, the 'piazzetta' at the front setback, or the potential for a small courtyard at the rear).

The site is well connected to existing cycling networks along all the surround strategic roads linking the site to the wider area. A map of existing cycle routes is provided at Appendix D. Considering the proposed development type, the location of the site is well placed to take advantage of local amenities and transport services through well connected walking and cycling routes.

Notwithstanding the above, any future Development Application will review and revise the design to ensure it complies with the provision of the necessary walking and bicycle parking.

3.5 Crash Statistics

MRWA Crash Analysis Reporting System (CARS) provides detailed crash data and covers all intersections and midblock sections which have had one or more reported road crashes over a 5-year period from 2012 to 2016. It provides detailed crash data for Fitzgerald Street and Lawley Street over that period.

Crash data has been reviewed for a 1 km section along Fitzgerald Street, approximately 500m either direction of the site (Newcastle Street to Chelmsford Road). In this area immediately adjacent to the site, a total of 14 'intersection' crashes (12 requiring non-medical attention) have occurred during this 5-year period, as follows:

- Lawley Street/Fitzgerald Street intersection: 9 crashes, with 1 which included a pedestrian (hospitalisation), 3 Property Damage (minor) and 5 Property Damage (major). Of these crashes being 'Right Angle' or 'Right Turn Thru' crashes.
- Cowle Street/Fitzgerald Street intersection: 5 crashes, with 1 rear end crash needing medical attention, 1 Property Damage (minor) and 3 Property Damage (major). Two of these were 'Rear End' crashes, and three 'Side Swipe Same Direction'.

This crash rate recorded is the equivalent to 1-2 crashes per year at the intersections. This number is not exceedingly high, however worth noting. The crash types are typical of uncontrolled priority intersection treatments but from the numbers, there does not appear to be an underlying road safety issue which would be exacerbated by this proposal.

4. Trip Generation and Traffic Impact

4.1 Context

The development proposal includes the continuation of mixed-uses and seeks approval for additional heights from the six-storey limit to up to eight storeys. The proposal also seeks the single dual-coded building (R80) IAWCC site to allow for a mixed-use development.

Although the final mix of land uses has not been defined at this LDP stage, it is anticipated that redevelopment of the sites will be up to eight storeys and consist of:

- Offices
- Restaurant / Eating House
- Residentials (apartments)
- Commercial
- Continued Club facilities.

In the context of vehicle trip generation, it is suggested that the following will contribute to vehicle activity at the site:

- Residents
- Staff arrivals and departures
- Visitors to residents
- Visitors to the facility (non-resident)
- Servicing / deliveries.

Further detail on how the above translates to peak period vehicle activity is provided below.

4.2 Traffic Generation and Traffic Impact

In order to estimate the trip generation associated with the proposed development, reference has been made to trip rates within the *WAPC Guidelines* (which often refer to the *RTA Guidelines, NSW*) and the *Trip Generation 9th edition, 2012 - Institute of Transportation Engineers* (ITE), Washington, USA. These trip rates are considered to accommodate the general vehicle activity at the site incorporating:

- Residents
- Staff arrivals and departures
- Visitors to residents
- Visitors to the facility (non-resident)
- Servicing / deliveries.

Table 4.1: Estimated Traffic Generation

Land Use	Peak Hour Rates (vph)	Peak Hour Trip Generation Estimates (vph) (using PM peak for worst case)
Residential	0.4 / unit	29
Restaurant	5 / 100m2 GFA	22
Commercial	4 / 100m2 GFA	58
Office	2 / 100m2 GFA	242
Club	5 / 100m2 GFA	107
	SUB TOTAL	458

Land Use	Peak Hour Rates (vph)	Peak Hour Trip Generation Estimates (vph) (using PM peak for worst case)
LESS Restaurant and club (outside of peaks)		**329**

Restaurants/Club peaks are generally outside of normal AM and PM peak hour, as noted in WAPC Guidelines.

Commercial rate is based on non-food retail, which range from 0.1 to 6.4 trips / 100m2; with average of 2.5 trips per 100m2. WAPC Guidelines suggest 4 trips/100m2 for PM peak (AM is around a quarter of this).

Residential unit rate is based on both the RTA Guidelines recorded peak hour rate and GTA's Database for Apartments near good public transport provision. It is expected that City of Vincent will be supportive of this published rate (rather than the WAPC 'Dwelling' rate) to the shift towards alternative sustainable transport mode use.

Table 4.2: Estimated Traffic Generation - Total

Trip type	PM Peak trips IN	PM Peak trips OUT
Vehicle	97	232

Assumed Office in/out split is 20%/80% in the PM peak as per WAPC Guidelines.

Assumed Residential in/out split is 67%/33% in the PM peak as per WAPC Guidelines.

Assumed Commercial in/out split is 50%/50% in the PM peak as per WAPC Guidelines.

The above equates to approximately 30%/70% in/out split of generated traffic.

Based on the above, the total traffic generation of development site is expected to be in the order of 329 vehicle movements in a typical evening peak hour. WAPC Guidelines indicate that the Restaurant and Club Facilities uses peak outside of normal peak hours and so this has been discounted from the peak hour traffic generation calculation.

Given the nature of the road network, the site generated traffic is expected to come predominantly from Fitzgerald Street, with local access to the site also accommodated via the Gallop Street/Lawley Street intersection. Cowl Street access at this stage is assumed to be inaccessible by vehicles to/from the site.

It is noted that Fitzgerald Street was carrying in the order of 21,000 vehicles per day according to 2014 traffic data extracted from MRWA traffic database. The database also notes the same location carrying 17,000 vehicles per day in 2013, which is a significant growth from 2013 to 2014. At a very high level, assuming a similar continued growth to 2017, Fitzgerald Street may be carrying around 35,000 – 40,000 vehicles per day currently. In this instance, the development proposal will result in an increase in daily traffic volumes on Fitzgerald Street as follows:

- Fitzgerald Street daily volumes - Before = 40,000 vpd (estimate)
- Fitzgerald Street daily volumes - After redevelopment = 42,650 vpd
- % Increase = below 7%.

The estimated below 7% increase on a daily basis is not significant. From a site review and discussions with the current Site A and Site B owners, there are also no known congestion issues at the intersection of Fitzgerald Street / Lawley Street intersection. As such, it could be reasonably expected that this level of increase in traffic movements would not have a significant traffic impact on the operation of the road network proximate to the site.

A SIDRA model was also undertaken for the Lawley Street / ROW Site Access intersection. For a conservative estimate, it was assumed that all site generated traffic volumes will enter/exit using this intersection. The model also conservatively assumes Lawley Street is carrying 3,000 vehicles per day (theoretical upper limit of an Access Street traffic capacity). Further, the model conservatively assumes the public car park (~135 bays) and an additional 46 potential car bays which could replace the existing Bocce Club is 100% utilised in the PM peak. These assumptions are unlikely but purposely conservative so that the traffic associated with the neighbouring land

uses currently using the ROW and public carparks are accounted for in this TIS. A more bespoke analysis can be undertaken at the next stage of Development Application, post LDP approval, when the development tenant uses are known.

The in and out splits applied to the public car park and Bocce redeveloped car park is assumed to be the same split as the redevelopment traffic (30%/70% in/out split).

The heavy vehicle percentage is assumed to be 3% for vehicles entering/exiting from the Fitzgerald Street leg to Lawley Street. The laneway access and the access via Gallop Street is assumed to be 1% heavy vehicle percentage.

The distribution of generated and existing public car park traffic has been assumed as 20% to/from Gallop Street (west) and the majority 80% towards Fitzgerald Street (east). Figure 4.1 SIDRA outputs indicate the intersection to operate satisfactorily with plenty of capacity.

Figure 4.1: SIDRA Intersection Movement Summary – typical PM peak

MOVEMENT SUMMARY

▽ Site: 1 [27/2/18 - Lawley St/Laneway Access PM Proposed (with existing Public C/P estimates)]

Giveway / Yield (Two-Way)

Movement Performance - Vehicles

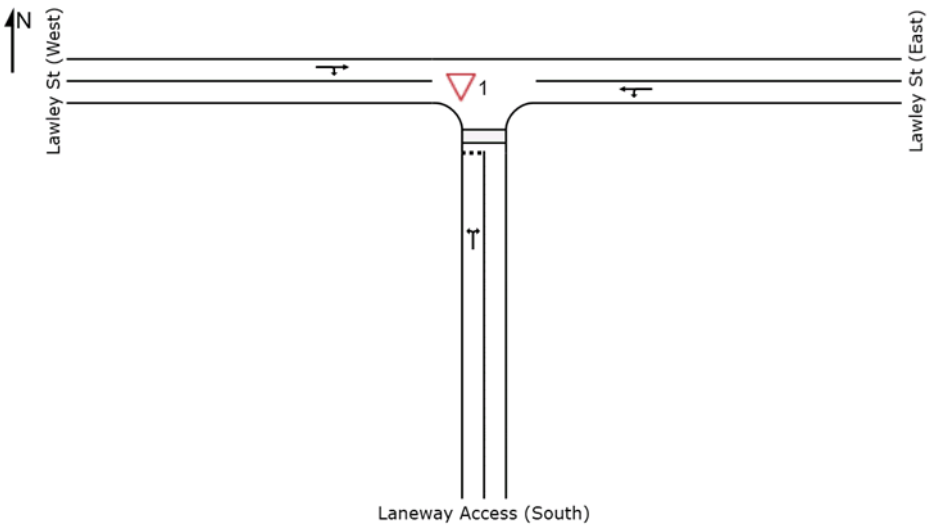
Mov ID	OD Mov	Demand Flows Total veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
South: Laneway Access (South)											
1	L2	76	1.0	0.399	3.0	LOS A	2.1	14.7	0.44	0.64	32.4
3	R2	303	1.0	0.399	5.1	LOS A	2.1	14.7	0.44	0.64	25.0
Approach		379	1.0	0.399	4.7	LOS A	2.1	14.7	0.44	0.64	26.8
East: Lawley St (East)											
4	L2	126	3.0	0.152	4.1	LOS A	0.0	0.0	0.00	0.24	41.3
5	T1	158	3.0	0.152	0.0	LOS A	0.0	0.0	0.00	0.24	45.1
Approach		284	3.0	0.152	1.8	NA	0.0	0.0	0.00	0.24	43.6
West: Lawley St (West)											
11	T1	158	1.0	0.105	0.3	LOS A	0.2	1.7	0.15	0.10	46.1
12	R2	32	1.0	0.105	5.6	LOS A	0.2	1.7	0.15	0.10	38.6
Approach		189	1.0	0.105	1.2	NA	0.2	1.7	0.15	0.10	44.4
All Vehicles		853	1.7	0.399	2.9	NA	2.1	14.7	0.23	0.39	34.6

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).
Vehicle movement LOS values are based on average delay per movement.
Minor Road Approach LOS values are based on average delay for all vehicle movements.
NA: Intersection LOS and Major Road Approach LOS values are Not Applicable for two-way sign control since the average delay is not a good LOS measure due to zero delays associated with major road movements.
SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.
Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).
HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

SITE LAYOUT

▽ Site: 1 [27/2/18 - Lawley St/Laneway Access PM Proposed (with existing Public C/P estimates)]

Giveway / Yield (Two-Way)



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Project: T:\W13600-13699\W136510 WA Italian Club Redevelopment, F\Modelling\Lawley St_Laneway Access.sip7

5. Conclusion

5

Based on the analysis and discussions presented within this report, the following conclusions are made:

- It is proposed to redevelop the existing sites of 217-225 (WA Italian Club) and 209-214 (IAWCC) Fitzgerald Street in West Perth from the currently approved limit of six-storeys to up to eight storeys of mixed use development.
- GTA has prepared a Transport Impact Statement (as pre-agreed with the City of Vincent) to consider the traffic impact of the proposed redevelopment.
- There are three existing vehicular access points to the rear of the site. While the redevelopment seeks to retain both the Lawley Street and Cowle Street vehicular access points, the legal entitlements of the Cowle Street access are currently unknown. As such, this Traffic Impact Statement assumes only one vehicular access point at Lawley Street will service the redevelopment. The proposal is to upgrade the Lawley Street access by widening the currently narrow 4m (approx.) width to 6m (min) to enable two-way vehicle access.
- Service vehicle access will be provided from Lawley Street and loading/unloading will occur from the back of house areas of the public car park. This will retain good amenity on the fronting Fitzgerald Street. A swept assessment can be undertaken post Local Development Plan stage to confirm the exact design and layout.
- The redevelopment will provide some 370 car parking bays for residents, staff and visitors. This provision does not exceed the maximum permissible and closely reflects the minimum car parking numbers (less 10 bays) for a development in an *Activity Corridor*, under the City of Vincent's *Planning and Building Policy Manual, Parking and Access* (Policy no: 7.7.1 – draft). The car parking provision is considered appropriate for this site location.
- Post LDP, the car park layout will need to be designed and reviewed for compliance in accordance with *Australian Standard 2890.1 Parking Facilities - Part 1: Off Street Parking*.
- The location of the site has existing excellent connections to walking and cycling networks and public transport. A number of pedestrian access points and routes connect and integrate the site with the wider pedestrian and cycling network. Further, walking and cycling to/from the site are being encouraged as part of the redevelopment with additional on-site bicycle parking and a conversion of one of the three vehicle access points to a 'pedestrian only' walkway.
- The redevelopment proposal could generate up to 329 vehicle trips in the evening peak if applying 'typical' traffic generation rates. However, due to the site's location in an Activity Corridor with good alternative transport facilities, the reality is that the traffic generation will be much less.
- Notwithstanding, the redevelopment is not expected to have any adverse traffic impacts on the immediate road network.
- A high level operational assessment of the Lawley Street / ROW Site Access intersection has been modelled in SIDRA post redevelopment, under conservative assumptions, and is noted to operate satisfactorily with low delays and degrees of saturation.

Appendix A

Scoping Correspondence

Mieke Timmony

From: Rob Sklarski <Rob.Sklarski@vincent.wa.gov.au>
Sent: Monday, 9 October 2017 12:30 PM
To: Tanya Moran
Cc: Adam D'Alessandro; tony casella
Subject: RE: itanpfea - Italian Club LDP
Attachments: Italian Club access.PNG

Follow Up Flag: Follow up
Flag Status: Completed

Hi Tanya

Thank you for providing the draft scope of works below. The City has finalised its review of the and I am pleased to provide the following comments:

1) The scope of works as you have outlined is acceptable to the City.
2) Please ensure that the format and content of the TIS is in accordance with WAPC TIA Guidelines (August 2016) for Traffic Impact Statements.
3) Please refer to the attached map of the surrounding vehicle network. The TIS should address current vehicle access arrangements, and demonstrate the legal entitlement for vehicle movements generated from the proposed development to access/traverse the Water Corporation reserve and 3m wide deceased estate ROW onto Cowle Street.

Please let me know if you require any further information or clarification of the preceding feedback.

Kind Regards,

CITY OF VINCENT

Rob Sklarski
SPECIAL PROJECTS OFFICER - STATUTORY PLANNING
City of Vincent

Phone: (08) 9273 6000
Fax: (08) 9273 6099
www.vincent.wa.gov.au

From: Tanya Moran [mailto:tanya.moran@gta.com.au]
Sent: Tuesday, 26 September 2017 3:29 PM
To: Rob Sklarski <Rob.Sklarski@vincent.wa.gov.au>
Cc: Adam D'Alessandro <AdamD@creativedp.com.au>; tony casella <casellaandassoc@optusnet.com.au>
Subject: RE: itanpfea - Italian Club LDP

Hi Rob,

My many thanks for your time on the phone last week assisting GTA Consultants with the scope of works the City of Vincent would require for a complete traffic and parking assessment for the proposed Italian Club Local Development Plan (LDP). Also thank you for a copy of the non-residential parking and access local planning policy (draft).

As promised, please find below a summary of our discussions. It would be appreciated if the City's approving officers for the Traffic Engineering supporting documentation (to be prepared by GTA Consultants) could provide an endorsement of the scope of works below before I commence.

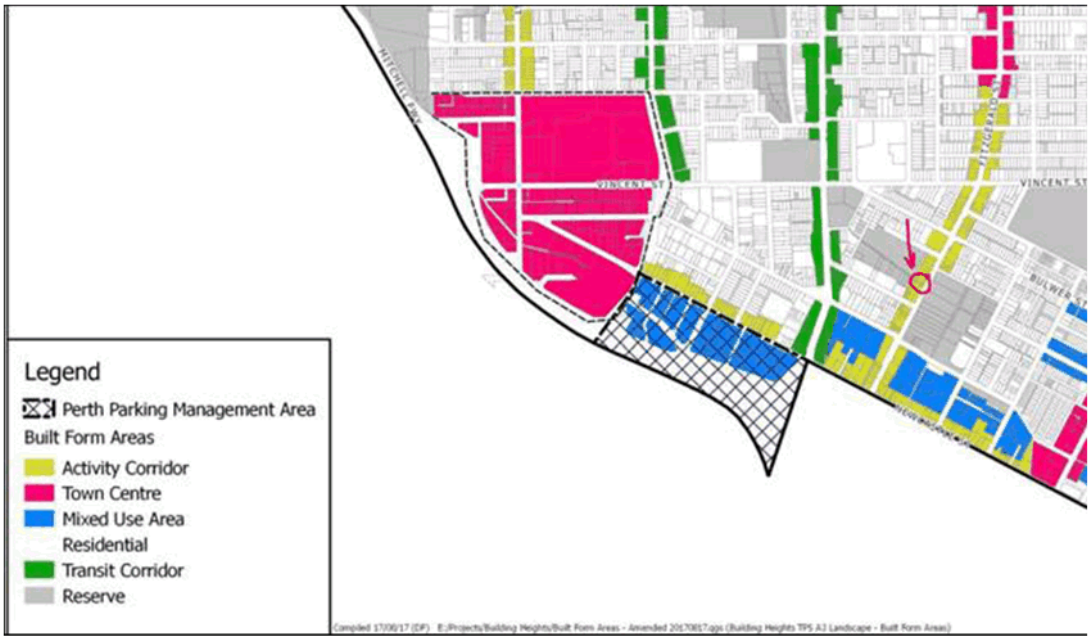
1

Traffic Assessment

1. The LDP is for a proposed densification of the existing *Italian Club* and *Italo -Australian Welfare Cultural Centre* (IAWCC) buildings to 'Mixed-Use' development. The mix of land use is not finalised at this early stage, however, it is anticipated the current 2-storey building heights may become 5-8 storeys. Likely land uses are Apartments, Offices, Shop and continued Club Premises, with some on-site lower ground parking (enclosed) as approved by the City.
2. The LDP proposal was discussed with you in your meeting with *Creative Design & Planning* and *Casella and Associates Architects* on Tuesday 19th September 2017. On the basis of a recent similar densification proposal in the locality, you confirmed that at **Traffic Impact STATEMENT (TIS)** will be adequate to define the proposal for LDP purposes. The TIS will need to provide definition of the capacities of the adjacent road network (theoretical or otherwise) and comment on the broad impact of the proposal. No detailed intersection analysis is anticipated to be required given Lawley Street and Cowley Street are both minor roads and the traffic generation proposal are expected to be within reasonable limits in peak times.
3. On the basis of the above, GTA will:
    a. Estimate the nett change traffic to be generated in peak periods by the new proposed uses.
    b. Using Austroads guidelines, confirm if the peak hour traffic accessing primarily Lawley Street at the laneway will be within acceptable operational limits.
    c. Project Planners will investigate the ownership of the Cowle Street access and therefore the ability to use this one lane access.
    d. Comment on the appropriateness of closing the current 'vehicle entry only' access from Fitzgerald Street to a 'pedestrian only' access.

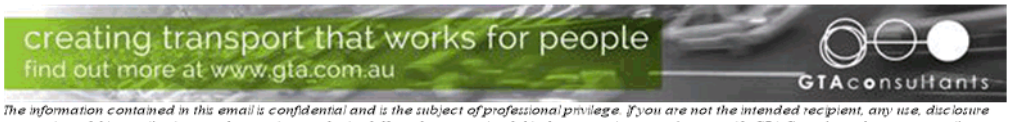
Parking Assessment

4. The site is located at 217-225, 209 Fitzgerald Street, Perth, just south of Bulwer Street. This is within the Fitzgerald Street Activity Corridor as defined by the (DRAFT) CITY OF VINCENT PLANNING AND BUILDING POLICY MANUAL, PARKING AND ACCESS, POLICY NO: 7.7.1, NON-RESIDENTIAL DEVELOPMENT PARKING REQUIREMENTS. Snapshot below. This location recognises that parking requirements will meet the needs of the users of developments without resulting in the oversupply of parking. The policy also recognises a support for a shift toward more active and sustainable transport modes, especially given that Fitzgerald Street is a High Frequency Bus corridor and a bus stop exists directly outside the site.
5. On the basis of the above, GTA will:
    a. Confirm the on-site minimum and maximum car parking bay supply permissible under the draft scheme for the non-residential uses.
    b. Confirm the minimum bicycle parking required under the draft scheme for the non-residential uses.
    c. Make reference to the Parking Management Plan Framework (Appendix 2) of the draft scheme for the non-residential uses, which will define all the available public car park facilities (on-street and off-street), pedestrian and cycling facilities and bus facilities.
    d. Provide justification for the numbers of bays proposed.
    e. Provide commentary on the encouragement of alternative modes for the proposed uses.



Kind regards,
Tanya.

Tanya Moran
Director
GTA Consultants
P 08 6169 1000 **D** 08 6169 1001 **M** 0401 435 279
Level 2, 5 Mill Street, Perth, WA 6000
tanya.moran@gta.com.au
www.gta.com.au



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From: Rob Sklarski [mailto:Rob.Sklarski@vincent.wa.gov.au]
Sent: Thursday, 21 September 2017 3:55 PM
To: Tanya Moran <tanya.moran@gta.com.au>
Subject: RE: itanpfea - Italian Club LDP

Hi Tanya

It was nice to chat earlier. Here is a copy of the updated draft parking and access local planning policy attached. I look forward to receiving your response/summary of our discussion which I will discuss with the relevant officers and get back to you to confirm the agreed approach for the traffic impact statement.

Kind Regards,

CITY OF VINCENT

Rob Sklarski
SPECIAL PROJECT OFFICER - APPROVAL SERVICES
City of Vincent

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Fax: (08) 9273 6099
www.vincent.wa.gov.au

From: Tanya Moran [mailto:tanya.moran@gta.com.au]
Sent: Thursday, 21 September 2017 3:17 PM
To: Rob Sklarski
Subject: FW: itanpfea - Italian Club LDP

HI Rob,
Please call.
I just got cut off again.
Tanya.

Tanya Moran
Director
GTA Consultants

08 6169 1000
0401 435 279
Level 2, 5 Mill Street, Perth, WA 6000
tanya.moran@gta.com.au
www.gta.com.au



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From: Adam D'Alessandro [mailto:AdamD@creativedp.com.au]
Sent: Thursday, 21 September 2017 1:17 PM
To: Tanya Moran <tanya.moran@gta.com.au>
Subject: FW: itanpfea - Italian Club LDP

Regards
Adam D'Alessandro
TOWN PLANNER
CREATIVE DESIGN + PLANNING
A 28 Brown Street East Perth WA 6004 PO Box 7655 Cloisters Square WA 6850
P (08) 9325 0200 M 0400 897 606 E adamd@creativedp.com.au

[redacted]

From: Rob Sklarski [mailto:Rob.Sklarski@vincent.wa.gov.au]
Sent: Wednesday, 20 September 2017 5:19 PM
To: Adam D'Alessandro <AdamD@creativedp.com.au>
Cc: Kasia Betka <KasiaB@creativedp.com.au>; tony casella <casellaandassoc@optusnet.com.au>; Joslin Colli <Joslin.Colli@vincent.wa.gov.au>
Subject: RE: itanpfea - Italian Club LDP

Hi Adam

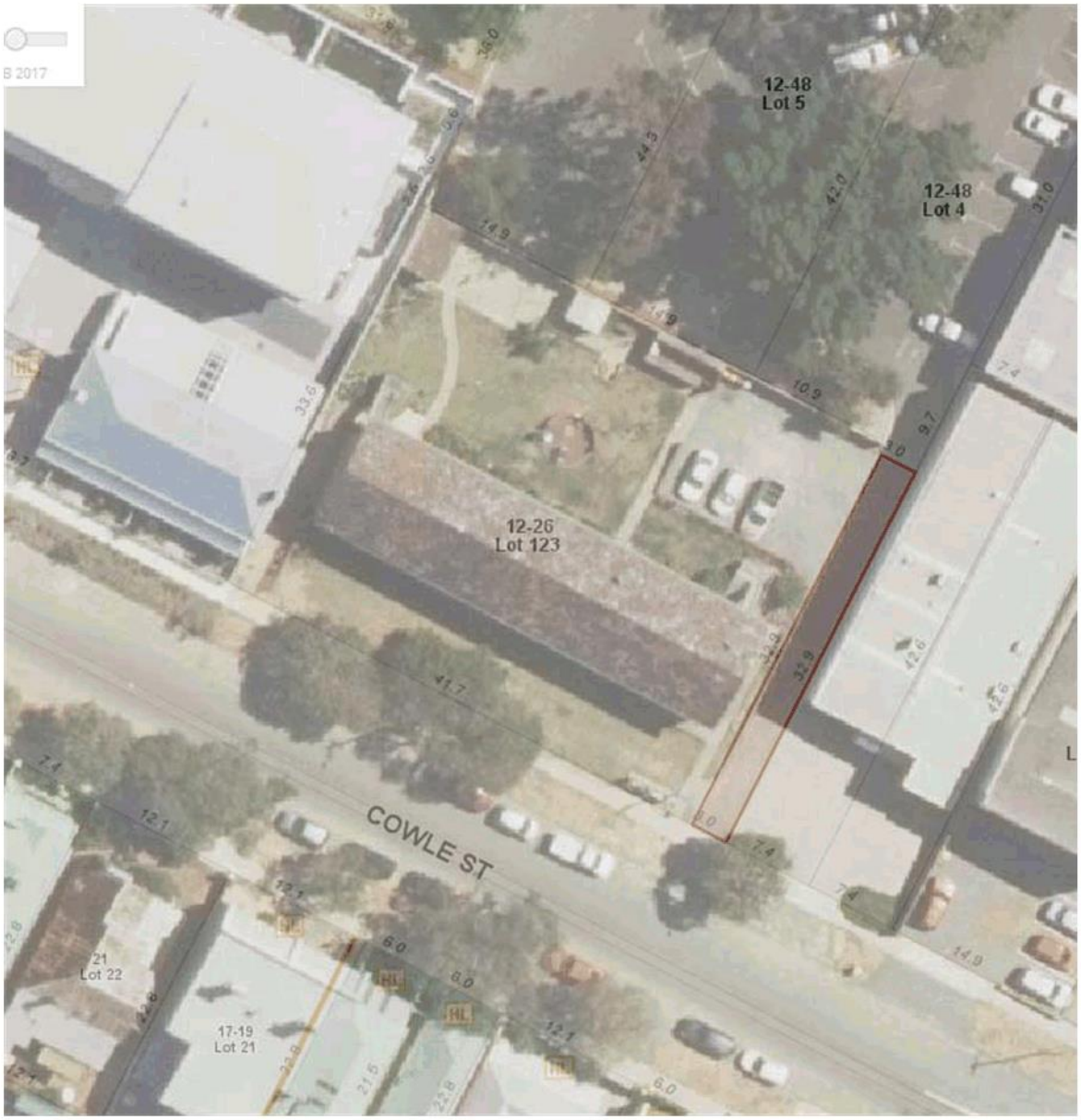
Further to our meeting yesterday, I can advise as follows:

1) I've copied Joslin into this email for your future reference.
2) I have attached a copy of the City's draft parking and access local planning policy which will be considered for final adoption at the October 2017 Ordinary Council Meeting. To this end, the draft policy may be subject to change. The draft policy has been advertised and can be given due regard at this point in time.
3) I have attached two documents that relate to the Design Advisory Committee process. The first document is the Applicant's Guide to presenting to DAC. The DAC submission details are listed on page 5 of this document. The second document provides details of the 10 design principles that all DAC applications are considered against. Please feel free to get back to me if you have any queries.

4) In terms of traffic counts, the data that the City has on our records for Lawley Street is outdated and therefore superfluous. Cowle Street was done in 2012 – here is the data below for Cowle Street, and this template can be used by your traffic consultant undertake peak hour counts to confirm current movements:

ROAD	CLASS	DATE		LOCATION	AWT 5 day
		START	FINISH		
COWLE ST	AR	15-Nov-12	22-Nov-12	FITZGERALD-VICTORIA	1062
COWLE ST	AR	15-Nov-12	22-Nov-12	CHARLES-VICTORIA	904

5) The 3m wide access leg I have identified below is a deceased estate



I trust this information is of assistance and I look forward to hearing from you in due course.

Kind Regards,

CITY OF VINCENT

Rob Sklarski
SPECIAL PROJECTS OFFICER - STATUTORY PLANNING
City of Vincent

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From: Adam D'Alessandro [mailto:AdamD@creativedp.com.au]
Sent: Wednesday, 20 September 2017 1:10 PM
To: Rob Sklarski
Cc: Kasia Betka; tony casella
Subject: itanpfea - Italian Club LDP

Hi Rob,

Thanks to you and Jocelyn for meeting with us yesterday. On a side note, if you could please provide Jocelyn's email for future reference it would be appreciated.

As discussed, could you please ask the Technical Services team what peak hour analysis they will need to satisfy the traffic justification (i.e. what is their expected busiest operation on Lawley Street)? This would allow our traffic consultant to undertake suggested peak hour counts to confirm the current movements. Alternatively, if the City already have this data available and could provide it to us, that would be greatly appreciated.

Additionally, it would be appreciated if you could please clarify the DAC process from here. Tony will be going on annual leave soon and as such we want to ensure we are being as efficient as possible with respect to timing of the application.

Happy to discuss should you wish to contact me.

Regards
Adam D'Alessandro
TOWN PLANNER
CREATIVE DESIGN + PLANNING

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P (08) 9325 0200 M 0400 897 606 E adamd@creativedp.com.au

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Appendix B

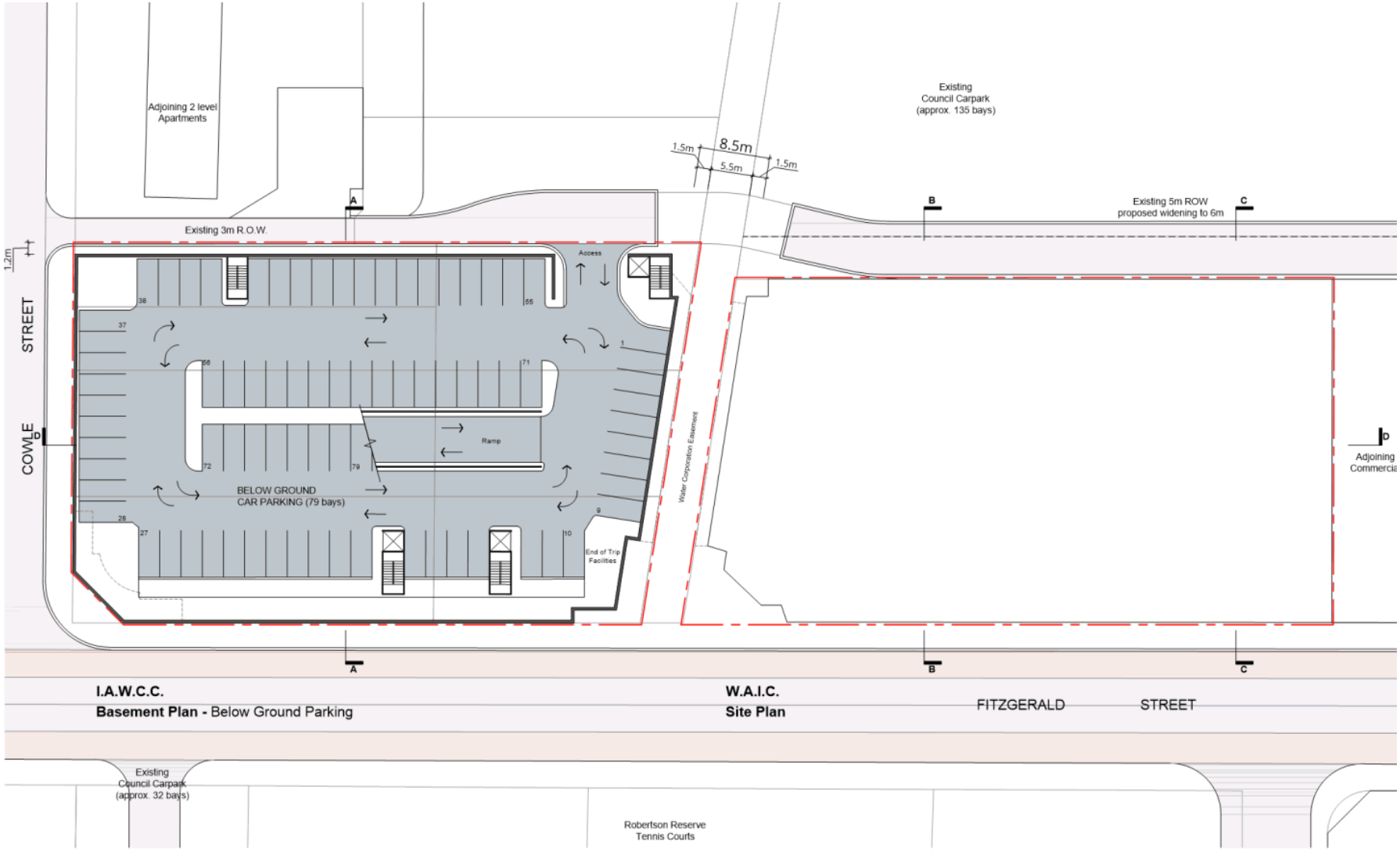
Indicative Redevelopment Plans



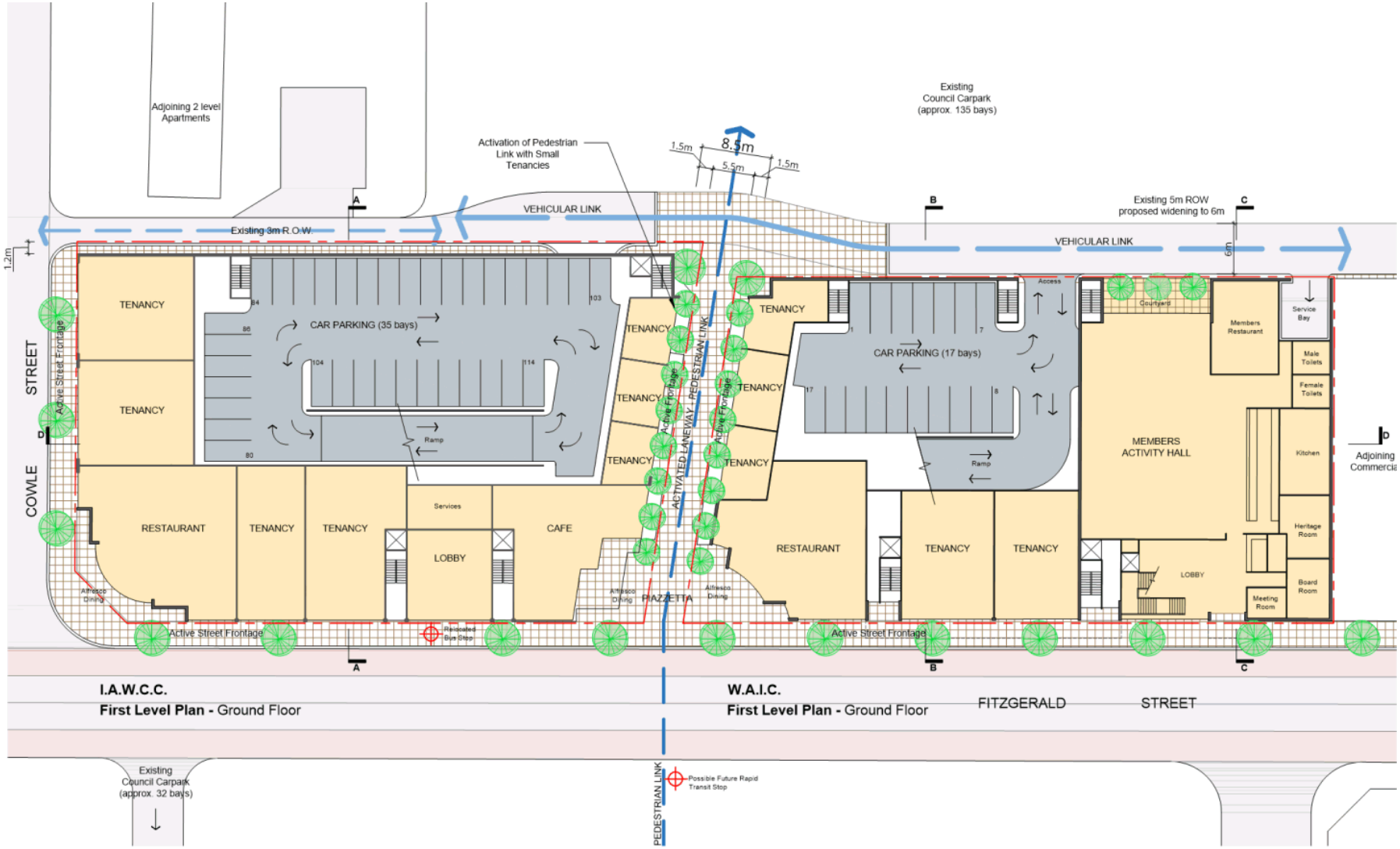
INDICATIVE SITE DEVELOPMENT LAYOUTS FOR THE WA ITALIAN CLUB AND ITALO-AUSTRALIAN WELFARE AND CULTURAL CENTRE	EXISTING SITE PLAN	NORTH	CASELLA and ASSOCIATES ARCHITECTS · Creature DESIGN+PLANNING · Scale: 1:1000@A3 · Date: 22/01/2018 · Plan: ITANP-1-006 · Drawn By: S.J. · Checked: T.C. · SD - A.00a



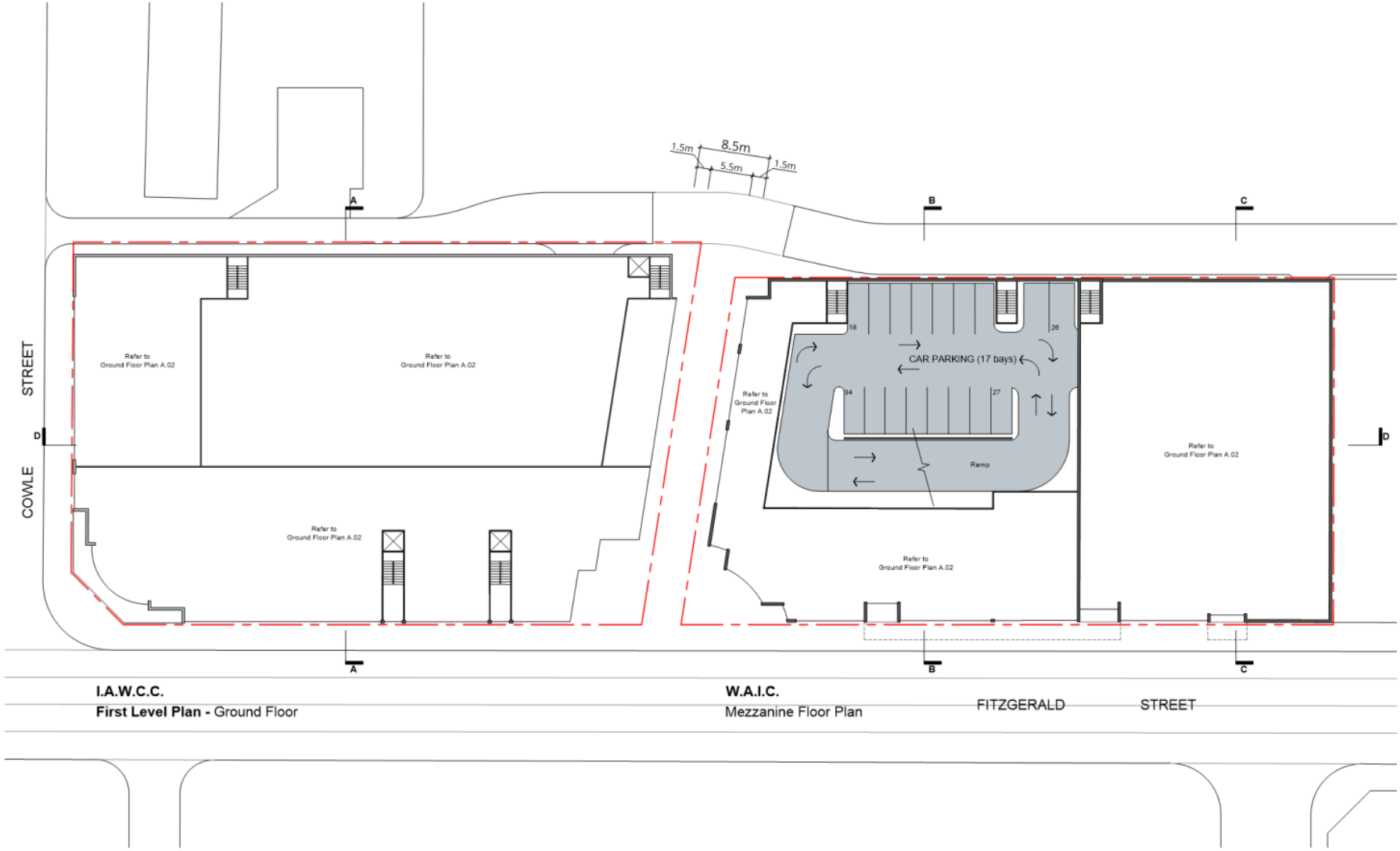
INDICATIVE SITE DEVELOPMENT LAYOUTS FOR THE WA ITALIAN CLUB AND ITALO-AUSTRALIAN WELFARE AND CULTURAL CENTRE	SITE PLAN	NORTH	CASELLA and ASSOCIATES ARCHITECTS · Creative DESIGN+PLANNING Scale: 1:1000@A3 Date: 10/05/2019 Plan: ITANP-1-008 Drawn By: S.J. Checked: T.C. 0 10 20 30m SD - A.00b



INDICATIVE SITE DEVELOPMENT LAYOUTS FOR THE WA ITALIAN CLUB AND ITALO-AUSTRALIAN WELFARE AND CULTURAL CENTRE	BELOW GROUND FLOOR PLAN	NORTH	CASELLA and ASSOCIATES ARCHITECTS Creative DESIGN+PLANNING	Scale: 1:400@A3 Date: 10/05/2018 Plan: ITANP-1-006 Drawn By: S.J. Checked: T.C. SD - A.01



INDICATIVE SITE DEVELOPMENT LAYOUTS FOR THE WA ITALIAN CLUB AND ITALO-AUSTRALIAN WELFARE AND CULTURAL CENTRE	GROUND LEVEL FLOOR PLAN	NORTH	CASELLA and ASSOCIATES ARCHITECTS — Creative DESIGN+PLANNING — Scale: 1:400@A3, Date: 10/05/2018, Plan: ITANP-1-008, Drawn By: S.J., Checked: T.C. — SD - A.02



INDICATIVE SITE DEVELOPMENT LAYOUTS FOR THE WA ITALIAN CLUB AND ITALO-AUSTRALIAN WELFARE AND CULTURAL CENTRE

FLOOR PLAN

NORTH

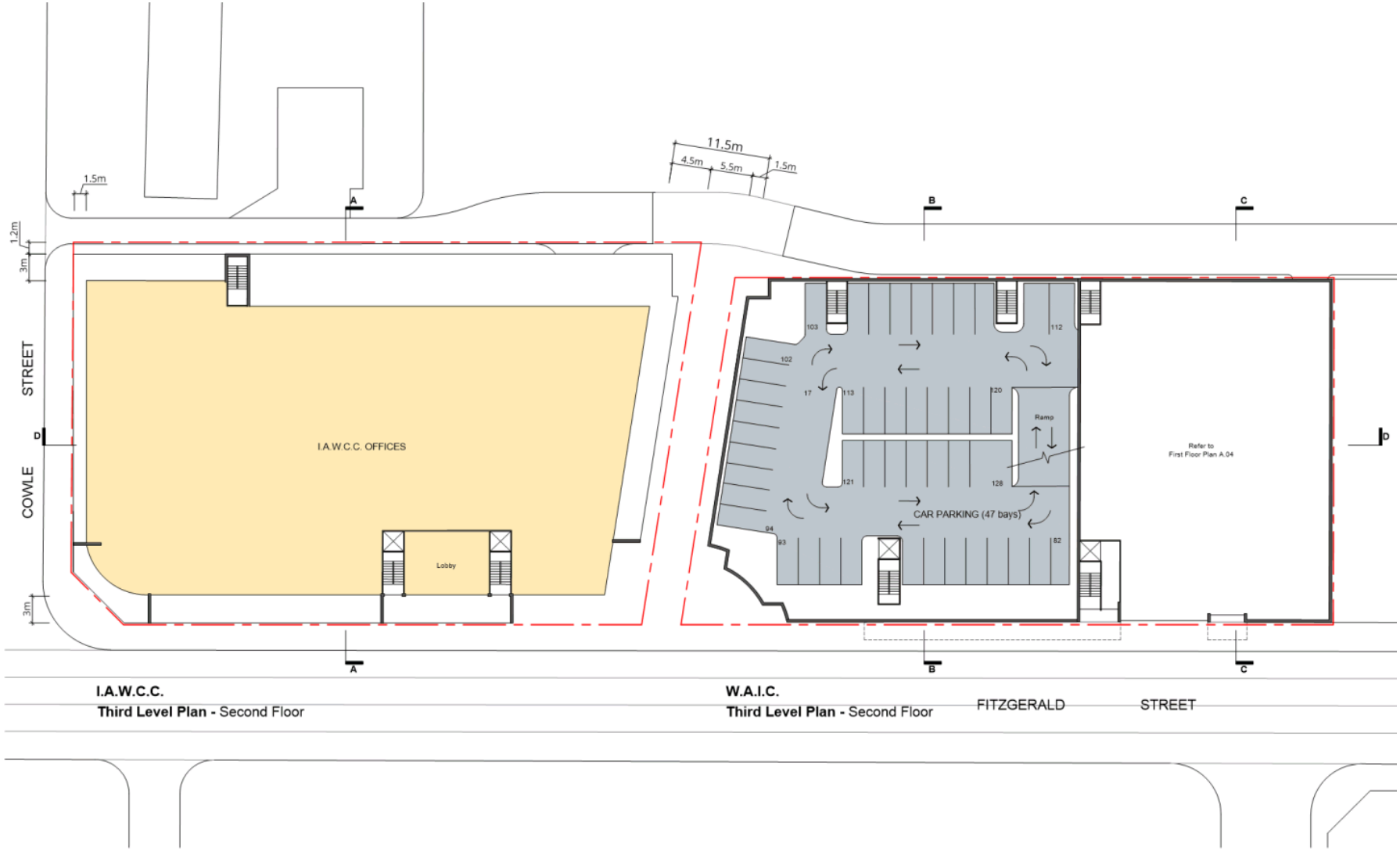
CASELLA and ASSOCIATES ARCHITECTS

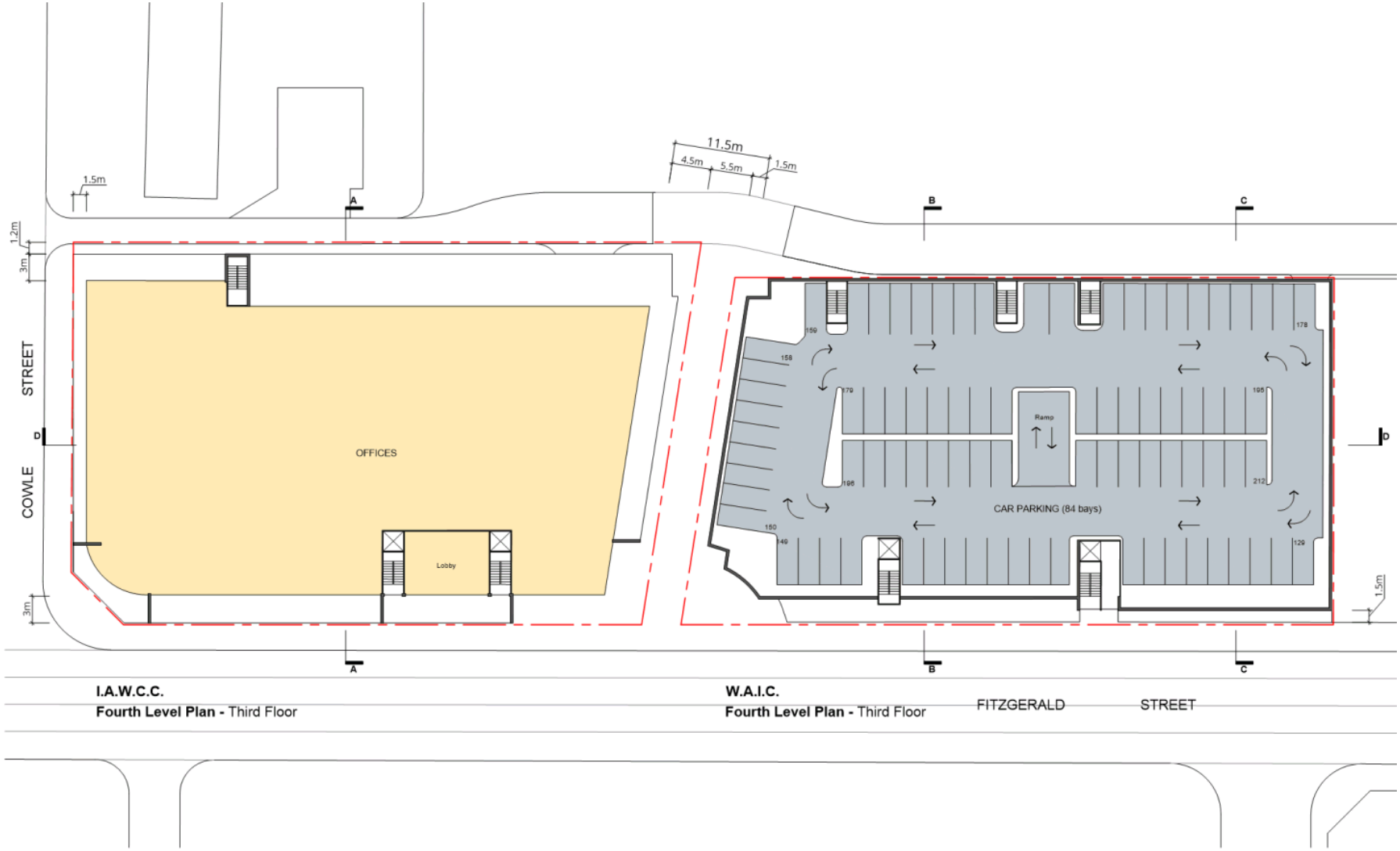
Creative DESIGN+PLANNING

Scale: 1:400@A3
Date: 10/05/2018
Plan: ITANP-1-006
Drawn By: S.J.
Checked: T.C.

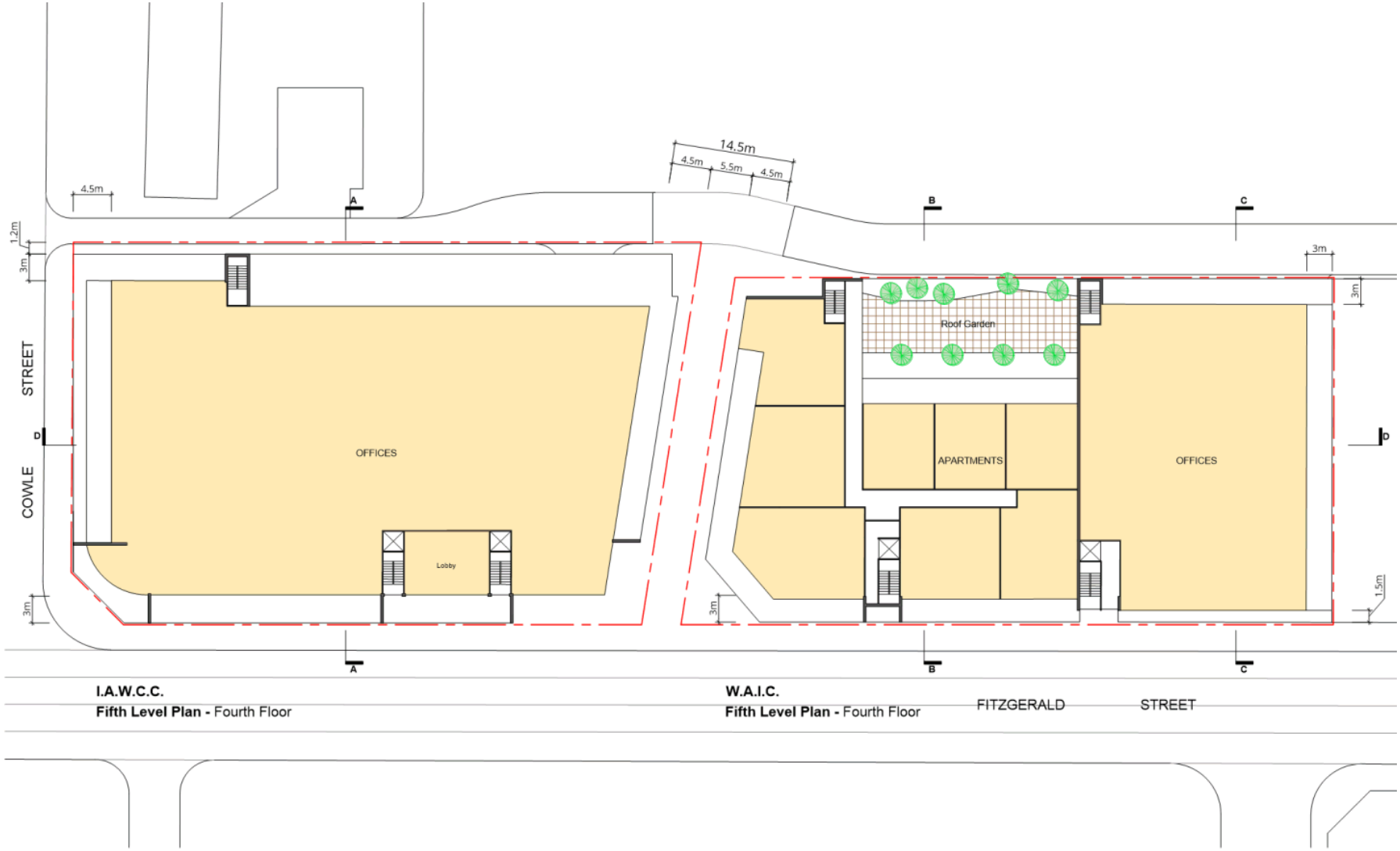
SD - A.03


1.5m
8.5m
5.5m
1.5m
1.2m
STREET
COWLE
I.A.W.C.C. OFFICES
CAR PARKING (44 bays)
Ramp
I.A.W.C.C. OFFICES
Lobby
CAR PARKING (47 bays)
Ramp
Male Toilets
Female Toilets
Kitchen
Chair Store
Stage
BALLROOM
LOBBY
Bar
Adjoining Commercia
I.A.W.C.C.
Second Level Plan - First Floor
W.A.I.C.
Second Level Plan - First Floor
FITZGERALD
STREET
INDICATIVE SITE DEVELOPMENT LAYOUTS FOR THE WA ITALIAN CLUB AND ITALO-AUSTRALIAN WELFARE AND CULTURAL CENTRE
FLOOR PLAN
NORTH
CASELLA and ASSOCIATES ARCHITECTS
Creative DESIGN+PLANNING
SD - A.04

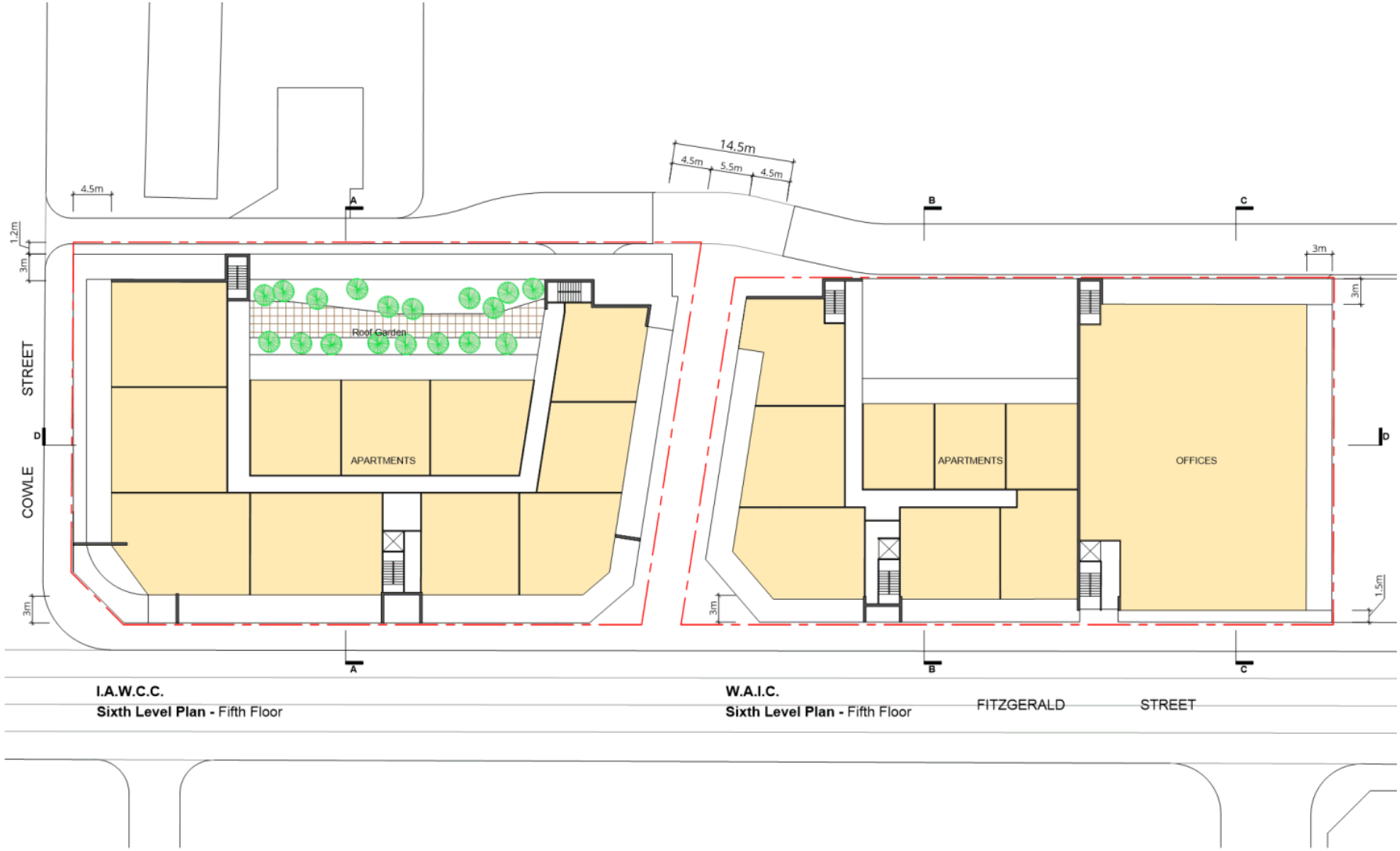

11.5m
4.5m
5.5m
1.5m
1.5m
1.2m
3m
STREET
COWLE
A
B
C
D
I.A.W.C.C. OFFICES
Lobby
Ramp
CAR PARKING (47 bays)
Refer to
First Floor Plan A.04
I.A.W.C.C.
Third Level Plan - Second Floor
W.A.I.C.
Third Level Plan - Second Floor
FITZGERALD
STREET
INDICATIVE SITE DEVELOPMENT LAYOUTS FOR THE WA ITALIAN
CLUB AND ITALO-AUSTRALIAN WELFARE AND CULTURAL CENTRE
FLOOR PLAN
NORTH
CASELLA
and
ASSOCIATES
ARCHITECTS
Creative
DESIGN+PLANNING
SD - A.05

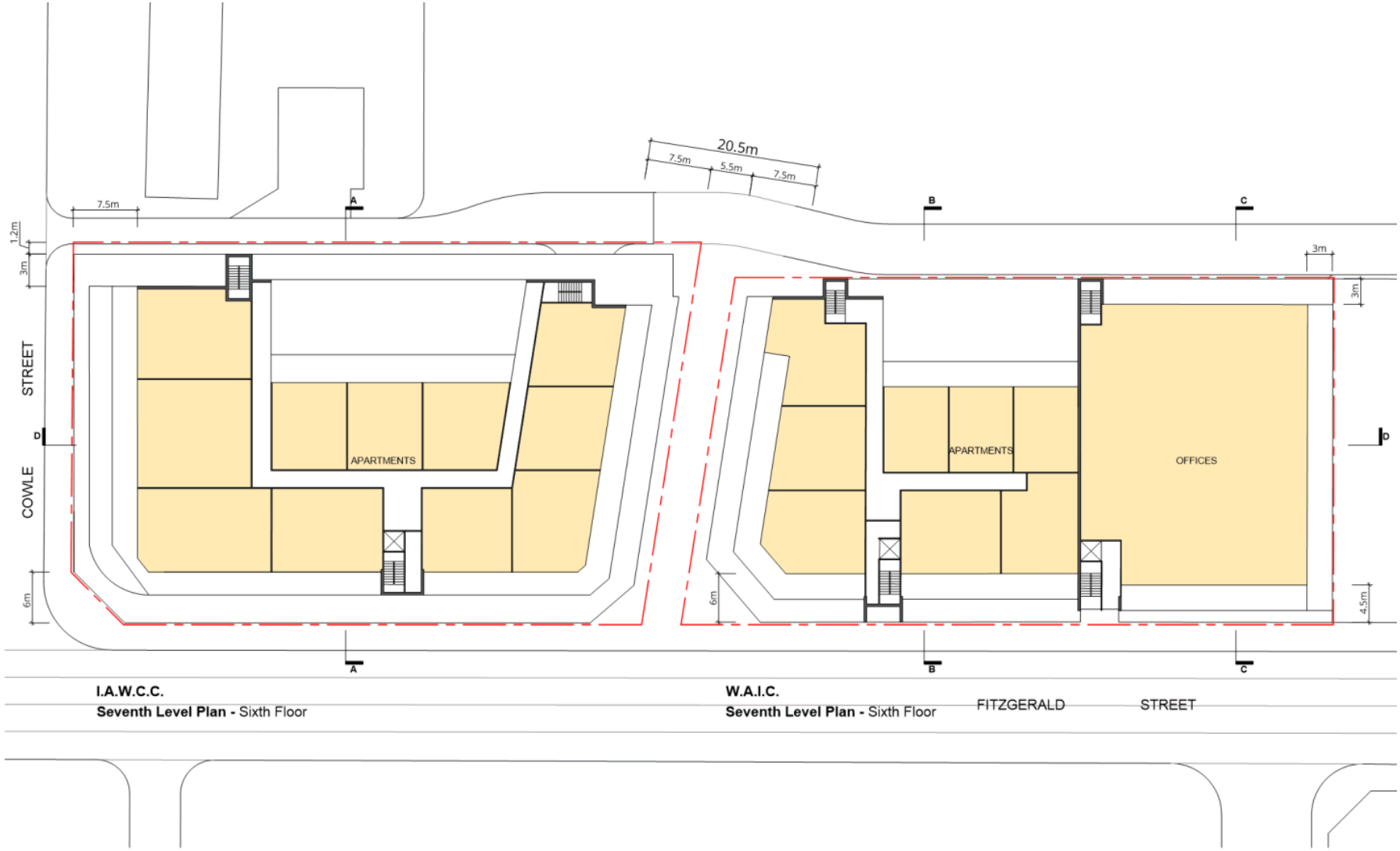


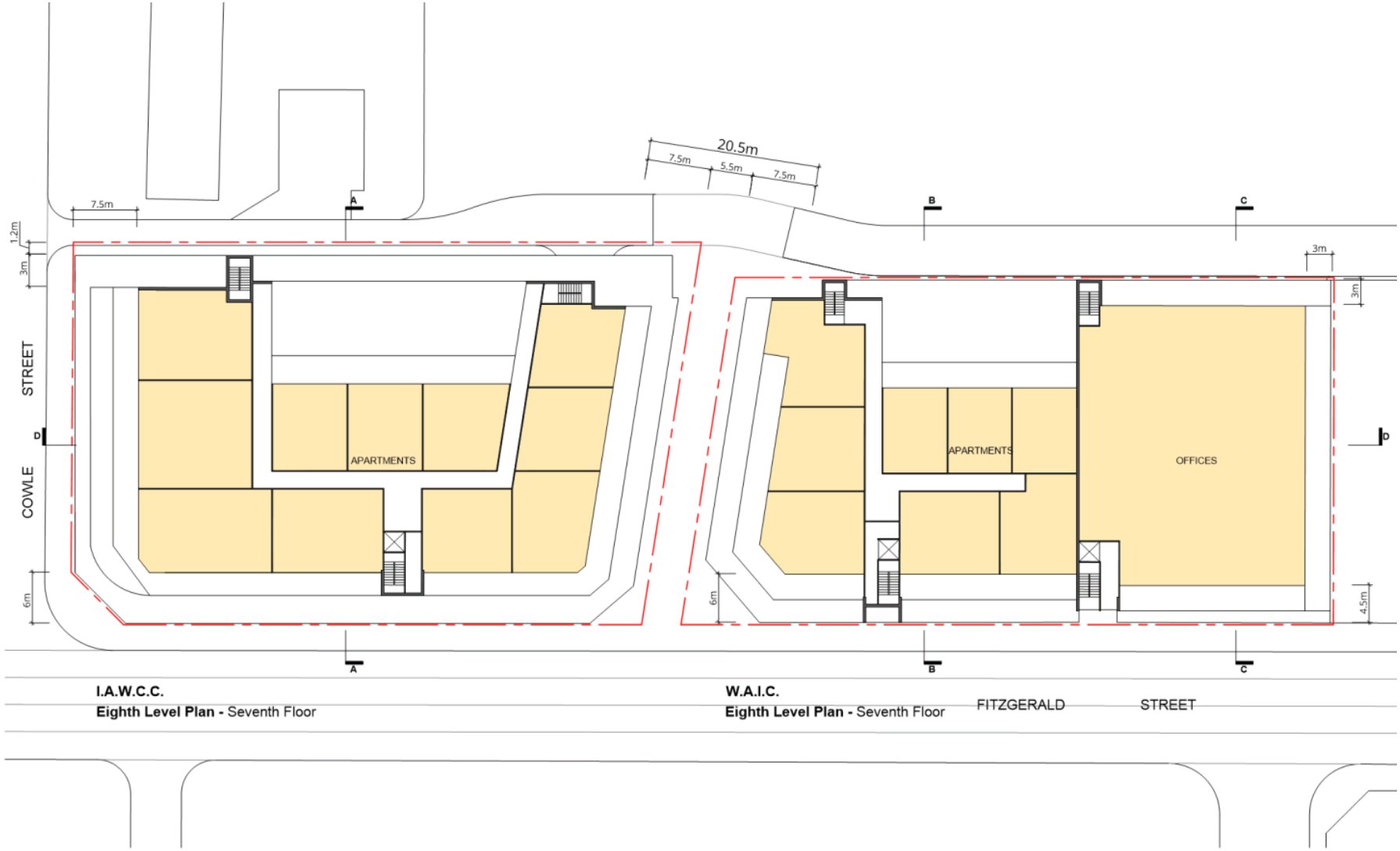
INDICATIVE SITE DEVELOPMENT LAYOUTS FOR THE WA ITALIAN CLUB AND ITALO-AUSTRALIAN WELFARE AND CULTURAL CENTRE	FLOOR PLAN	NORTH	CASELLA and ASSOCIATES ARCHITECTS Creative DESIGN+PLANNING Scale: 1:400@A3 Date: 10/05/2018 Plan: ITANP-1-006 Drawn By: S.J. Checked: T.C. SD - A.06

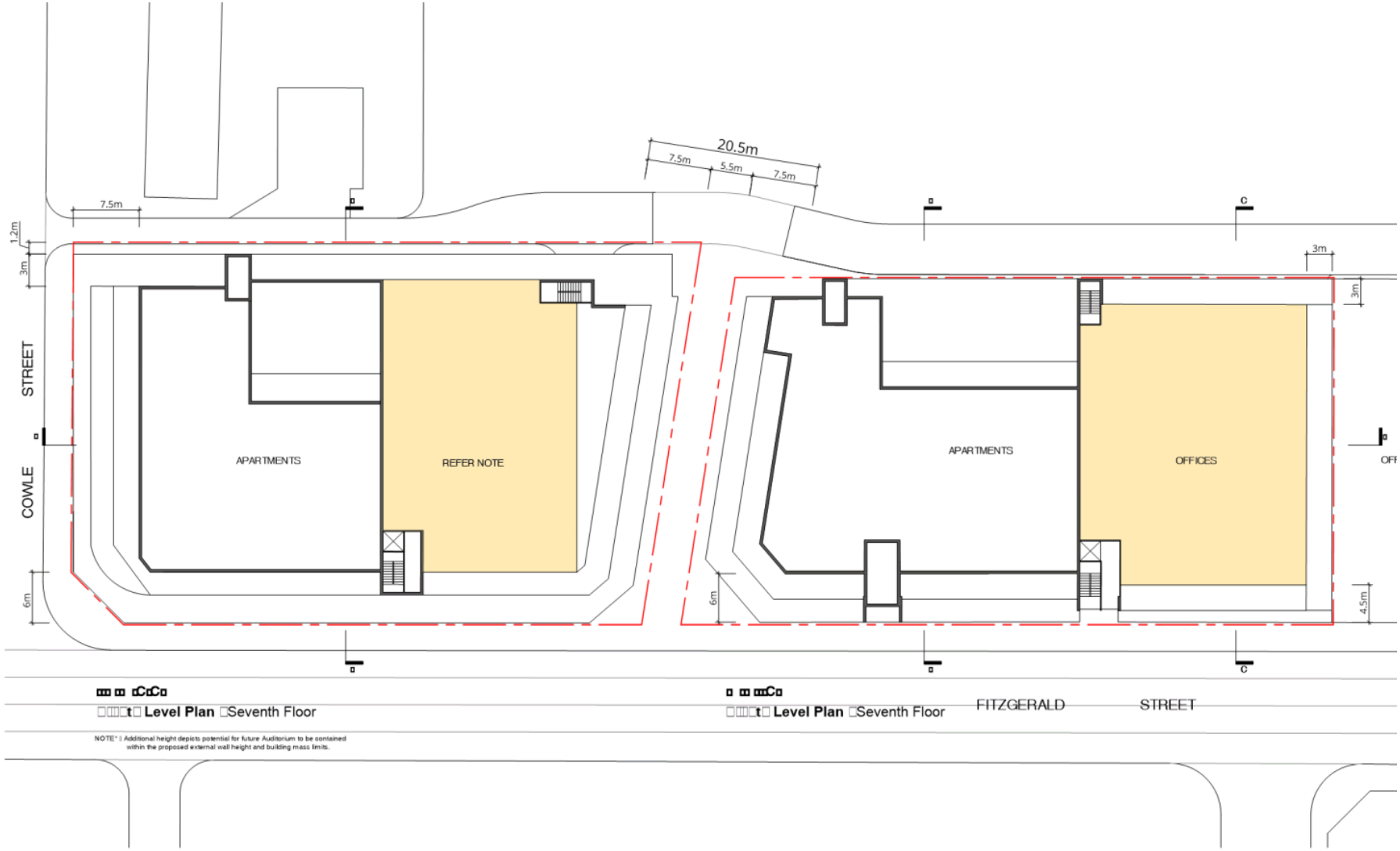


INDICATIVE SITE DEVELOPMENT LAYOUTS FOR THE WA ITALIAN CLUB AND ITALO-AUSTRALIAN WELFARE AND CULTURAL CENTRE	FLOOR PLAN	NORTH	CASELLA and ASSOCIATES ARCHITECTS Creative DESIGN+PLANNING Scale: 1:400@A3 Date: 10/05/2018 Plan: ITANP-1-008 Drawn By: S.J. Checked: T.C. SD - A.07


14.5m
4.5m
5.5m
4.5m
4.5m
1.2m
3m
STREET
COWLE
Roof Garden
APARTMENTS
APARTMENTS
OFFICES
3m
3m
1.5m
A
B
C
D
I.A.W.C.C.
Sixth Level Plan - Fifth Floor
W.A.I.C.
Sixth Level Plan - Fifth Floor
FITZGERALD
STREET
INDICATIVE SITE DEVELOPMENT LAYOUTS FOR THE WA ITALIAN CLUB AND ITALO-AUSTRALIAN WELFARE AND CULTURAL CENTRE
FLOOR PLAN
NORTH
CASELLA and ASSOCIATES ARCHITECTS
Creative DESIGN+PLANNING
SD - A.08


20.5m
7.5m
5.5m
7.5m
7.5m
1.2m
3m
3m
3m
3m
STREET
COWLE
APARTMENTS
APARTMENTS
OFFICES
6m
6m
4.5m
A
B
C
D
D
I.A.W.C.C.
Seventh Level Plan - Sixth Floor
W.A.I.C.
Seventh Level Plan - Sixth Floor
FITZGERALD
STREET
INDICATIVE SITE DEVELOPMENT LAYOUTS FOR THE WA ITALIAN CLUB AND ITALO-AUSTRALIAN WELFARE AND CULTURAL CENTRE
FLOOR PLAN
NORTH
CASELLA and ASSOCIATES ARCHITECTS
Creative DESIGN+PLANNING
SD - A.09


20.5m
7.5m
5.5m
7.5m
7.5m
1.2m
3m
3m
3m
3m
STREET
COWLE
APARTMENTS
APARTMENTS
OFFICES
6m
6m
4.5m
A
B
C
D
D
I.A.W.C.C.
Eighth Level Plan - Seventh Floor
W.A.I.C.
Eighth Level Plan - Seventh Floor
FITZGERALD
STREET
INDICATIVE SITE DEVELOPMENT LAYOUTS FOR THE WA ITALIAN CLUB AND ITALO-AUSTRALIAN WELFARE AND CULTURAL CENTRE
FLOOR PLAN
NORTH
CASELLA and ASSOCIATES ARCHITECTS
Creative DESIGN+PLANNING
SD - A.10



INDICATIVE SITE DEVELOPMENT LAYOUTS FOR THE WA ITALIAN CLUB AND ITALO-AUSTRALIAN WELFARE AND CULTURAL CENTRE

FLOOR PLAN

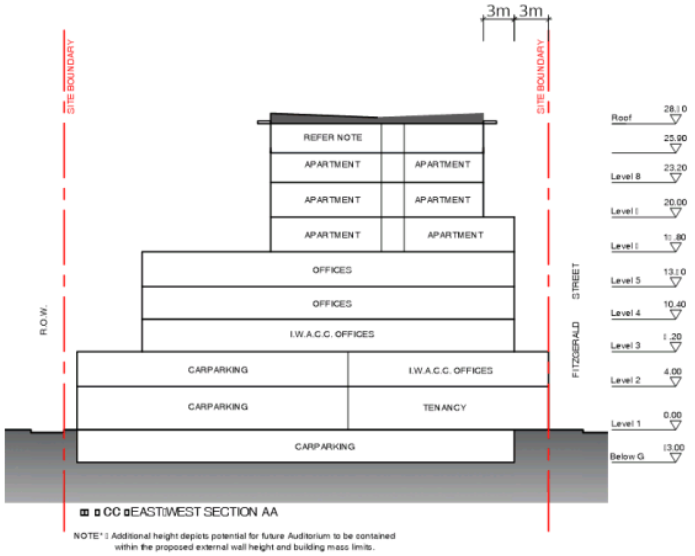
NORTH

CASELLA and ASSOCIATES ARCHITECTS

Creative DESIGN+PLANNING

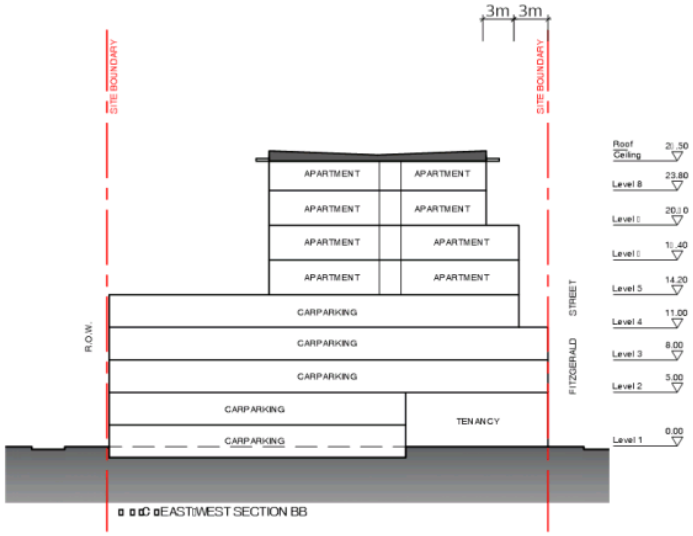
Scale: 1:400@A3
Date: 10/05/2018
Plan: ITANP-1-006
Drawn By: S.J.
Checked: T.C.

SD - A.10a

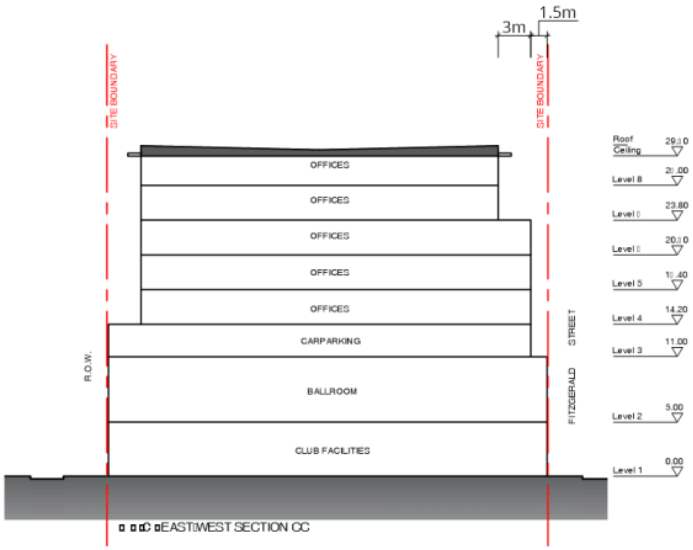


CC EAST/WEST SECTION AA

NOTE* : Additional height depicts potential for future Auditorium to be contained within the proposed external wall height and building mass limits.

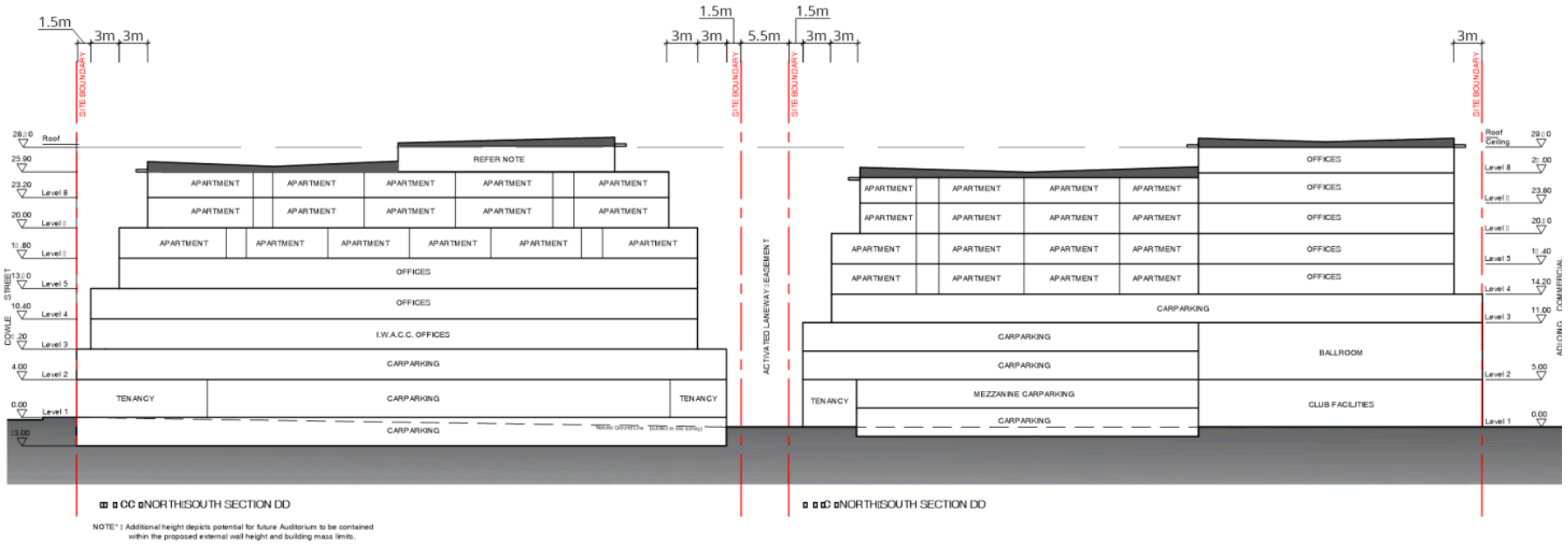


BB EAST/WEST SECTION BB



CC EAST/WEST SECTION CC

INDICATIVE SITE DEVELOPMENT LAYOUTS FOR THE WA ITALIAN CLUB AND ITALO-AUSTRALIAN WELFARE AND CULTURAL CENTRE	SECTIONS		CASELLA and ASSOCIATES ARCHITECTS · Creative DESIGN+PLANNING Scale: 1:400@A3 Date: 10/05/2018 Plan: ITANP-1-008 Drawn By: S.J. Checked: T.C. SD - A.11a

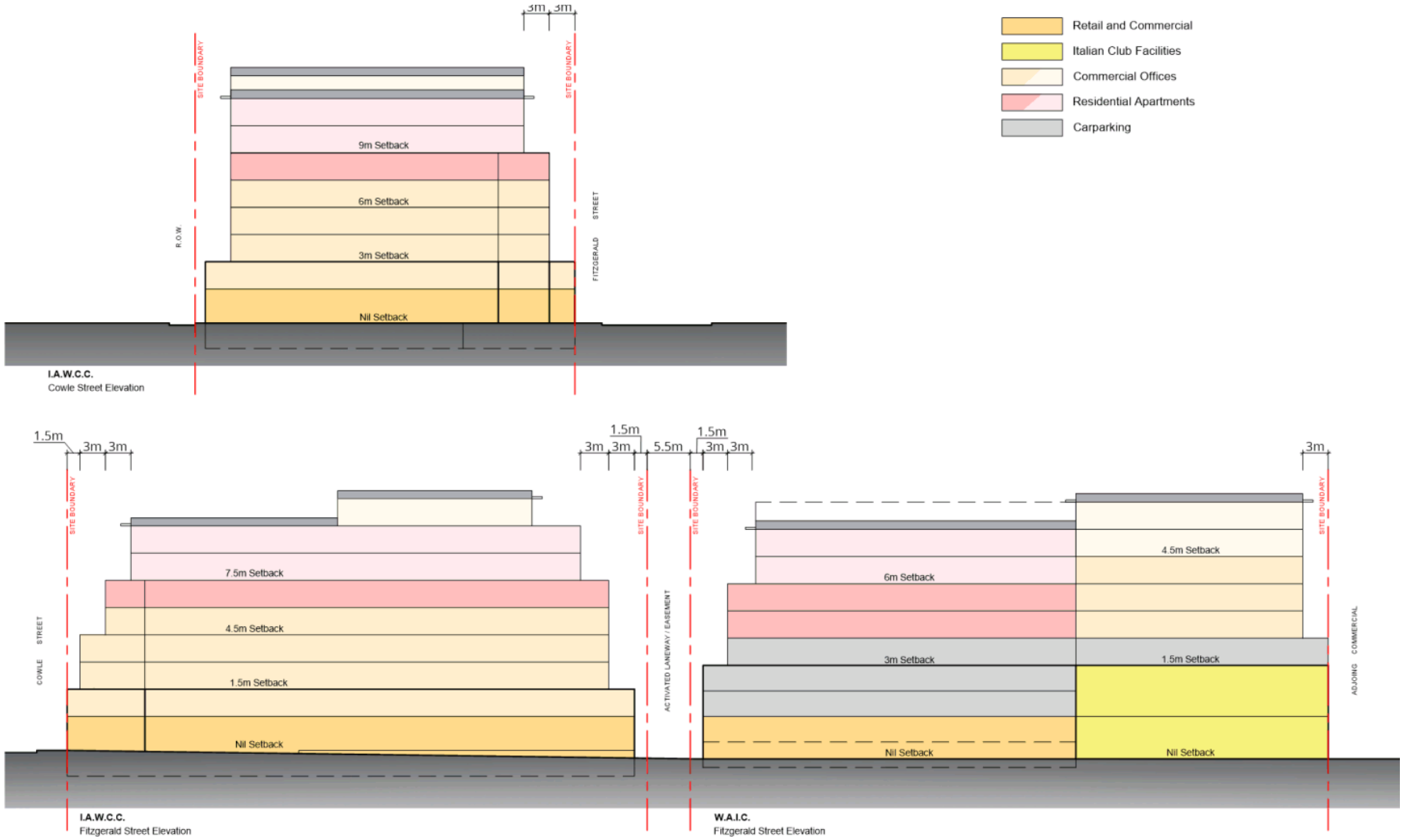


CC NORTH/SOUTH SECTION DD

CC NORTH/SOUTH SECTION DD

NOTE* : Additional height depicts potential for future Auditorium to be contained within the proposed external wall height and building mass limits.

INDICATIVE SITE DEVELOPMENT LAYOUTS FOR THE WA ITALIAN CLUB AND ITALO-AUSTRALIAN WELFARE AND CULTURAL CENTRE	SECTIONS		CASELLA and ASSOCIATES ARCHITECTS · Creative DESIGN+PLANNING Scale: 1:400@A3 Date: 10/05/2018 Plan: ITANP-1-008 Drawn By: S.J. Checked: T.C. SD - A.11b



INDICATIVE SITE DEVELOPMENT LAYOUTS FOR THE WA ITALIAN CLUB AND ITALO-AUSTRALIAN WELFARE AND CULTURAL CENTRE	SETBACKS		CASELLA and ASSOCIATES ARCHITECTS · Creative DESIGN+PLANNING Scale: 1:400@A3 Date: 10/05/2018 Plan: ITANP-1-008 Drawn By: S.J. Checked: T.C. SD - A.12



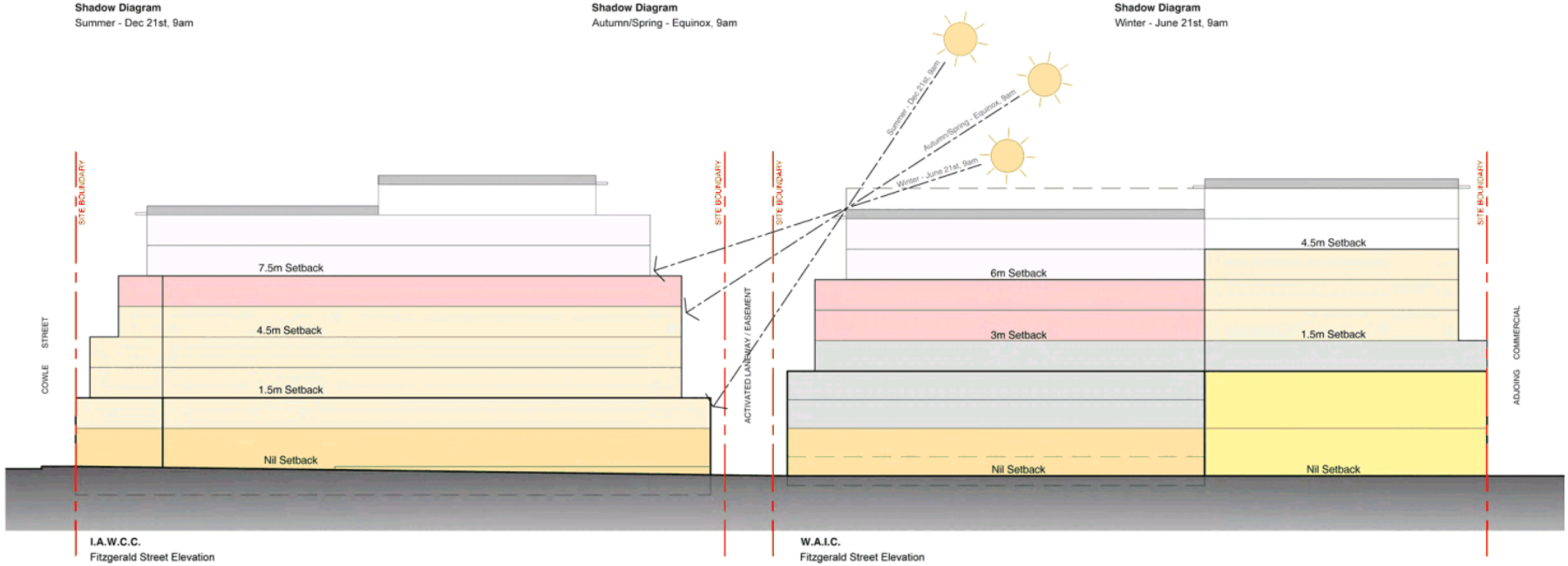
Shadow Diagram
Summer - Dec 21st, 9am



Shadow Diagram
Autumn/Spring - Equinox, 9am



Shadow Diagram
Winter - June 21st, 9am



I.A.W.C.C.
Fitzgerald Street Elevation

W.A.I.C.
Fitzgerald Street Elevation

INDICATIVE SITE DEVELOPMENT LAYOUTS FOR THE WA ITALIAN CLUB AND ITALO-AUSTRALIAN WELFARE AND CULTURAL CENTRE

SUN ANGLE ANALYSIS
MORNING

CASELLA and ASSOCIATES ARCHITECTS

Creative DESIGN + PLANNING

Scale: 1:400@A3
Date: 10/05/2018
Plan: ITANP-1-006
Drawn By: S.J.
Checked: T.C.

0 4 8 12m

SD - A.13a

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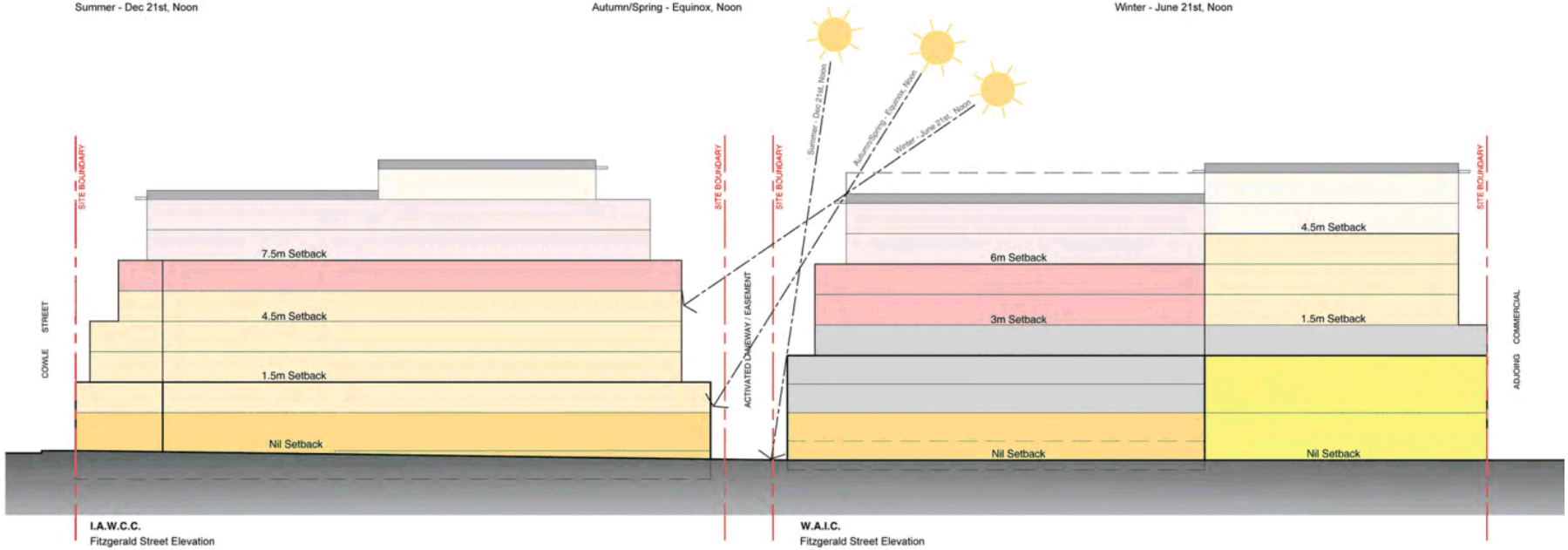
Shadow Diagram
Summer - Dec 21st, Noon



Shadow Diagram
Autumn/Spring - Equinox, Noon



Shadow Diagram
Winter - June 21st, Noon



I.A.W.C.C.
Fitzgerald Street Elevation

W.A.I.C.
Fitzgerald Street Elevation

INDICATIVE SITE DEVELOPMENT LAYOUTS FOR THE WA ITALIAN CLUB AND ITALO-AUSTRALIAN WELFARE AND CULTURAL CENTRE

SUN ANGLE ANALYSIS
MIDDAY

CASELLA and ASSOCIATES ARCHITECTS

Creative DESIGN + PLANNING

Scale: 1:400@A3
Date: 10/05/2018
Plan: ITANP-1-006
Drawn By: S.J.
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0 4 8 12m

SD - A.13b

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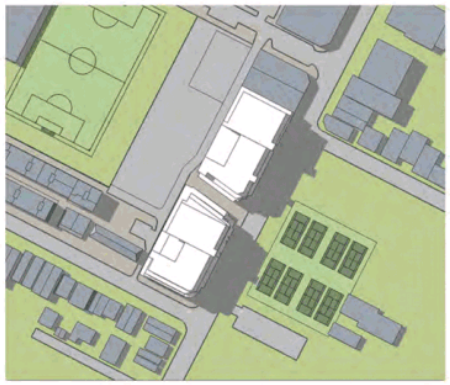
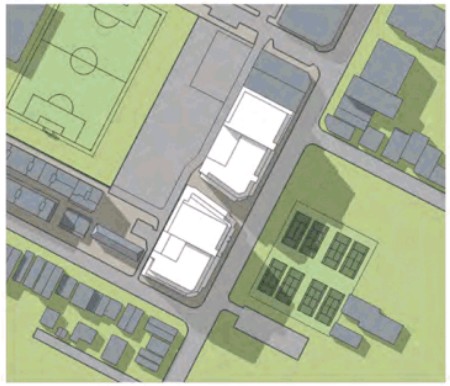
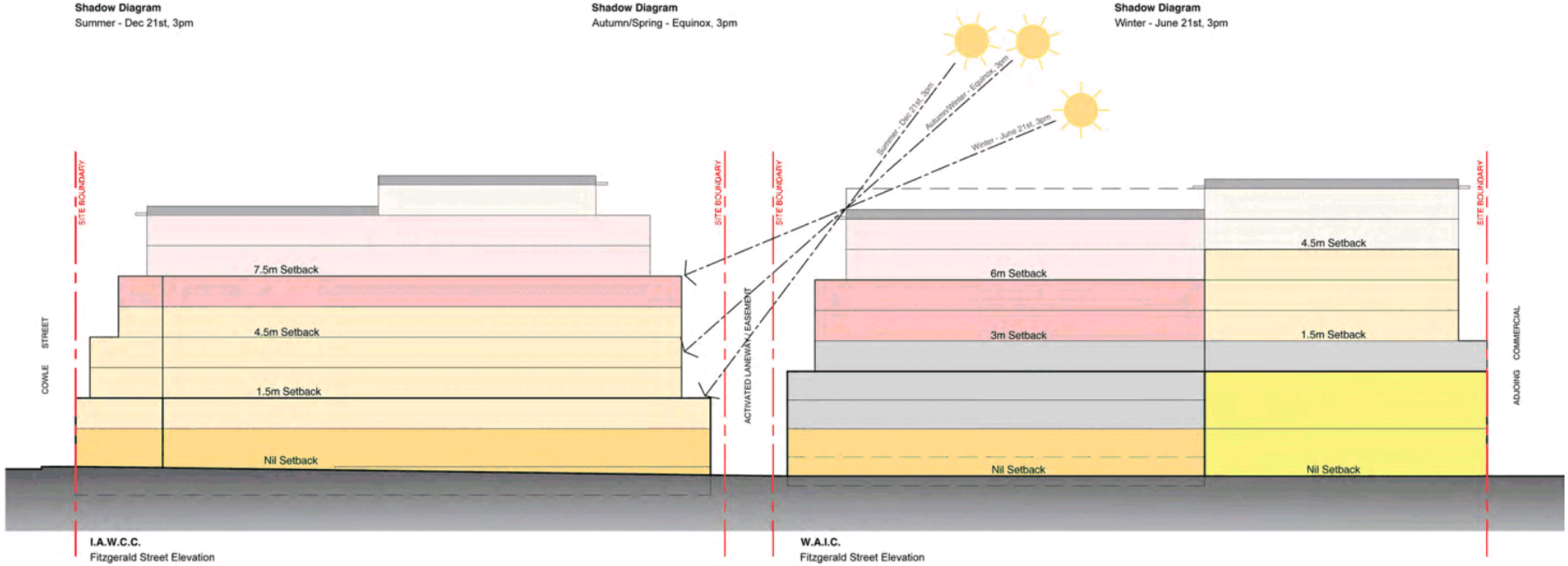
Shadow Diagram
Summer - Dec 21st, 3pm



Shadow Diagram
Autumn/Spring - Equinox, 3pm



Shadow Diagram
Winter - June 21st, 3pm



I.A.W.C.C.
Fitzgerald Street Elevation

W.A.I.C.
Fitzgerald Street Elevation

INDICATIVE SITE DEVELOPMENT LAYOUTS FOR THE WA ITALIAN CLUB AND ITALO-AUSTRALIAN WELFARE AND CULTURAL CENTRE

SUN ANGLE ANALYSIS AFTERNOON

CASELLA and ASSOCIATES ARCHITECTS

Creative DESIGN + PLANNING

Scale: 1:400@A3
Date: 10/05/2018
Plan: ITANP-1-006
Drawn By: S.J.
Checked: T.C.

0 4 8 12m

SD - A.13c

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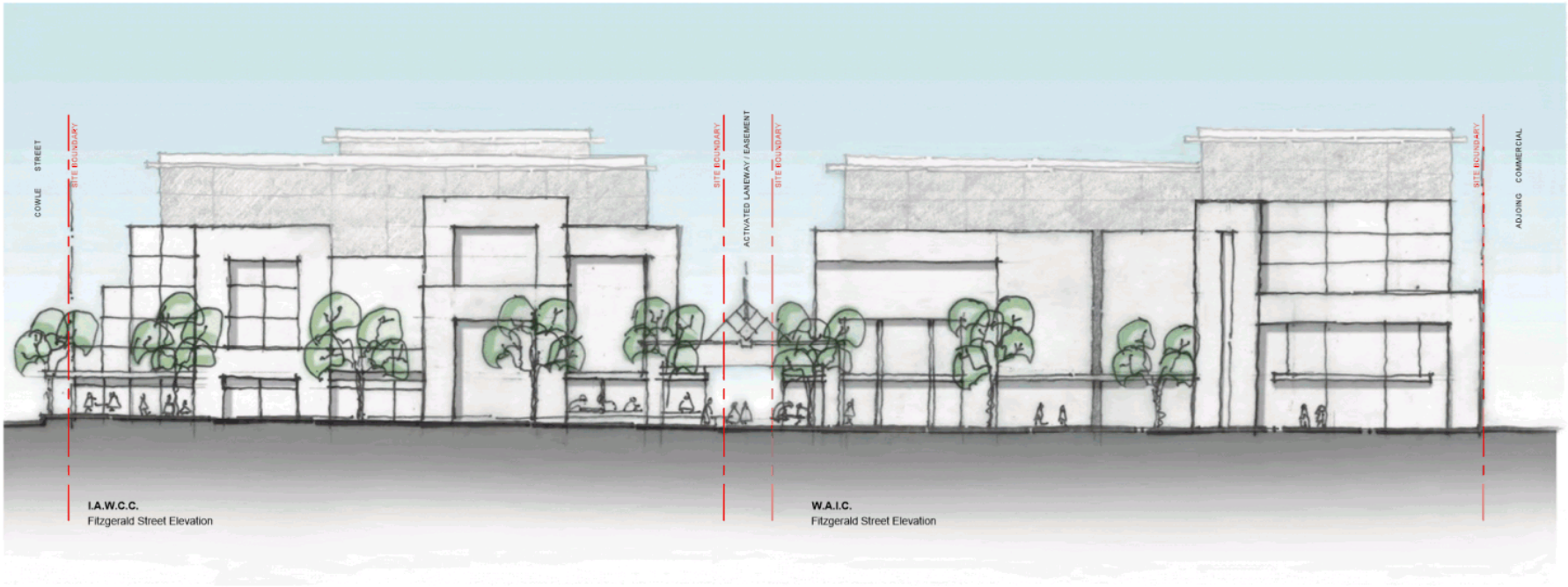


INDICATIVE SITE DEVELOPMENT LAYOUTS FOR THE WA ITALIAN CLUB AND ITALO-AUSTRALIAN WELFARE AND CULTURAL CENTRE	INDICATIVE FITZGERALD STREET ELEVATION MASSING		CASELLA and ASSOCIATES ARCHITECTS; Creative DESIGN+PLANNING; Scale: 1:400@A3; Date: 11/05/2018; Plan: ITANP-1-007; Drawn By: T.C.; Checked: T.C.; SD - A.14

Appendix C

Parking Framework

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 guide parking requirements for non-residential development in the City of Vincent. 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 applications 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 with 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 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. 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:

Bicycle Parking Facilities:	Bicycle parking facilities are defined in Australian Standard AS 2890.3:(as amended), Section 1.3, Clause 1.3.4.
Built Form Areas:	The areas set out in Appendix 1.
End of Trip Facilities:	A single unisex shower with associated change room and a single individual locker.
Long Term Bicycle Parking Facilities:	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.
Major Redevelopment:	Development where 75% or more of the existing Net Lettable Area on a site is demolished and rebuilt.
Net Lettable Area (NLA):	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.
Parking Management Plan:	A document prepared in accordance with Appendix 2. The City may, at its discretion, request a Parking Management Plan to be prepared by a qualified traffic consultant.
Persons:	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
Reciprocal Parking:	Parking facilities serving separate uses or in a mixed use development that are shared, but not concurrently.
Short Term Bicycle Parking Facilities:	Short term bicycle parking facilities include those of a security Level C in accordance with AS 2890.3:(as amended), Table 1.1.
Transport Infrastructure:	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 that comply with Sections 2, 3 and 4 of this Policy are considered to be acceptable and will therefore be approved.

1.2. All development located within the Perth Parking Management Area, as shown in Appendix 1, shall comply with the *Perth Parking Management Act 1999* and *Perth Parking Regulations 2016.*

1.3. Applications for development that seek departure from Sections 2, 3 and 4 of this Policy may be deemed acceptable where:

1.3.1. The applicant applies for assessment against this Policy's objectives and objectives of the City's Local Planning Scheme;

1.3.2. The applicant provides adequate justification that the development will not have an adverse impact on the amenity of the surrounding area, through the provisions set out in Section 5, 6 and 7 of this Policy; and

1.3.3. A previous development application has been determined by Council to approve a shortfall of bays and there is no further shortfall of bays.

2. PARKING REQUIREMENTS

2.1. Parking for non-residential development shall be provided onsite and in accordance with Table 1.

2.2. Where the applicable standard set out in Table 1 results in a parking requirement that is not a whole number the parking requirement is taken to be the next nearest whole number.

2.3. Non-residential parking requirements in Table 1 are to be applied to development applications in accordance with the relevant Built Form Area, as shown in Appendix 1.

2.4. Non-residential development located in a Residential 'Built Form Area', as shown in Appendix 1, the minimum car parking requirements shall be calculated using the 'car parking maximum' column of Table 1.

2.5. Bicycle parking facilities are to be provided in accordance with Australian Standard 2890.3:(as amended) Table 1.1.

2.6. 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.

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 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
Office	1.5	2	2.2	2	2.5	0.2	0.8	spaces per 100m² NLA
Child Care Premises, Club Premises, Cinema, Eating House, Family Day Care, Nightclub, Place of Worship, Reception Centre, Recreation Facility, Restaurant, Small Bar, Tavern	0.15	0.25	0.22	0.2	0.25	0.019	0.042	spaces per persons
Hotel **Short Term Accommodation**	0.5	0.75	0.75	0.5	1.0	0.075	0.175	spaces per bedroom
Fast Food, Lunch Bar	0.1	0.15	0.15	0.1	0.15	0.04	0.06	spaces per persons
Betting Agency, Convenience Store, Local Shop, Restricted Premises, Shop	3.5	5	4.5	4	5	1.6	0.9	spaces per 100m² NLA
Civic Use, Fuel Depot, Industry, Light Industry, Open Air Display, Showroom, Storage Yard, Transport Depot, Vehicle Sales, Warehouse	1.2	2	1.8	1.5	2	N/A	1	spaces per 100m² 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.							

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 long term bicycle parking bay is required;

3.1.2. Two end-of-trip facilities where between two and five long term bicycle parking bays are required; and

3.1.3. 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 is required and one additional end-of-trip facility for every additional five long term bicycle parking bay is required thereafter.

3.2. End of trip facilities shall be located as close as practicable to the bicycle parking facilities.

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 Car Parking

5.1. Reciprocal Parking 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 (see Table 2) and a Parking Management Plan (refer to clause 5), 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

City may require; and

5.2.3. Parking demand in the immediate and long term can be satisfied.

Table 2: 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 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. Cash-in-lieu of parking may be considered at the discretion of the City where a development does not meet the parking requirements of 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 additional shortfall.

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 proposed for a development.

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.

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 guarantee for the payment.

7. PARKING MANAGEMENT PLAN

7.1. A Parking Management Plan shall be prepared where required under Table 1. A Parking Management Plan may be required where the development application is unable to meet the requirements of part 2 of this Policy.

7.2. A Parking Management Plan shall be prepared, in accordance with the framework set out in Appendix 2 to the satisfaction of the City and lodged with any development application which:

7.2.1. is required to submit a Parking Management Plan under Table 1 of this Policy; and/or

7.2.2. proposes 20 or more parking spaces (inclusive of car, bicycle and motorcycle/scooter); and/or

7.2.3. applies alternative methods to achieve parking requirements under this policy (e.g. car stackers, tandem bays); and/or

7.2.4. proposes parking that is not visible from the primary street (e.g. basement parking); and/or

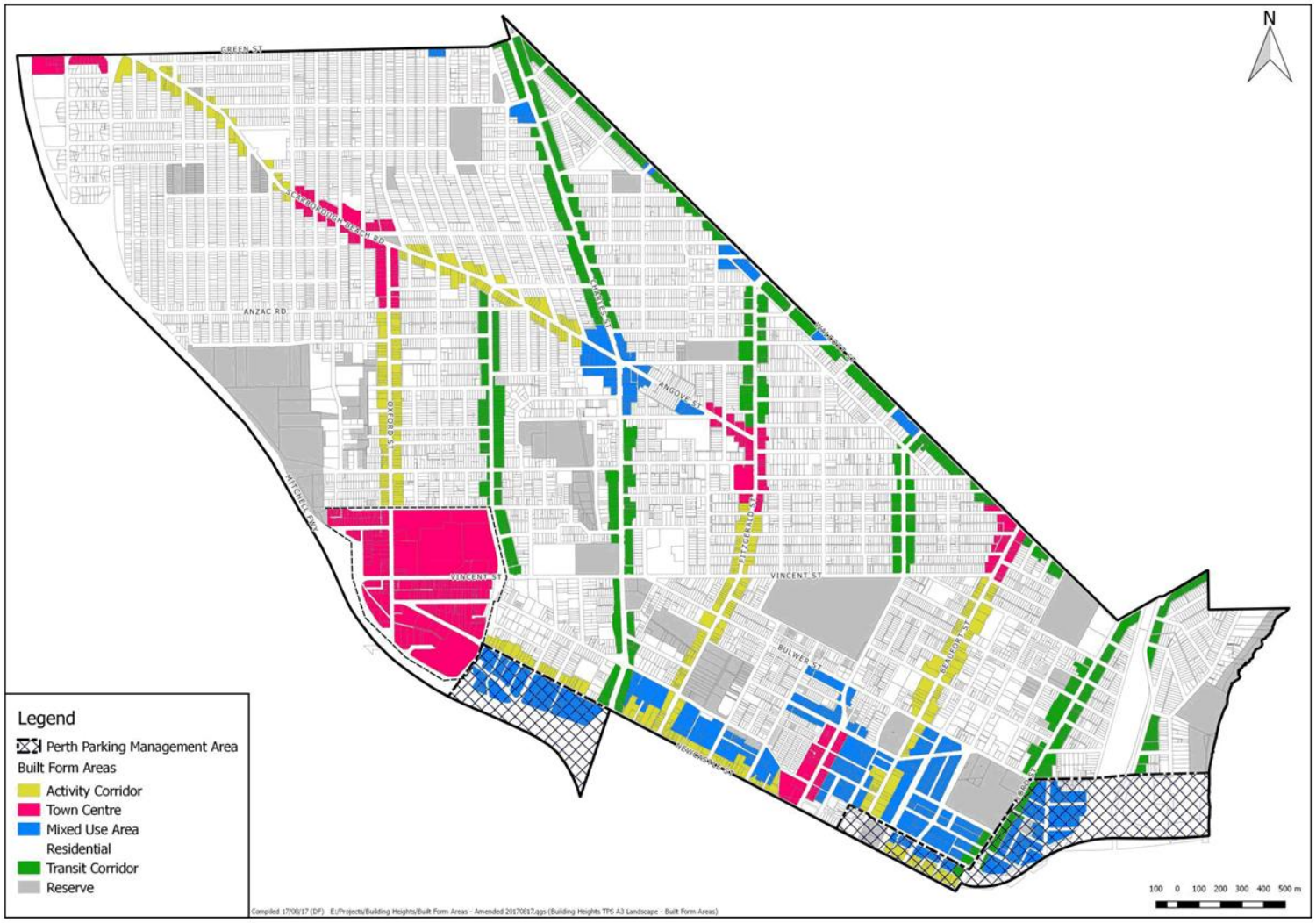
7.2.5. proposes parking that has obstructed access from the primary street (e.g. roller door, gate).

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 and in accordance with the relevant Australian Standard.

7.5. A Parking Management Plan forms part of the planning approval. Any proposed amendments to an approved Parking Management Plan shall be submitted and processed as an amendment to a development application to the Council.

CITY OF VINCENT PLANNING AND BUILDING POLICY MANUAL
PARKING AND ACCESS
POLICY NO: 7.7.1
NON-RESIDENTIAL DEVELOPMENT PARKING REQUIREMENTS



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 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:	

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	
Bus	

Pedestrian	
Paths	
Facilities	
Cycling	
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

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

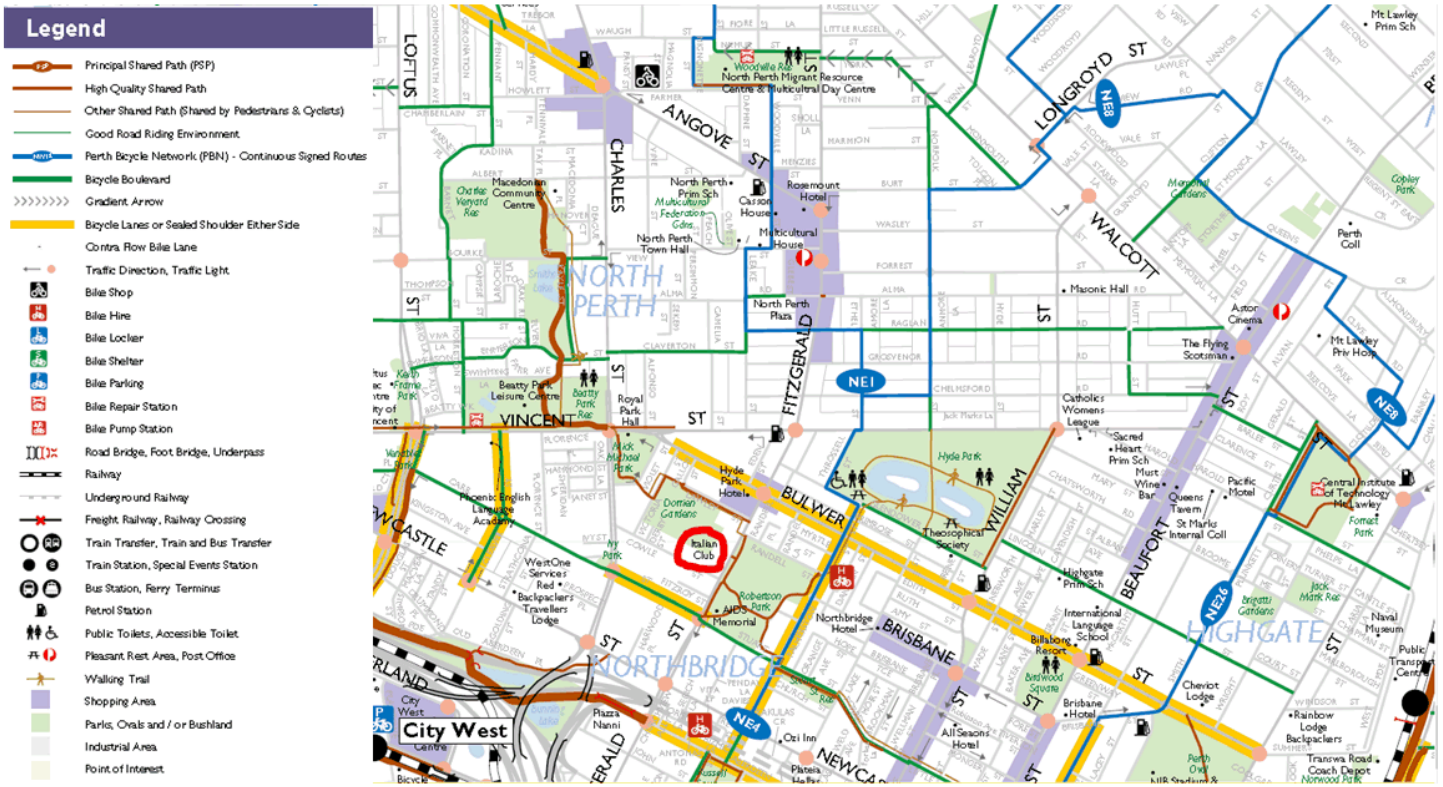
The allocation of bays as specified in the Parking Management Plan shall be included in the development application and planning approval.

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.

Appendix D

Cycle Map


Legend
Principal Shared Path (PSP)
High Quality Shared Path
Other Shared Path (Shared by Pedestrians & Cyclists)
Good Road Riding Environment
Perth Bicycle Network (PBN) - Continuous Signed Routes
Bicycle Boulevard
Gradient Arrow
Bicycle Lanes or Sealed Shoulder Either Side
Contra Flow Bike Lane
Traffic Direction, Traffic Light
Bike Shop
Bike Hire
Bike Locker
Bike Shelter
Bike Parking
Bike Repair Station
Bike Pump Station
Road Bridge, Foot Bridge, Underpass
Railway
Underground Railway
Freight Railway, Railway Crossing
Train Transfer, Train and Bus Transfer
Train Station, Special Events Station
Bus Station, Ferry Terminus
Petrol Station
Public Toilets, Accessible Toilet
Pleasant Rest Area, Post Office
Walking Trail
Shopping Area
Parks, Ovals and / or Bushland
Industrial Area
Point of Interest
LOFTUS
CHARLES
ANGOVE ST
LONGROYD ST
WALCOTT
FITZGERALD
BULWER
WILLIAM
BEAUFORT
BRISBANE
NEWCASTLE
NORTH PERTH
VINCENT
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Principle	DAC 8 November Minutes	Applicant Response
Principle 1 – Context and Character	• Opportunity to create a user friendly multi-functional, communal urban space along the laneway (easement) and within the piazzetta. Opportunity to draw on the cultural aspect of the area. Sophistication and resolution is required in this area to create a community space. Possibly make the piazza larger – refer to new Beaux Lane off Beaufort Street.	Taken onboard the suggestion for a multi-functional communal area, setbacks to the easement have been increased from nil to 1.5m on each side, creating an overall space of 8.5m wide (1.5m/5.5m/1.5m) which includes the easement for public use. Additionally, provision has been made for a public space (piazzetta) abutting Fitzgerald Street, catering for multiple functions and creating a space for meaningful engagement between the public and private realm.
	• The development should consider the broader context, particularly the rear CoV car park and how a combined approach might benefit the precinct.	The proposed Local Development Plan (LDP) provides consideration for the broader site context, including the large expanses of open space in close proximity as well as the public car park. The intent of this LDP is establish a built form framework and objectives for future development applications to consider, whilst ensuring the LDP provisions proposed will not unduly impact existing amenity or future development of surrounding area.
	• Provide further information to justify development over the height limit of 6-storeys. Demonstrate what consideration has been given to addressing the impact of additional height in relation to the existing context. Provide an outline to demonstrate how the proposal would positively contribute to the locality and the local community. Provide a report to show how the development would not adversely affect the amenity of the surrounding buildings/street.	A detailed response to this element is provided for in the LDP application report.

• Consider stepping down height to neighbouring properties to lessen the impact of the additional height proposed. The blanket height of 8 storeys does not seem to be appropriate and adjustment is needed to consider the corner location, side and rear neighbouring properties and the central laneway (easement) to more align with the streetscape massing. Show possibilities of future and current developments within the area to demonstrate how the building fits in within the current and future streetscape.	Taking this comment on board, as well as other feedback from the DAC, the LDP now incorporates greater side setbacks to step down the potential height and create a 'tapered' effect to reduce any perceived impact on proximate residential development and to foster a pedestrian scale at the front setback. Images showing how the parameters set by the LDP will fit into the future permitted heights (under the Built Form Policy) and scale of surrounding development are provided as part of the LDP application report.
• Provide a detailed explanation of the architectural language proposed in the elevations, to demonstrate the building's relationship, complementary or otherwise, to the existing streetscape and building character. • More articulation is needed for the street frontage activation.	The potential development envisaged in future, to be supported by this LDP, and its relationship to the existing streetscape and building character are explored in the LDP application report. An indicative drawing has been prepared to depict how the street frontage could be developed, noting that at the Development Application stage the design will still need to be reviewed by the DAC and assessed in detail.
• Activation of ground floor streetscape whilst minimising carpark exposure to the street, and maximising exposure of communal urban space is encouraged.	Cowle Street edge has been revisited to ensure it is sleeved with active uses, rather than car parking. Similarly, the internal edge to the easement has been reviewed and now incorporates active uses.
• Provide more articulation to activate the laneway from the Robertson Park Tennis Centre opposite to the rear carpark. Possibly rake the form of the northern side of the built form to allow light in to create some landscaping opportunities and terrace the built form next to the laneway to increase the outlook for apartments facing each other. Example of a lively new laneway is Beaux Lane, Mount Lawley.	To increase the opportunities for activation, greater setbacks along the easement have been provided to maximise the opportunity for a successful 'laneway' within the future development. The easement, or 'internal edge' as stated on the LDP, is to incorporate an active frontage.

• Consideration needs to be given to the articulation of the corner of Fitzgerald and Cowle Street as an arrival experience for visitors/resident and a focus and signature of the building. 8 Storey flat across on the corner is considered heavy and adds mass/bulk. Consider a 'stepping down' approach.	Stepping down approach has now been incorporated into the LDP to ensure this is catered for in future development. The design of the corner elements will still be required to be assessed against the City's Built Form Policy at the Development Application stage.
• Require information on articulation, materials and colour	An indicative material and colours palette is provided based on some recent examples constructed within the City of Vincent. We consider that the use of a similar material and colour palette for future development of this LDP area would adequately correspond with the surrounding development.
• The development is essentially amalgamating 12 lots to create two massive buildings that looks alien in form in relation to the streetscape. The development should be sensitive to the grain of the locality and use treatments (different materials/finishes/palette etc.) in the façade to create a collection of smaller buildings. The façade needs to be broken up to read as smaller buildings to lessen the impact of the mass/bulk.	Agreed, however these are detailed design elements which will need to be addressed at the Development Application stage. Nevertheless, an indicative design has been provided to show how the façade could be broken up to lessen the impact of mass and bulk. A series of objectives have been incorporated on the LDP to ensure elements such as this are addressed by future development applications.
• Consider creating two street frontages with the laneways to activate it (example Melbourne laneways).	Agreed. Setbacks have been provided to the central easement to create an overall width of 8.5m (1.5m/5.5m/1.5m). The central easement is now sleeved by active uses/frontages with appropriate text provided in the LDP accordingly.
• Blank frontages are not supported (especially car parking level and in residential Cowle Street)	This has been adjusted, with additional active frontages now addressing Cowle street as well as the central easement (in addition to Fitzgerald Street).

• Consider the possibility of creating narrow apartments to the western side on the upper levels overlooking the car park and wrap around to the laneway to break up the solid car parking component and activate 'streetscape' around the development. Also connecting the green in the laneway to the carpark to create a pedestrian system. Also look at reducing office components to create more apartments – the office floorplate is very large and deep.	The intent of adding narrow apartments to the western side of the upper levels to wrap around and break up the solid car parking component is understood and can be addressed at the development application stage. For this LDP, a rooftop terrace has been incorporated at the rear to break up the rear façade and create an area for passive/active surveillance of the rear car park. As an objective, the LDP makes reference to the requirement for passive surveillance of the 'rear edge' to be demonstrated. This allowing flexibility in future design but ensuring the principle of surveillance will be followed through. The laneway has been widened and now incorporates additional room for landscaping to foster a connection from Robertson Park through to Dorrien Gardens.
• Look at sleeving tenancies - wrap around to activate the streetscape.	This has now been incorporated where possible, especially on the ground level with three out of four frontages requiring an active use.
• Utilise other frontages by designing courtyards.	The opportunity remains within the LDP area for additional areas of public space or courtyards to be provided at the Development Application stage. A provision has been incorporated in the LDP for 'active frontages', where they must establish a clear relationship with the external streetscape. This includes opportunities for elements such as alfresco, courtyards and civic spaces. The intent of this provision is to allow flexibility and promote good design principles without necessarily mandating the location of courtyards or public spaces, which may unnecessarily constrain future development applications.

Principle 2 – Landscape quality	• Provide more detail on the landscaping to demonstrate compliance with City's landscaping requirements. • Significant trees in deep soil zones may assist in ameliorating impact of bulk and scale and assist with interfacing and softening. • Deep Soil Areas are to be actively considered in the planning	At the development application stage the requirement to incorporate deep soil zones will still be applicable. Nevertheless, there is an area of approximately 350m^2 on the ground floor which can accommodate deep soil zones (generally within the central easements setbacks and the piazzetta), whilst above ground there is potential for the provision of additional landscaping areas of (approximately) 600m^2.
	• An assessment of existing conditions has NOT been provided including the streetscape. It is important to inform design review and identify elements for potential retention.	An assessment of the existing site conditions is provided in the LDP application report.
Principle 3 – Built form and scale	• Bulk and mass needs to be further articulated in relation to the additional height and impact on the streetscape. Look at The Bottleyard new development in Palmerston St as an example.	The additional height results in minimal impact on the streetscape given the location of the site, bound by reserves on two sides, commercial development to the north and residential to the south divided by a local road. Further information regarding how the LDP approaches bulk and mass, in addition to the Built Form Policy, is provided in the LDP report.
	• Height and scale appear to be out of context with surrounding properties. Stepping of form may need to occur in height - down to adjoining height limits, to integrate into the City's desired future built-form and streetscape outcomes.	The City's desired built form for this area is 6 storeys maximum. We have prepared a massing diagram to show how the additional height sought as part of the LDP would fit into this vision. Additionally, the form has been stepped from the highest point downwards on all edges to reduce the perception of bulk from the street.
	• Consider setting back the extra height away from the streetscape side to minimize the bulk/scale.	Additional setbacks above the 6th storey have been incorporated.
	• Blank frontages are problematic, particularly at ground level.	As mentioned in above responses, active frontages are nominated on the LDP to reduce the likelihood of blank frontages. With the exception of the rear setback, all ground-floor frontages will have some form of activity.
Principle 4 –	N/A	

Functionality and build quality		
Principle 5 – Sustainability	• Explore ways to improve on base-line minimum requirements in relation to sustainability/carbon intensity of the development, particularly where concessions are being sought in relation to plot ratio/height to demonstrate positive outcome. This is extremely important when considering such a large development.	The City's Built Form Policy has quite stringent requirements when it comes to sustainability. The LDP does not seek to modify any of these requirements and as such they will continue to apply to any future development applications.
Principle 6 – Amenity	• Consideration is needed to show access of natural light/ventilation for the floor plate of the commercial tenancies given the proposed depth; take into the account the overall layout of the building to achieve ~~it~~ this (such as a donut shape etc.)	Whilst we do not disagree with this comment, the LDP seeks only to outline the potential building envelope and further design principles to ensure orderly and proper planning of the subject site. Future development applications may seek to avoid commercial development altogether, or perhaps increase it. The land uses provided are indicative only for the purposes of calculating traffic generation and demonstrating how a good mix of uses can be accommodated. As such, the preliminary design which underpins the LDP has not gone into further detail of the internal designs.
Principle 7 – Legibility	N/A	
Principle 8 - Safety	N/A	
Principle 9 – Community	N/A	
Principle 10 - Aesthetics	Provide further detailed information on materials/finishes to be applied.	Further information regarding indicative materials and finishes are enclosed as part of this response.
Comments	• Multi use development is supported	Noted.
	• The City does not support the 1.5 metre height difference between the front tenancy and the street as it does not promote the activation of the streetscape.	Noted. This variation is not included in the LDP.
	• More complementary features and gestures should be included in an LDP submission.	Greater setbacks to the central easement have been provided, as well as an enhancement of the piazetta.

• Future DAC presentation should present development narrative and have consideration of urban design.	Noted.
• Any LDP that seeks to increase height limits would need to align with the intent of the Built Form Policy and limit development to the site boundary at lower floors whilst providing setback to upper floors to reduce bulk and scale and to step down in height to the neighbourhood. This proposal is yet to demonstrate this approach. If the intent is to commit to the design quality requirements of Part 4 of the draft Design WA policy, then the planning would need to be reconsidered. There appears to be many areas in the current proposal that would not meet these requirements. It is difficult providing informed comment on the current proposal in any detail. A high-quality positive contribution to the locality should be offered to make it an attractive proposition to the City and the community. A sample of elements that could be offered as an incentive for the City of Vincent / local community to consider can include; • Character • Pedestrian amenity • Public domain interface / active frontages – retail "encouraged" • Permeability – included however proposed linkages are outside ownership and control. • Diversity of accommodation • Affordable housing / Key worker housing	Key design principles of the Built Form Policy are outlined below and addressed herein, as well as in the LDP application: 1. *Height that is situated on a site to minimise amenity impacts to neighbouring properties and the streetscape*; The additional storeys proposed as part of the LDP are setback between 6.0m – 9.0m from the site boundary, depending on the frontage in question. The additional height is concentrated in the 'centre' of the development where possible to reduce the perception of building bulk from the street and minimise impact on proximate residential development. 2. *Development that incorporates design measures to reduce the impact of height, bulk and scale in neighbouring properties and the streetscape.* As mentioned above, the additional height beyond the permitted 6 storeys is concentrated in the centre of the development, setback between 6.0m – 9.0m from the site boundary. The LDP requires future development be 'tapered in' at the sides, front and along the easement interface to appropriately reduce the perceived impact of building height and bulk. With respect to neighbouring properties, only a commercial operation exists abutting the site to the north. Otherwise,

	• Diversity of land uses • Any there any community facilities sought by the city • Landscaping intent / retention of trees • Communal / public areas • Sustainability targets • Community benefits? Refer Melville Canning Bridge Structure Plan and Design WA section on Incentives for a range of elements the City could benefit from. • For more, refer to Design WA Draft Apartment Design Guide, *2.11 Incentive based development standards* and Appendix 2 – *List of potential incentives – based development standards*	the site is bound by a car park to the rear, POS and Cowle Street. 3. *Development that considers and responds to the natural features of the site and requires minimal excavation/fill.* A critical issue for this site and an underlying reason for this LDP is that the water table in this location is quite high. Therefore, being unable to excavate below ground, the additional height has been required to support above-ground parking within a modern mixed use development. 4. *Design which minimises overlooking and overshadowing where it impacts residential development.* With no immediately abutting residential development, the LDP aims to maximise passive/active surveillance over the rear car park and capitalise on the views over Dorrien Garden and Robertson Park on either side. With respect to overshadowing, only one lot is impacted by overshadowing from the design parameters set by this LDP. For this single lot, there are two large street trees which already impede sunlight into the dwelling from its northern edge. A photo of the said lot is provided in the LDP application report. With respect to the *draft Design WA policy* (DWA), the document seeks to provide detailed guidance for development at the Development Application stage. Where possible, elements of DWA have been incorporated into this Local Development Plan, however most aspects

		of DWA are too detailed for this level of planning. It should be noted that the requirements of DWA, should they be endorsed in a final form, will still be required to be addressed at the Development Application stage. With respect to the 'contribution' to the locality, we list the following examples: • Widening and updating of a current ill-used easement area to convert it into an active and usable pedestrian thoroughfare. • Provision of a piazzetta for use of the public, across the road from a significant area of POS. • A diverse mix of land uses are envisaged in this site, with the LDP providing further flexibility for future Development Applications to create a true mixed-use precinct. • This is an LDP prepared for a community club and Italian cultural welfare society. The intent is to upgrade these facilities and create a development which is reflective of community needs as well as the future desired built form and scale in this area.



EXAMPLE ELEMENTS -

- Well integrated residential and commerical uses
- Corner cafe / restaurant
- Active edges
- Setbacks above ground level to minimise height impact
- Open public area with spill out space for commercial tenancies
- Materiality and scale

ESSENCE APARTMENTS | CLAREMONT | BLACKBURNE / HAMES SHARLEY



EXAMPLE ELEMENTS -

- Well integrated residential and commerical uses
- Corner cafe / restaurant
- Active edges
- Setbacks above ground level to minimise height impact
- Inset elements to break up facade
- Open public area with spill out space for commercial tenancies
- Materiality and scale

ESSENCE APARTMENTS | CLAREMONT | BLACKBURNE / HAMES SHARLEY



EXAMPLE ELEMENTS -

- Setbacks above 6 levels to minimise height impact
- 8 storey development with the street appearance of 6
- Inset elements to break up facade
- Materiality and scale

HAVEN APARTMENTS | EAST PERTH | BLACKBURNE / HILLIAM ARCHITECTS



EXAMPLE ELEMENTS -

- Medium to high density residential urban infill development
- Setbacks above 7 levels to minimise height impact
- Inset elements to break up facade
- Brick block features ground design
- Darker upper levels to reduce visual impact

CHEVALIER | HAROLD PARK, NSW | MIRVAC



THE BOTTLEYARD | NORTHBRIDGE | MJA STUDIO

EXAMPLE ELEMENTS -

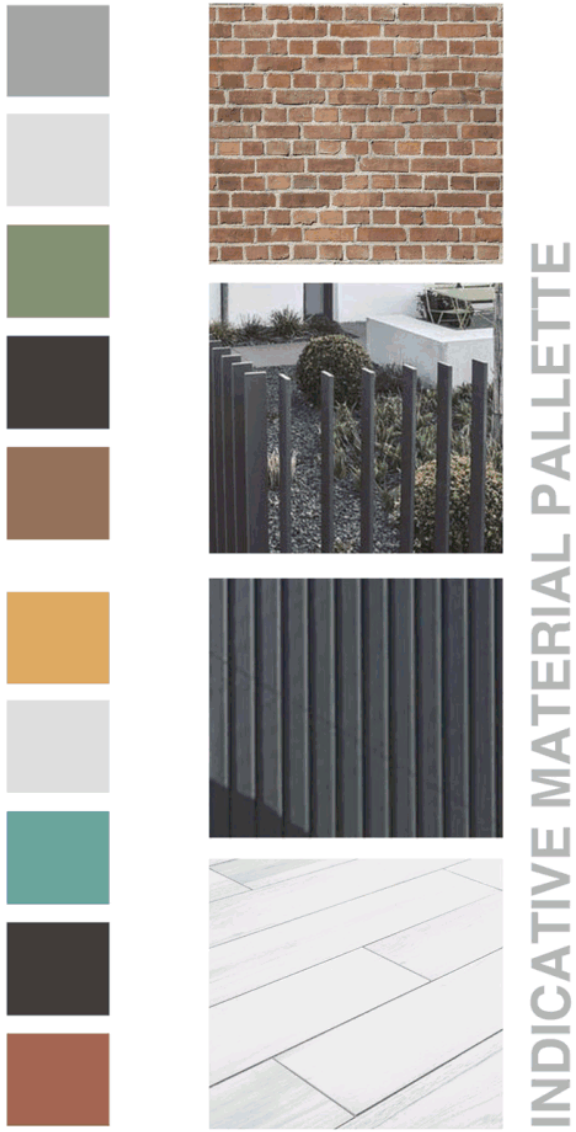
- Medium to high density residential urban infill development
- Setbacks above 7 levels to minimise height impact
- Inset elements to break up facade
- Brick block features ground design
- Darker upper levels to reduce visual impact



FRINGE APARTMENTS | MT LAWLEY | PARCEL PROPERTY / MJA STUDIO

EXAMPLE ELEMENTS -

- Medium to high density residential urban infill development
- Setbacks to adjacent properties to reduce bulk and scale impact to existing residential
- Inset elements to break up facade
- Brick block features ground design
- Darker upper levels to reduce visual impact
- Materiality and scale



INDICATIVE MATERIAL PALLETTE

Applicant's Justification - 3 September 2018

Our approach to the increased height has been in response to provision 2.1.5 of Built Form Policy 7.1.1, where we are seeking to vary the current policy height limit of 6 storeys to 8 storeys through an LDP. Whilst we have outlined our approach and justification below as requested, it would assist us greatly if you could please elaborate on the City's exact concerns regarding the increase in height.

For ease of reference we have broken down our approach and justification below in dot point form:

NEED FOR ADDITIONAL HEIGHT (MAXIMUM 8 STOREYS, TOP OF EXTERNAL WALL 30M)

- The additional height facilitates the Ballroom on the Italian Club portion of the site. This club facility requires additional floor height in order to function as a Ballroom, therefore it necessitates a greater wall height (e.g. 6.0m) over a single storey. A similar approach has been taken for the potential Auditorium on the Italo-Australia Welfare Cultural Centre (IAWCC).
- The water table in this location is high and therefore restricts the ability to excavate below ground. The additional height has been required to provide sufficient above-ground parking on site to support a modern and feasible mixed-use development.

WHY THE PROPOSED HEIGHT IS APPROPRIATE IN THIS LOCATION

- Noting the site's context, it is uniquely positioned to be developed as a 'landmark' building in this transitional part of Fitzgerald Street which leads into Northbridge and the City beyond. Currently, this portion of Fitzgerald Street is treated as a transit corridor between Northbridge and North Perth, rather than a place to stop and appreciate.
- The site is located in close proximity to two significant areas of Public Open Space. This provides for alternative recreation options for future residents as well as an immediate softening of any perceived impact on the local amenity.
- The public car park at the rear, including mature trees, are under the ownership of the City of Vincent and to our understanding will be maintained. In the context of the existing vegetation, this will again assist in mitigating any perceived impact on amenity.
- The whole LDP area is captured in dual ownership, being the Italian club and IAWCC. Both community organisations are proponents of the LDP and as such it is a unique opportunity to development a portion of land within North Perth that is held in ownership that is not fragmented.
- The site is located on a high frequency bus route, being Fitzgerald Street. A bus stop currently exists outside of the site and is underutilised noting it services only 1 side of the road. The development at the proposed height will create the critical mass necessary to further support use of the bus route. Moreover, it should be noted the site has excellent connectivity to the regional road network through the freeway access (via Charles Street), as well as being within walking distance to Northbridge and the Central Business District.
- The site is essentially bound by public reserves and commercial zoned land. There is no residential zoned land immediately abutting the site.
- With no immediately abutting residential development, only one residential lot is impacted by overshadowing at the maximum height proposed. As demonstrated in the application package, the northern solar access to the dwelling is already impeded by the existence of two large street trees.
- Traffic assessment has deemed the current road network sufficient to cater for the increased demand. We note a widening of the right of way into the site will be required however.
- The proposed LDP, including the setbacks and heights sought, are in line with the future context of desired built form along Fitzgerald Street (noting 6 storeys is permissible for

adjacent sites). An indicative 3D diagram was prepared as part of the application report to demonstrate how the proposed development with appropriate setbacks could sit in the context of the built form envisaged by the Policy.

METHODS PROPOSED TO REDUCE PERCIEVED IMPACT OF BULK AND SCALE

- The primary method to reduce the perceive impact of bulk and scale of the proposed height is the implementation of setbacks. The setbacks have been applied to each edge of the site to create a 'tapered' effect; these were increased in response to feedback from the Design Advisory Committee. Above the 6-storey limit (current standard as per Built Form Policy 7.1.1), setbacks are proposed as follows:
    - Cowle Street Edge - 7.5m setback above 6 storeys
    - Fitzgerald Street Edge - 6.0m setback above 6 storeys.
    - Rear Edge - as per Built Form Policy above 6 storeys.
    - Internal Edges- 7.5m setback above 6 storeys
    - Commercial Edge - 3.0m setback above 6 storeys.
    - Ballroom Edge - 4.5m setback above 6 storeys. This has been brought forward slightly to encourage visual interest in the façade.
    - To assist in interpreting the above setbacks we have prepared a simple graphic which is attached for your reference. The graphic demonstrates the limited space, generally centred, above 6 storeys where development can occur within the proposed planning framework.
- With respect to the graphic attached, the additional height over the IAWCC site is effectively centred noting the setbacks imposed on all four sides. The Italian Club portion of the LDP area, being north of the Water Corporation easement (which creates a 'natural' divide between the future development), should be viewed holistically in the context of the abutting Commercial zoned land to the north. When considered within the broader streetscape context, as envisaged by the Built Form Policy, the higher portions of the Italian Club site will present as a central aspect of built form within an elongated street block, not an isolated development.
- Design objectives have been included to encourage the creation of façade which presents as a series of smaller buildings, this in turn will assist in reducing any perceived impact of bulk and scale on the streetscape.
- Noting the maximum permissible height of 8 storeys, development will only be able to reach the full 30m external wall height proposed should they provide significantly taller ceiling heights (i.e. 30m wall height over 8 storeys). Therefore, it is anticipated that this will only occur where it relates to the proposed Ballroom or Auditorium uses, noting the significant cost impost of creating double-height ceiling across a development.

We trust the above provides an appropriate overview of our approach to height for this LDP and the planning merits behind the proposed increase in permissible height. With respect to timing for a Development Application, to our understanding that has not been determined at this stage.

CITY OF VINCENT
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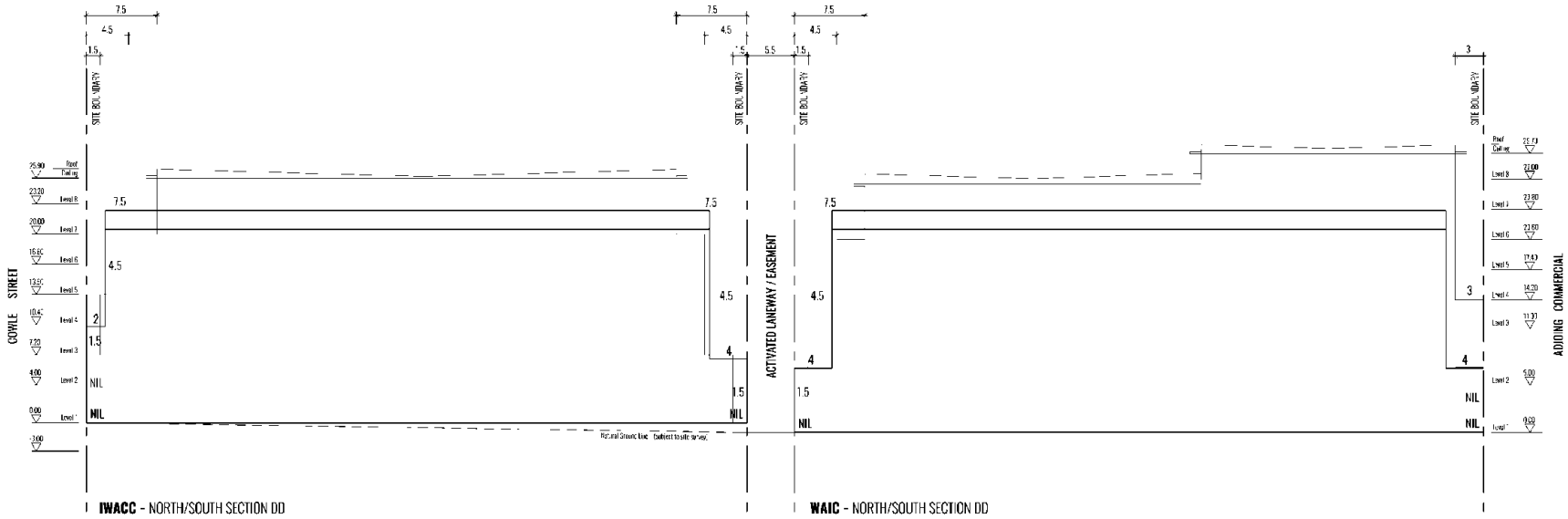
12/02/2019



INDICATIVE SITE DEVELOPMENT LAYOUTS FOR THE WA ITALIAN CLUB AND ITALO-AUSTRALIAN WELFARE AND CULTURAL CENTRE

SECTIONS

Scale: 1:400 @ A3
Date: 12/02/2019 Plan: ITAWP-5-DC2

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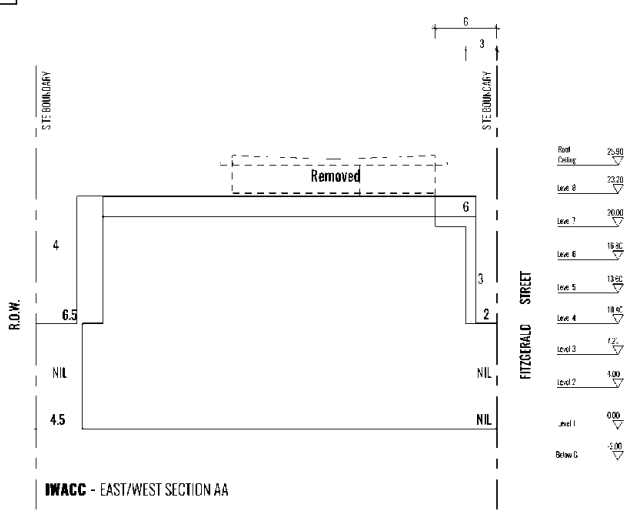
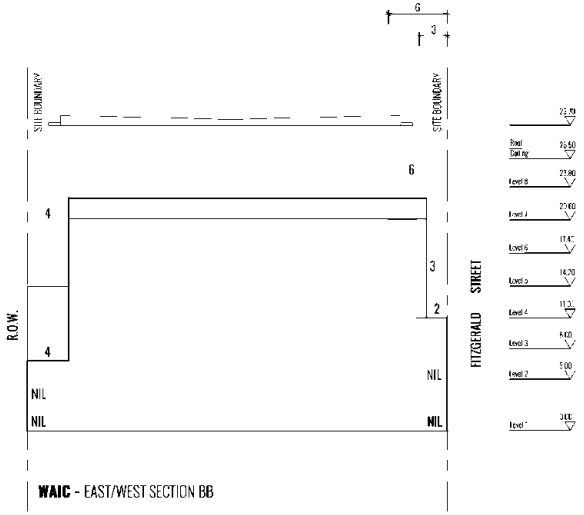


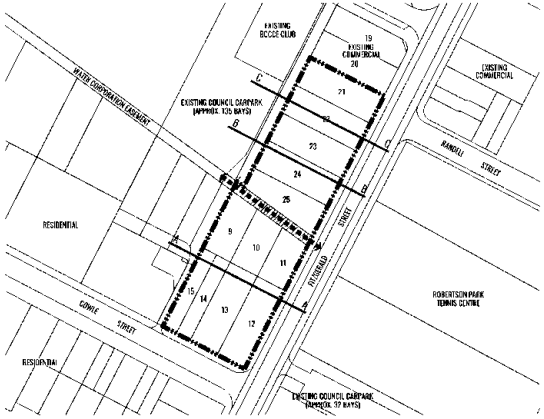
IWACC - EAST/WEST SECTION AA

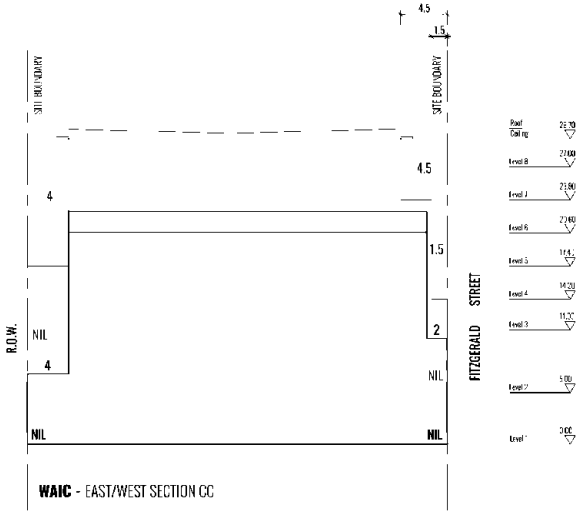


WAIC - EAST/WEST SECTION BB

Proposed Maximum Building Envelope (Post Agenda Modification)

Built Form Policy Envelope





WAIC - EAST/WEST SECTION CC

INDICATIVE SITE DEVELOPMENT LAYOUTS FOR THE WA ITALIAN CLUB AND ITALO-AUSTRALIAN WELFARE AND CULTURAL CENTRE
SECTIONS

Scale: NTS @ A3
0 4 8 16m
Date: 12/02/2019 Plan: ITAWP-5-0C2

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:	Applicant's Response
Built Form Outcome • The Local Development Plan will assist in achieving a better built form outcome by linking lot designs; • The Local Development Plan will provide the future framework for a 'landmark' building to be pursued in this transitional part of Fitzgerald Street; • The site is surrounded by large areas of open space and located on a high frequency bus route. The proposed framework will foster the creation of a place where people can stop, enjoy and appreciate their surroundings, rather than its current function as a transport corridor; • The variations proposed, including height limits and setbacks, are consistent with the future desired built form along Fitzgerald Street; and • Greater density and the mixture of residential and commercial, on a main road and close to Perth City is to be encouraged.	Agree with the comments received in support. Further, we would add the following: • Site is located less than 1km from Roe Street and the wider Northbridge Precinct, including train station and bus port. Development along the Fitzgerald Street Activity Corridor within a robust planning framework is critical to the success of this transitional corridor. • Site is owned by two landowners and as such there are few opportunities within the City of Vincent for a 'landmark' development of this form to be pursued. Therefore, it is imperative that a robust planning framework be in place to build upon the City's Built Form Policy. • The mixed use form of any future development under this LDP will activate the area and significantly enhance the sense of community and vitality for this precinct. The intent is to create a place to live, a place to work, a place of culture, a place of recreation and a place to enjoy.

Comments Received in Objection:	
Height • The height is not appropriate as it is out of character with the rest of the area; • Six storeys as currently permitted by the City's Built Form Policy is not in keeping with the area. An increase to eight storeys is considered excessive; and • The proposed 30 metre height is not consistent with eight storeys. An equivalent height in accordance with the City's Built Form Policy would be 25.7 metres.	Height • The proposed height is entirely in-keeping with the desired future built form of this precinct as envisaged by the City's endorsed Built Form Policy. • Above 6 storeys, significant setbacks from the lot boundary are proposed to reduce any perceived impact of bulk and scale on the surrounding amenity. This will assist in ensuring the higher storeys are limited to the 'centre' of any future development. • The 30m height over eight storeys is proposed to allow provision for the ballroom component of the Italian Club, as well as potential Auditorium on the adjacent site. Both of these uses require double height ceilings, hence only eight storeys but greater height permissible.

Summary of Submissions:

Comments Received in Objection:	
Building Setbacks and Interface with Adjoining Properties • The interface requirements between Lot 15 and the adjoining residential properties needs to be better defined; • Further clarification on the use of the piazetta is required (i.e. public or private use); • It should be mandatory for the ground floor land uses to be active uses; and • The Fitzgerald Street edge and Ballroom edge should be consistent.	Building Setbacks and Interface with Adjoining Properties • This will be further defined during the detailed design and Development Application phase of planning. Nevertheless, we note the current interface with Lot 15 relates to a 3.0m right of way and then a ~2.0m setback to a two-storey parapet wall. • The piazzetta is intended to incorporate active and passive functions with which the public can interact but maintained within private ownership. The street setbacks at ground floor for the piazzetta will facilitate the provision of a usable open space area that incorporates alfresco dining and other opportunities to engage with the public realm (e.g. tree plantings, artwork, informal seating). • Ground floor land uses are substantially proposed to be active uses, in keeping with the intent of the City's Built Form Policy. • The Ballroom edge was brought forward to create visual interest and articulate the façade, responding to feedback from the City of Vincent Design Advisory Committee
Solar Access • The height of the development cause a loss of natural sunlight to the street and adjoining properties.	Solar Access • Solar access drawings were provided as part of the application package. These sufficiently demonstrated that at midday, 21 June (as required by R-Codes) only one residential lot to south is impacted by overshadowing from the design parameters set by this LDP. For this single lot, there are two large street trees which already impede sunlight into the dwelling from its northern edge.
Access and Parking • The increase in density will cause access and parking issues for the surrounding residents.	Access and Parking • A traffic report was prepared in support of this LDP and assessed the possible traffic impacts of future development under the parameters proposed by the LDP. The report identified that future redevelopment in line with the parameters proposed is not expected to have any adverse traffic impacts on the immediate road network.
Heritage • The development will have an adverse impact the heritage character of the locality.	Heritage • The make up of building form in the surrounding area is predominately low-grade commercial premises. The southern side (Cowle Street), is the only interface with residential dwellings. It is noted that Cowle Street is not identified as a Character Retention Area in the City of Vincent's "Character Retention Areas and Heritage Areas' Policy.

Summary of Submissions:

Comments Received in Objection:	
Noise • High density living will impact the locality, which is currently a quiet street.	Noise • We disagree that there will be an adverse impact on the locality. Fitzgerald Street is a major transport corridor (including dedicated bus lane) which is intended to be exposed to higher level of residential and commercial uses. The City's Local Planning Strategy, as well as Built Form Policy, clearly indicate the desire for greater levels of built form to be pursued along these transport corridors, ensuring the critical mass necessary to support the community as well as efficient use of public transit.
Other • It is unclear if the development will comprise residential or commercial tenancies; • The development will reduce property values; and • Reduced 'rear edge' setbacks will result in a loss of privacy.	Other • There is opportunity under the City of Vincent TPS2 to incorporate a mixed-use development (i.e. both residential and commercial uses). • This is not substantiated and is not a planning consideration. • The site is bound by a public carpark, commercial premises, Fitzgerald Street and Cowle Street to the south. The only possible perceived loss of privacy is to the relatively older apartment complex to the southwest. We note the setback from the LDP to the parapet wall of this complex is approximately 5.0m to the ground floor and proposed as 15.0m to the upper-floor apartments (under the current indicative concept design). Moreover, the Outdoor Living Area of these apartments is located at the front of the dwelling, being the existing balcony space that fronts on to Cowle Street. The rear of the apartment complex is an area of open space used for access purposes. Conversely the activated rear-setback will assist in promoting passive surveillance over the public carpark throughout the day/night, which is currently lacking.

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:
Built Form Outcome • The Local Development Plan will assist in achieving a better built form outcome by linking lot designs; • The Local Development Plan will provide the future framework for a 'landmark' building to be pursued in this transitional part of Fitzgerald Street; • The site is surrounded by large areas of open space and located on a high frequency bus route. The proposed framework will foster the creation of a place where people can stop, enjoy and appreciate their surroundings, rather than its current function as a transport corridor; • The variations proposed, including height limits and setbacks, are consistent with the future desired built form along Fitzgerald Street; and • Greater density and the mixture of residential and commercial, on a main road and close to Perth City is to be encouraged.	Comments in support of the proposal are noted.

Comments Received in Objection:	Officer Technical Comment:
Height • The height is not appropriate as it is out of character with the rest of the area; • Six storeys as currently permitted by the City's Built Form Policy is not in keeping with the area. An increase to eight storeys is considered excessive; and • The proposed 30 metre height is not consistent with eight storeys. An equivalent height in accordance with the City's Built Form Policy would be 25.7 metres.	The proposed building height is considered appropriate for the following reasons: • The proposed height limits are consistent with those of nine storey development. The additional height is proposed to accommodate the additional ceiling height required for the intended ballroom and auditorium. • The site is adjacent to a carpark to the north-west, commercial development to north and north-east and a reserve to the east and south-east. The development would have limited impact on residential amenity. It is also noted the adjoining commercial development is afforded development potential of six storeys. • The adjacent sites along Cowle Street are zoned Residential R80 under the City's Local Planning Scheme No. 2 (LPS2). The residential properties adjacent to Fitzgerald Street are afforded development potential of six storeys and those adjacent to Cowle Street are afforded development potential of three storeys. Administration has recommended a modification to the LDP, requiring Lots 14 and 15 to be a maximum of six stories. This height requirement is consistent with the current provisions of the City's Built Form Policy.

Summary of Submissions:

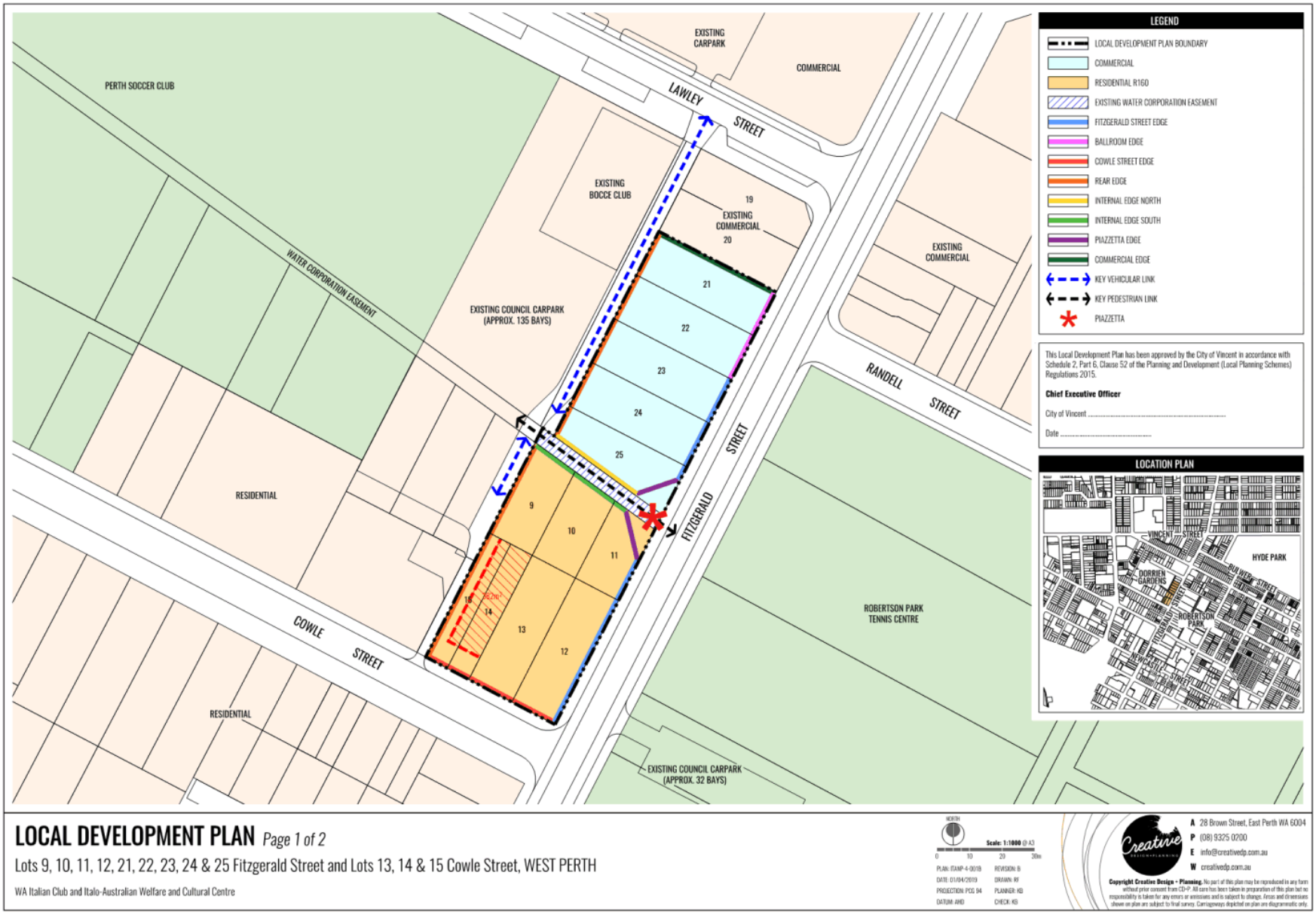
Comments Received in Objection:	Officer Technical Comment:
	• The LDP proposes the upper floors to be setback from the street boundaries to reduce the bulk and scale of the development as viewed from street level, noting the Cowle Street Edge proposes a minimum setback of 7.5 metres for development above six storeys. • Fitzgerald Street and Cowle Street comprise multiple mature trees within the respective verges. These trees will soften the building bulk and mass of the development as viewed from the street and adjoining sites. • The applicant's shadow diagrams, contained within **Attachment 2** demonstrates the development, at maximum height, will shadow one property only (No. 191A Fitzgerald Street). The existing trees within the verge adjacent to this site has an existing impact on the sites northern access to natural sunlight. • The future development is required to accommodate all other site planning requirements, such as plot ratio, parking and landscaping. Irrespective of the proposed height, these requirements ensure future development will be consistent with the indented built for outcome of the City's Built Form Policy.
Building Setbacks and Interface with Adjoining Properties • The interface requirements between Lot 15 and the adjoining residential properties needs to be better defined; • Further clarification on the use of the piazetta is required (i.e. public or private use); • It should be mandatory for the ground floor land uses to be active uses; and • The Fitzgerald Street edge and Ballroom edge should be consistent.	• Administration recommends the LDP be modified so that Lots 14 and 15 comprise a maximum of six storeys. This is consistent with the current provisions of the City's Built Form Policy and would result in an appropriate built form outcome. • The Internal Edge is not a public area. The LDP requires the development be setback from the Fitzgerald Street and Internal Edges to accommodate for active uses (i.e. alfresco dining, informal seating areas, etc.). The Built Form Policy also requires active frontages to be incorporated. • The LDP requires active frontages along the streets and internal edges. • The Ballroom edge setbacks are proposed to ensure the development incorporates some articulation and does not result in one solid building mass along the street. The design objectives require the building to present as a collection of smaller buildings to reduce the impact of the building mass and scale. A conceptual drawing is included within **Attachment 2**. The design and built form outcome of the future development application will be considered by the City's Officers and Design Review Panel to ensure the development is achieving the relevant objectives of the City's Built Form Policy and the subject LDP.

Summary of Submissions:

Comments Received in Objection:	Officer Technical Comment:
Solar Access The height of the development cause a loss of natural sunlight to the street and adjoining properties.	The applicant's overshadow diagrams, contained within **Attachment 2**. These diagrams demonstrate the development, at maximum height, will shadow one property only (No. 191A Fitzgerald Street) at solstice (midday, 21 June). The existing trees within the verge adjacent to this site has an existing impact on the sites northern access to natural sunlight.
Access and Parking The increase in density will cause access and parking issues for the surrounding residents.	Parking and access will be assessed and considered once a development application is lodged. Notwithstanding, the subject site is located along a dedicated Activity Corridor which is an appropriate location to accommodate the increased density of the site. An objective has been recommended so the maximum parking provided on site does not exceed the minimum requirements prescribed by the relevant policies.
Heritage The development will have an adverse impact the heritage character of the locality.	The subject site is not identified as a Character Retention Area and is identified as an area for development potential by the City's LPS.
Noise High density living will impact the locality, which is currently a quiet street.	The subject site is located along an Activity Corridor, which has been identified to accommodate high density development. Notwithstanding, future development will be subject to compliance with the *Environmental Protection (Noise) Regulations 1997*.
Wetlands Heritage Trail / Vincent Greenway Consideration of whether the Vincent Greenway could be amended to travel along Lawley Street, through the Council carpark and then along the Water Corporation easement to Fitzgerald Street.	The Water Corporation easement does not form part of the LDP. The City's technical officers have advised of preliminary concerns with locating the greenway link over the easement: • The easement may not be able to accommodate tree planting as they may affect the asset contained within the easement; and • The easement is provided with limited natural sunlight and therefore may not be able to accommodate substantial growth of vegetation. Notwithstanding, an objective is recommended for the development to demonstrate a meaningful contribution to the landscaping provided on site that integrates with the greenway link and nearby parklands.

Summary of Submissions:

Comments Received in Objection:	Officer Technical Comment:
Other • It is unclear if the development will comprise residential or commercial tenancies; • The development will reduce property values; and • Reduced 'rear edge' setbacks will result in a loss of privacy.	• No land uses are proposed as part of the LDP. The land uses will be considered in accordance with the City's Local Planning Scheme No. 2, once a development application has been lodged. • There is no evidence the development will result in a loss of property values. • The LDP replaces the Deemed-to-Comply requirements in Clause 1.2 (Setbacks) and 2.1 (Build Height) of Policy No. 7.1.1 – Built Form only. All other provisions of the City's Built Form Policy and the Residential Design Codes (including visual privacy) remain relevant.


PERTH SOCCER CLUB
EXISTING CARPARK
COMMERCIAL
LAWLEY STREET
EXISTING BOCCE CLUB
19
EXISTING COMMERCIAL
20
EXISTING COMMERCIAL
WATER CORPORATION EASEMENT
EXISTING COUNCIL CARPARK (APPROX. 135 BAYS)
21
22
23
24
25
9
10
11
12
13
14
15
RANDELL STREET
FITZGERALD STREET
RESIDENTIAL
COWLE STREET
RESIDENTIAL
ROBERTSON PARK TENNIS CENTRE
EXISTING COUNCIL CARPARK (APPROX. 32 BAYS)
LEGEND
LOCAL DEVELOPMENT PLAN BOUNDARY
COMMERCIAL
RESIDENTIAL R160
EXISTING WATER CORPORATION EASEMENT
FITZGERALD STREET EDGE
BALLROOM EDGE
COWLE STREET EDGE
REAR EDGE
INTERNAL EDGE NORTH
INTERNAL EDGE SOUTH
PIAZZETTA EDGE
COMMERCIAL EDGE
KEY VEHICULAR LINK
KEY PEDESTRIAN LINK
PIAZZETTA
This Local Development Plan has been approved by the City of Vincent in accordance with Schedule 2, Part 6, Clause 52 of the Planning and Development (Local Planning Schemes) Regulations 2015.
Chief Executive Officer
City of Vincent .....
Date .....
LOCATION PLAN
VINCENT STREET
HYDE PARK
DORRIEN GARDENS
ROBERTSON PARK
LOCAL DEVELOPMENT PLAN Page 1 of 2
Lots 9, 10, 11, 12, 21, 22, 23, 24 & 25 Fitzgerald Street and Lots 13, 14 & 15 Cowle Street, WEST PERTH
WA Italian Club and Italo-Australian Welfare and Cultural Centre
Scale: 1:1000 @ A3
0 10 20 30m
PLAN: ITAMP-4-001B
REVISION: B
DATE: 01/04/2019
DRAWN: RF
PROJECTION: PCG 94
PLANNER: KB
DATUM: AHD
CHECK: KB
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1. GENERAL PROVISIONS

a) The following criteria take precedence over and operate as additions and variations to *Policy No. 7.1.1 Built Form* and thereby constitute Deemed to Comply criteria.

b) In the case of any inconsistency between *Policy No. 7.1.1 Built Form*, the Residential Design Codes (R-Codes) and this Local Development Plan (LDP), the provisions of this LDP prevail. Unless provided for below, the provisions of *Policy 7.1.1 Built Form* would apply.

c) The following standards are deemed to meet the relevant Design Principles of the R-Codes and do not require consultation with adjoining and/or nearby landowners.

2. DESIGN OBJECTIVES

The following design objectives must be considered and addressed at the development application stage:

- Aesthetically the building façade is to present as a collection of smaller buildings to reduce the impact of building mass and scale.
- Development must respond to the desired future built form and streetscape outcomes.
- The development is to provide a high-quality building interface and level of surveillance to the public car park at the rear.
- Vehicle access points are to be located at the rear of the site to reduce visual impact on the streetscape.
- On-site parking to be provided in line with City of Vincent Parking Policy. Provision of on-site parking is to be limited where possible to encourage use of alternate modes of transport.
- The design of the development is to allow for adaptive reuse.
- The design and location of car parking to minimise negative visual and environmental impact on amenity and the streetscape.
- Building facades to provide visual interest when viewed from adjoining properties and the public realm.
- The development is to demonstrate a meaningful contribution to the provision of high quality landscaping and canopy coverage to form an integrated greenway link with nearby parklands.

3. SETBACKS

This provision presents as a variation to setback provision 1.2 of *Policy 7.1.1 Built Form.*

a) Ballroom Edge	Minimum Setback
i. 1 – 3 storeys	Nil
ii. 4 – 6 storeys	1.5m
iii. Above 6 storeys	4.5m

b) Fitzgerald Street Edge*	Minimum Setback
i. 1 – 3 storeys	Nil
ii. 4 – 6 storeys	3.0m
iii. Above 6 storeys	6.0m
*Where an auditorium is proposed along the Fitzgerald Street Edge, the minimum setback requirements as per the Ballroom Edge are permissible.	

c) Piazzetta Edge
As per Fitzgerald Street Edge (b) above, however the building must be setback on the ground floor to provide for a minimum of 30m² on each side of the central easement (total 60m² within the LDP area). This is to provide sufficient space for a functional 'piazzetta', incorporating active elements (e.g. alfresco dining) and passive elements (e.g. informal seating, benches) to engage with the streetscape.

d) Cowle Street Edge	Minimum Setback
i. 1 – 2 storeys	Nil
ii. 3 – 4 storeys	1.5m
iii. 5 – 6 storeys	4.5m
iv. Above 6 storeys	7.5m

e) Rear Edge	Minimum Setback
i. 1 - 4 storeys	Nil

f) Internal Edge South	Minimum Setback
i. 1 – 2 storeys	1.5m
ii. 3 – 6 storeys	4.5m
iii. Above 6 storeys	7.5m

g) Internal Edge North	Minimum Setback
i. 1 – 3 storeys	1.5m
ii. 4 – 6 storeys	4.5m
iii. Above 6 storeys	7.5m

h) Commercial Edge	Minimum Setback
i. 1 – 3 storeys	Nil
ii. Above 3 storeys	3.0m

4. BUILDING HEIGHTS

This provision presents as a variation to the maximum building heights nominated under Table 2 of *Policy 7.1.1 Built Form.*

Maximum No. of Storeys	Top of external wall	Top of roof (concealed)
8	30m	31m

5. ACTIVE FRONTAGES

The following edges, as nominated on the LDP, must incorporate active frontages:

- Fitzgerald Street Edge
- Cowle Street Edge
- Internal Edge (South & North)

Where edges are required to incorporate an active frontage, these should establish a clear relationship with the external streetscape where practical. Any auditorium pursued within the LDP area is exempt from this provision.

Objectives to be achieved for active frontages are as follows:

i. Provide space for alfresco dining areas, courtyards, civic spaces and similar functions to stimulate the streetscape;

ii. Development to be built up to the street boundary at ground level, except where required to be setback for a space under (i) above or to create visual interest;

iii. Loading and servicing areas for vehicles should be prioritised at the rear of the development; and

iv. Up to 25% of the edge may incorporate non-active elements such as doors, solid wall elements and piers.

LOCAL DEVELOPMENT PLAN *Page 2 of 2*

Lots 9, 10, 11, 12, 21, 22, 23, 24 & 25 Fitzgerald Street and Lots 13, 14 & 15 Cowle Street, WEST PERTH

WA Italian Club and Italo-Australian Welfare and Cultural Centre

PLAN: ITAMP-4-001B REVISION: -
DATE: 01/04/2019 DRAWN: RF

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	LDP Objective	Relevant Element Objective contained within R Codes Volume 2	Officer Comment
1	Aesthetically the building façade is to present as a collection of smaller buildings to reduce the impact of building mass and scale.	Clause 2.5 Plot ratio **O 2.5.1** The overall bulk and scale of development is appropriate for the existing or planned character of the area. Clause 4.10 Façade design **O4.10.1** Building façades incorporate proportions, materials and design elements that respect and reference the character of the local area. **O4.10.2** Building façades express internal functions and provide visual interest when viewed from the public realm. In addition to the above, Clause **3.1** Site analysis and design response requires applicants to submit documentation to demonstrate how the design responds to the surrounding context.	The proposed objective is considered reasonable and acceptable as it provides guidance with regard to the expected design outcome of the locality.
2	Development must respond to the desired future built form and streetscape outcomes.	See point 1 above. Clause 2.7 Building separation **O 2.7.1** New development supports the desired future streetscape character with spaces between buildings. Clause 3.2 Orientation **O 3.2.1** Building layouts respond to the streetscape, topography and site attributes	R Codes Volume 2 provides a number of Element Objectives and supporting acceptable outcomes requiring the proposed development to consider and respond to the desired built form outcome. This objective is not necessary.

		while optimising solar and daylight access within the development	
3	The development is to provide high-quality building interface and level of surveillance to the public carpark at the rear.	Clause 3.6 – Public domain interface **O 3.6.1** The transition between the private and public domain enhances the privacy and safety of residents. **O 3.6.2** Street facing development and landscape design retains and enhances the amenity and safety of the adjoining public domain, including the provision of shade. **A 3.6.2** Car-parking is not located within the primary street setback; and where car parking is located at ground level behind the street setback it is designed to integrate with landscaping and the building façade (where part of the building). **A 3.6.3** Upper level balconies and/or windows overlook the street and public domain areas	The R Codes Volume 2 provides a number of Element Objectives and supporting Acceptable Outcomes requiring the proposed development to provide surveillance to streets. The carpark located at the rear of the site is publicly owned. The proposed condition would ensure the development achieves surveillance and is necessary.
4	Vehicle access points are to be located at the rear of the site to reduce the visual impact on the streetscape.	Clause 3.8 – Vehicle access **O 3.8.1** Vehicle access points are designed and located to provide safe access and egress for vehicles and to avoid conflict with pedestrians, cyclists and other vehicles. **O 3.8.2** Vehicle access points are designed and located to reduce visual impact on the streetscape. Clause 3.9 – Car and bicycle parking	The R Codes Volume 2 provides a number of Element Objectives and supporting Acceptable Outcomes requiring the proposed development to be located so as to reduce the visual impact on the streetscape. The proposed objective is reasonable as it explicitly requires vehicle access to be from the rear of the site, which is aligned with the intended built form outcome of this development.

		O 3.9.3 Car parking is designed to be safe and accessible. **A 3.9.5** Car parking areas are not located within the street setback and are not visually prominent from the street.	
5	On-site parking is to be provided in line with City of Vincent Parking Policy. Provision of on-site parking is to be limited where possible to encourage use of alternative modes of transport.	Clause 3.9 – Car and bicycle parking **O 3.9.1** Parking and facilities are provided for cyclists and other modes of transport. **O 3.9.2** Car parking provision is appropriate to the location, with reduced provision possible in areas that are highly walkable and/or have good public transport or cycle networks and/or are close to employment centres. **O 3.9.4** The design and location of car parking minimises negative visual and environmental impacts on amenity and the streetscape.	The R Codes Volume 2 provides a number of Element Objectives and supporting Acceptable Outcomes requiring the proposed development to consider the amount of parking required for the development and encourages alternative methods. An amended condition is recommended to limit the number of vehicle parking provided on site. Amended objective: *'The maximum number of parking bays shall not exceed the minimum parking requirements prescribed by State Planning Policy 7.3 Residential Design Codes Volume 2 – Apartment and Local Planning Policy 7.7.1 – Non Residential Development Parking Policy.*
6	The design of the development is to allow for adaptive reuse.	Clause 2.2 Building height DG 2.2.5 Ensure that building height controls respond to the desired number of storeys, the minimum floor to floor heights required for adaptive reuse and include generous ground floor heights. Clause 4.3 Size and layout of dwellings	The R Codes Volume 2 does not provide specific objectives relating to development being designed for adaptive reuse, rather it provides guidance for whether the adaptation of a building is appropriate. Generally large ceiling heights are encouraged to allow for this.

		DP 4.3.4 providing more ceiling height to ground floor street front units to provide greater flexibility for adaptive reuse, for instance if located in mixed use areas, consider providing ceiling heights of 3.3m or more.	An amended condition is recommended which requires the ground floor of the building to be designed so that it can be adapted as required. This is consistent with the previously applicable requirements of the City's Policy No. 7.1.1 Built Form (C1.4.12). Amended objective: *"The ground floor and parking areas of the development shall be designed to be adaptive and cater for changing uses over time"*
7	The design and location of car parking to minimise negative visual and environmental impact on amenity and the streetscape.	Clause 3.8 – Vehicle access **O 3.8.1** Vehicle access points are designed and located to provide safe access and egress for vehicles and to avoid conflict with pedestrians, cyclists and other vehicles. **O 3.8.2** Vehicle access points are designed and located to reduce visual impact on the streetscape. Clause 3.9 – Car and bicycle parking **O 3.9.3** Car parking is designed to be safe and accessible. **O 3.9.4** The design and location of car parking minimises negative visual and environmental impacts on amenity and streetscape.	The R Codes Volume 2 provides a number of Element Objectives and supporting Acceptable Outcomes requiring the vehicle parking to be concealed from the street. As Cowle Street is purely residential, it is appropriate for no vehicle parking to be visible from this streetscape to protect the visual amenity of the street. Amended objective: *"No vehicle parking shall adjoin Cowle Street".*

		A 3.9.5 Car parking areas are not located within the street setback and are not visually prominent from the street.	
8	Building facades to provide visual interest when viewed from adjoining properties and the public realm.	Clause 4.10 Façade design O4.10.1 Building façades incorporate proportions, materials and design elements that respect and reference the character of the local area. O4.10.2 Building façades express internal functions and provide visual interest when viewed from the public realm.	The R Codes Volume 2 provides a number of Element Objectives and supporting Acceptable Outcomes requiring the proposed development to consider how the development will present to the streetscape. This objective is not necessary.
9	The development is to demonstrate a meaningful contribution to the provision of high quality landscaping and canopy coverage to integrate with the City of Vincent Wetlands Heritage Trail and nearby parklands.	Clause 4.12 Landscape design **O4.12.1** Landscape design enhances streetscape and pedestrian amenity; improves the visual appeal and comfort of open space areas; and provides an attractive outlook for habitable rooms. **O4.12.2** Plant selection is appropriate to the orientation, exposure and site conditions and is suitable for the adjoining uses. **O4.12.3** Landscape design includes water efficient irrigation systems and, where appropriate, incorporates water harvesting or water re-use technologies. **O4.12.2** Landscape design is integrated with the design intent of the architecture including its built form, materiality, key functional areas and sustainability strategies.	The R Codes Volume 2 provides a number of Element Objectives and supporting Acceptable Outcomes requiring high quality landscape design. The proposed objective is appropriate as it relates to the specific context of the site and locality and should remain.

5.3 REVIEW OF POLICY NO. 3.8.12 - MOBILE FOOD VENDOR

TRIM Ref: D19/66026

Authors: Rachel Wells, Environmental Health Officer
Prue Reddingius, Co-ordinator Environmental Health

Authoriser: John Corbellini, Executive Director Development Services

Attachments: 1. Policy No. 3.8.12 - Mobile Food Vendor - Proposed Amendments ⇩

RECOMMENDATION:

That Council:

1. **AUTHORISES the Chief Executive Officer to provide local public notice of the proposed amendments to Policy No. 3.8.12 – '*Mobile Food Vendor'* as at Attachment 1; and**

2. **NOTES that at the conclusion of the public consultation period any submissions received will be presented to Council for consideration.**

PURPOSE OF REPORT:

To consider proposed amendments of Policy No. 3.8.12 – Mobile Food Vendor (Mobile Food Vendor Policy) for the purposes of public consultation.

BACKGROUND:

The Mobile Food Vendor Policy was first introduced by Council for trial purposes over a three month period following endorsement at the 2 December 2014 Ordinary Meeting of Council. Following the trial, Council adopted the Mobile Food Vendor Policy on 25 August 2015, with amendments, subject to a review in 12 months.

The Mobile Food Vendor Policy in its current form was endorsed by Council on 23 August 2016 following the 12 month review. Since the policy came into effect, the City has issued 23 permits, spread across three financial years. The City has received 4 formal complaints in that time.

At the OMC held on 13 November 2018, Council resolved:

'That Council:

1. MODIFIES the Policy No. 3.8.12 – Mobile Food Vendor by deleting Location 1 from the map of Hyde Park (Section 3, Page 3)

2. INITIATES a review of the Policy No. 3.8.12 – Mobile Food Vendors and requires a report to be presented to Council by no later than 30 April 2019 to consider a revised policy for the purposes of public consultation. That review is to consider:

2.1 Councils Approach to the use of City parks and reserves for commercial purposes;
2.2 Maximum number of hours that a vendor may remain in one location; and
2.3 Permitted trading locations throughout the district.'

DETAILS:

The proposed amendments to Mobile Food Vendor Policy are as follows:

Vehicle Management

Consultation with vendors has raised awareness of the interaction between pedestrian/park users and vendors as vehicles are entering and exiting the trading zones, particularly on weekends and peak periods.

To ensure adequate management of vehicles is considered by vendors when applying to the City, Administration recommends the following amendment:

'8. HOW TO APPLY FOR A VENDING VINCENT PERMIT

8.2(f) Submission of a statement detailing management measures to ensure safe entry and exit from trading zones.'

Administration will provide prospective vendors guidance material to detail the kind of measures that should be taken to ensure safe vehicle entry and exit to support them through the application process.

Waste management

An audit conducted by the City's Waste Services across Feb/March 2019 found participating vendors were depositing commercial waste into the City's bins.

The review identified improvements to waste collection streams by vendors should be made and provision for this explicitly included within the policy.

Administration recommends the following amendment:

'4. MAINTENANCE AND CLEANING

4.4 No waste or litter may be disposed of in City rubbish bins. Mobile Food Vendors must provide three bins (general waste, recycling and FOGO) for collection and storage of waste generated by their business. Vendors should ensure the area around their position is kept clear of rubbish and refuse at all times and all waste generated/collected by the Vendor should be removed from site by the Vendor. The City does not permit any commercial waste or waste generated by Vendors to be disposed of in public space rubbish or recycling bins.'

Singe Use Plastics Ban

On 22 August 2017 Council adopted a Notice of Motion requesting investigation of the use of single use plastics and the mechanisms that could be used to encourage or prescribe their reduction or elimination. A survey by the City found that the current mobile food vendor permit holders support a single use plastics ban.

Administration recommends the following amendment:

'4. MAINTENANCE AND CLEANING

4.5 Mobile Food Vendors must use fully compostable serving ware (including all plates, bowls, food containers, cups, straws and crockery). Vendors must display signage directing customers to dispose of all such compostable items in a general waste bin. Single use plastic must be limited to bottled drinks only and vendors must display signage directing customers to dispose of plastic drink bottles in a recycling bin.'

CEO Approval for extenuating circumstances

In case of extenuating circumstances caused by weather, an event or park maintenance, the CEO should be able to approve a temporary alternative trading location to allow vendors to continue trading.

Administration recommends the following amendment:

'3. LOCATION AND SITING

3.1.7 An alternative trading location within the listed reserve may be considered in extenuating circumstances, at the sole discretion of the CEO for a maximum period of 4 months within a financial year.'

Amendment to trading location at Britannia Reserve

An amendment to the trading location at Britannia Reserve, Mount Hawthorn is proposed to increase visibility to the public and viability for food vendors. The amendment is included in **Attachment 1**.

Trading Hours at Charles Veryard Reserve

It is proposed to eliminate trading at Charles Veryard Reserve on Sundays following feedback received from clubs to not interfere with canteen operations on this day.

CONSULTATION/ADVERTISING:

In accordance with Part 2 of the City's Policy No. 4.1.1 – Adoption and Review of Policies, formal advertising of the proposal will occur for a period of 21 day by means of:

- Written notification to landowner/occupiers within proximity to trading zones;
- Written notification to current permit holders;
- Notice in the Perth Voice and Guardian Express once per week for four weeks; and
- Notice on the City's website and social media platforms.

The results of community consultation will be presented to a Council Meeting along with the draft amendments to Mobile Food Vendor Policy for consideration.

LEGAL/POLICY:

- *Local Government Act 1995;*
- City of Vincent Trading in Public Places Local Law 2008;
- City of Vincent Health Local Law 2004;
- *Environmental Protection (Noise) Regulations 1997;*
- *Environmental Protection (Unauthorised Discharges) Regulations 1997;*
- *Food Act 2008;*
- Australia New Zealand Food Standards Code;
- Policy No 3.8.12 – Mobile Food Vendor; and
- Policy No. 4.1.1 – Adoption and Review of Policies.

RISK MANAGEMENT IMPLICATIONS:

Low: It is low risk for the City to prepare an amendment to a City Policy for the purpose of advertising for public comment.

STRATEGIC IMPLICATIONS:

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

Enhanced Environment

We have improved resource efficiency and waste management.
Our parks and reserves are maintained, enhanced and well utilised.
We have minimised our impact on the environment.

Connected Community

Our community facilities and spaces are well known and well used.

Thriving Places

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

COMMENTS:

The Council resolution of 13 November 2018 requested that the review of the Mobile Food Vendor Policy considered three key areas as follows:

Councils Approach to the use of City parks and reserves for commercial purposes

The proposed amendments to the Mobile Food Vendor Policy will ensure that vendors continue to activate our public open spaces and attract users to our parks and reserves while promoting a safe and enhanced environment in keeping with the City's Strategic Community Plan 2018-2028.

During inspections in Hyde Park and Braithwaite Park, the City's Health & Parks officers have consistently received positive comments from members of the public regarding the importance of the allowing the mobile food vendors to continue to operate in their current locations.

Maximum number of hours that a vendor may remain in one location

It is recommended that the current trading hours (7.00am – 9.00pm) remain without amendment. These hours allow mobile food vendors to offer food and beverage during the hours the City's parks are used by the public, while not extending to times that would potentially impact on surrounding residential properties.

The City has only received 1 complaint in relation to the length of operating hours since commencement of the program. This complaint related to Location 1 in Hyde Park, which has now been removed.

Permitted trading locations throughout the district

Hyde Park

Council resolved at the meeting held 13 November 2018 that Location 1 be deleted from the map of Hyde Park. This took effect immediately. It is recommended the remaining trading location in Hyde Park remain without amendment. This location (the eastern end of the park) is furthest from permanent businesses, setback from surrounding residential properties, the access route is acceptable for vehicles and current vendors are satisfied with the location. Further, the guidelines contained within the Mobile Food Vendor Policy were developed to ensure locations of operation do not have a negative impact on wildlife in the park. Although the location of food trucks is in close proximity to the lakes, there is no evidence to suggest this will have any negative impacts on the turtle population as they remain in the lakes for most of the year and only come out at certain times of the year to nest in higher ground.

Braithwaite Park

It is recommended the current location remains without amendment. This location is suitable for access by vehicles, with the service gate directly adjacent to the area and it is also the location in the park furthest away from local businesses. A coffee vendor has attended this location for the past two years and the City has not received any complaints regarding this location. Through inspections, the City's Health & Parks officers have received positive comments regarding the mobile food vendor from families who are at the park.

Charles Veryard Reserve

No vendors have traded in this location. Modernians Hockey Club, Cardinals Junior Football Club and Tuart Hill Cricket Club recommend that the trading locations remain without amendment as they would not interfere with clubs current operations.

Britannia Reserve

No vendors have traded in this location. It is proposed to move the current trading location further into the reserve to improve visibility to customers and encourage vendors to utilize this location. The amendment to the Mobile Food Vendor Policy is included in **Attachment 1**.

Banks Reserve

No vendors have traded in this location. The guidelines contained within the Mobile Food Vendor Policy were developed to ensure locations of operation do not have a negative impact on wildlife in the park. Consultation with the Parks team recommends that this location remains without amendment for access purposes.

POLICY NO: 3.8.12

MOBILE FOOD VENDOR POLICY

OBJECTIVE

To allow outdoor unique and high quality food vending activities in a manner that improves the access, usage, quality and image of the City's public realm whilst managing the competing needs and interests of pedestrians, consumers and local business proprietors.

POLICY STATEMENT

1. The City encourages the use of parks and reserves for outdoor Mobile Food Vendors as a means of enhancing community activity that flows from this activation of our public spaces.

2. The City supports Mobile Food Vendors when vendors practice safe food handling in accordance with the *Food Act 2008* and consider the needs of all users of the area, including the safety of consumers and pedestrians.

3. The City encourages entrepreneurs to activate parks and reserves with appropriate food vending activities, and recognises that granted rights over the relevant public space do not exclude the general public from the public realm.

4. The City seeks vendors whose vehicle presentation contributes to the character and energy of the area.

5. The Policy outlines requirements for Mobile Food Vendors and Itinerant Vendors.

Date Adopted:	**25 August 2015**
Date Amended:	
Date Reviewed:	**23 August 2016**
Date of Next Review:	**August 2021**

'VENDING VINCENT'
Mobile Food Vendor Guidelines

Mobile Food Vending is defined as the use of the public areas for preparing and dispensing food products from Mobile Food Vendors.

Mobile Food Vendors shall not trade on any public place until a Permit has been issued by the City of Vincent in writing for that specific location. Failure to comply with the conditions of a 'Vending Vincent' Permit may result in the Permit being revoked. The City will only consider approval of Mobile Food Vendors (Caravans, Vehicles, Carts or Trucks). Temporary Food Stalls are not permitted to obtain a 'Vending Vincent' Permit.

The City can condition, modify or revoke a 'Vending Vincent' Permit as it sees fit. The following guide details the considerations to be addressed by prospective applicants and the City's Officers in making and approving applications for the issue of a 'Vending Vincent' Permit.

1. AMENITY AND APPEARANCE

Mobile Food Vendors must:

1.1 Not obstruct, cover, remove, relocate or modify trees, public art, benches, bins, bus shelters or other City owned infrastructure as a result of a Mobile Food Vendor operation;

1.2 Not sell alcohol or tobacco products at any time;

1.3 Have a vehicle whose presentation contributes to the character and energy of the area; and

1.4 Ensure all advertising is fixed to the food vehicle and not encroach on the public realm.

2. REGISTRATION CONDITIONS FOOD TRUCKS AND CARAVANS

Mobile Food Vendors are only permitted to trade within the City if they meet the following conditions:

2.1 Hold a valid City of Vincent Mobile Food Vendor Permit also known as a 'Vending Vincent' Permit;

2.2 Hold a current *Food Act 2008* Certificate of Registration from a Western Australian Local Government;

2.3 The Permit Holder is restricted ONLY to the Trading Zones allocated to Mobile Food Vendors (unless they are an itinerant vendor – see Section 6);

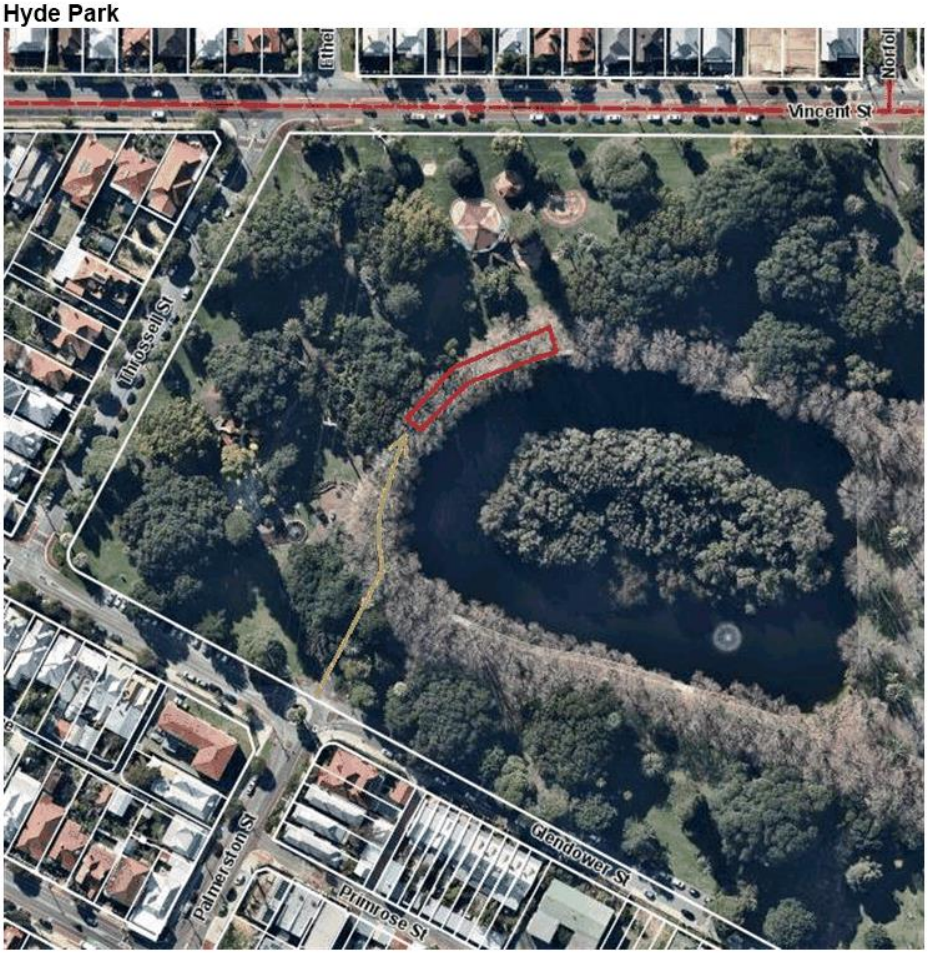
2.4 The vehicle must not require an external power connection; and

2.5 Parking for towing vehicles is not permitted at the same site as the vendor. The Mobile Food Vendor needs to be dropped off to location and a legitimate park found for the towing vehicle.

3. LOCATION AND SITING

Trade by Mobile Food Vehicles is ONLY permitted in the Trading Zones allocated by the City and detailed on the 'Vending Vincent' Permit. The approved Trading Zones for Mobile Food Vendors are outlined below:

Hyde Park



Area outlined in Red ONLY

Yellow arrows indicated points of access and egress

NOTE: THIS LOCATION CAN ONLY BE USED BETWEEN 7AM – 9PM

Braithwaite Park



Area outlined in Red ONLY

Yellow arrows indicated points of access and egress

NOTE: THIS LOCATION CAN ONLY BE USED BETWEEN 7AM – 9PM

Banks Reserve



Area outlined in Red ONLY

Yellow arrows indicated points of access and egress

NOTE: THIS LOCATION CAN ONLY BE USED BETWEEN 7AM – 9PM

Charles Veryard Reserve (Location 1, 2 and 3)



Area outlined in Red ONLY

Yellow arrows indicated points of access and egress

NOTE: LOCATIONS 1 AND 3 CAN ONLY BE USED BETWEEN 7AM – 9PM, MONDAY TO SATURDAY

NOTE: LOCATION 2 CAN ONLY BE USED FROM MONDAY AND FRIDAY BETWEEN 7AM – 9PM

Britannia Reserve





Area outlined in Red ONLY

Yellow arrows indicated points of access and egress

NOTE: THIS LOCATION CAN ONLY BE USED BETWEEN 7AM – 9PM

3.1 General location and siting requirements include:

3.1.1 A maximum of three (3) Mobile Food Vendors are allowed at any one location at the same time, and any conflicts in Trading Zones (i.e. which Mobile Food Vendor is to be at which location at which time) must be resolved by the Mobile Food vendors;

3.1.2 Vending Vincent Permit Holders are responsible for preparing and advertising a roster system that determines when and at which Trading Zone a Mobile Food Vendor trades;

3.1.3 Is not within 100 metres of a permanent food business;

3.1.4 Trading Zones will be located so as to avoid encroachment on bicycle and/or pedestrian lanes and to not obstruct pedestrian flow and vehicular traffic;

3.1.5 Trading Zones will be located so as to ensure that wheelchair access to pedestrian ramps ('pram ramps') and footpaths is not compromised;

3.1.6 Mobile Food Vending will not be supported where vehicle size or layout may compromise public access, circulation, safety or other street activities. If concerns are raised by local businesses or the community on the operation or location of a Mobile Food Vendor, the City may require the vending operation to relocate; and

3.1.7 An alternative trading location within the listed reserve may be considered in extenuating circumstances, at the sole discretion of the CEO for a maximum period of 4 months within a financial year.

4. MAINTENANCE AND CLEANING

Having been granted a 'Vending Vincent' Permit, the Permit Holder is required to comply with all maintenance aspects of the entire operation, including the conditions of the Permit. The following requirements apply:

4.1 The Mobile Food Vehicle and fixtures must be kept in a safe and well-maintained condition at all times;

4.2 Mobile Food Vendors must ensure that the Vehicle and food handling activities comply at all times with the requirements of the *Food Act 2008* and *Food Standards Australia and New Zealand (FSANZ) Food Standards Code*;

4.3 The Trading Zones (including food preparation areas) must be regularly cleaned during all hours of operation presenting a continuous well cared for image; ~~and~~

4.4 No waste or litter may be disposed of in ~~Council~~ City rubbish bins. Mobile Food Vendors must provide three bins (general waste, recycling and FOGO) for collection and storage of waste generated by their business. Vendors should ~~for use and~~ ensure the area around their position is kept clear of rubbish and refuse at all times and all waste generated/collected by the Vendor should be removed from site by the vendor The City does not permit any commercial waste or waste generated by Vendors to be disposed of in public space rubbish or recycling bins; and

4.5 Mobile Food Vendors must use fully compostable serving ware (certified as compostable according to Australian Standards), including all plates, bowls, food containers, cups straws and crockery. Vendors must display signage directing customers to dispose of all such compostable items in a general waste bin. Single use plastic must be limited to bottled drinks only. Recycling information must be consistent with the recycling information provided by the City of Vincent, the vendor must adjust their signage according to the City's Guidelines.

Failure to comply with the conditions of a Mobile Food Vending Permit may result in the Permit being revoked.

5. MANAGEMENT

The 'Vending Vincent' Permit Holder is to take full responsibility for the care, appearance, maintenance and operation of their activity area and the effect on other street life. It must be understood that the Trading Zones remains public space. This means operators and patrons do not have exclusive occupancy of the area.

The following principles apply:

5.1 Permanent fixtures and elements are not permitted. Following trade, the Mobile Food Vehicle and all related fixtures must be removed from the site;

5.2 Only vehicles with a maximum weight of 2 tonnes will be permitted on the site;

5.3 Any fixtures relating to the Mobile Food Vendor (for example; umbrellas, signs, waste bins etc.) should be sturdy and windproof, made of quality materials and be well designed and constructed to be safe to use, without sharp edges or other features likely to cause injury;

5.4 Fixtures must not be placed where they present a barrier and subsequent danger to pedestrians crossing the street or kerbside usage by motorists;

5.5 Vehicles must be positioned to allow reasonable access to service covers and existing services;

5.6 All items belonging to the Permit Holder positioned within the Trading Zone are the Permit Holder's responsibility;

5.7 Mobile Food Vendors must not remain at site when not in use for trade;

5.8 All food products shall be kept secured under lock and key at all times should the vending unit be unattended (for example, for bathroom breaks);

5.9 Each Permit will be allocated a trading period between 7am and 9pm and it is the responsibility of the Permit Holder to ensure that trading does not occur outside of these permitted hours;

5.10 Mobile Food Vehicles must not require external power, gas or water connections;

5.11 Background music may only be played from the Mobile Food Vendor if the noise levels comply with the Assigned Levels prescribed in the *Environmental Protection (Noise) Regulations 1997*. Generator noise must also comply with the *Assigned Levels in the Environmental Protection (Noise) Regulations 1997*. Should justified complaints be received regarding amplified music from the Mobile Food Vehicle, the City reserves the right to prohibit the emission of music at the site;

5.12 When a community event approved by the City is being held within the Trading Area (for example, community fairs and concerts), any 'Vending Vincent' Permits allocated to that area will be rendered void for the duration of that Event;

5.13 Mobile Food Vendors are not permitted to be adjacent to a roadway or footpath construction zone during the period of the project;

5.14 Trading times are between 7am and 9pm;

5.15 The Permit Holder is responsible for ensuring access to the Trading Zone is closed once trading has ceased; and

5.16 Seating is strongly encouraged for patrons in trading locations where there is sufficient space.

6. ITINERANT VENDORS

'Itinerant Vendors', such as ice-cream vans that stop for custom on public property when hailed by a customer, are permitted to trade outside of Trading Zones under the following conditions:

6.1 Hold a valid 'Vending Vincent' Permit;

6.2 Hold a current Food Act 2008 Certificate of Registration from a Western Australian Local Government;

6.3 Comply with the overall provisions and intent of this Policy;

6.4 Serve ice creams, confectionary and drinks only;

6.5 Can only trade between the hours of 9am to 5pm, Monday to Sunday;

6.6 Must not trade within 100 metres of a permanent food business of the same food type;

6.7 Only remain at a particular location for as long as there is a customer making a purchase. If there is no customer making a purchase, the permit holder must move on from that location within a reasonable time of the last purchase having been; and

6.8 Music, or any other forms of noise to attract customers, is not permitted to be played whilst the van is parked.

7. PUBLIC RISK MANAGEMENT

7.1 Vending Vincent Permit Holders must take out and keep current a public and product liability insurance policy noting specifically City of Vincent as an interested party. The policy must insure for the amount of at least TEN MILLION DOLLARS ($10,000,000) and must cover injury, loss or damage to persons or property arising out of the activity carried out under this Permit or the granting of this Permit by the Council. A lesser amount public and product liability insurance might be accepted by the Council but this decision will be subject to a risk assessment process. A Certificate of Currency for the policy must accompany the application or renewal of a 'Vending Vincent' Permit;

7.2 Safety measures may be required in Trading Zones and will be assessed on a case-by-case basis by the City. If public safety cannot be reasonably addressed, Permits will not be issued;

7.3 BBQs, grills and heat sources must be protected to prevent public access and accidental burning and fire risk;

7.4 All Permit Holders are required to comply with all health and food safety aspects of the entire operation as required by the *Food Act 2008* and *FSANZ Food Safety Standards*; and

7.5 The Permit Holder assumes responsibility for any liability issues which arise and that are associated with the Mobile Food Vending area.

8. HOW TO APPLY FOR A VENDING VINCENT PERMIT

8.1 Where to Apply

Mobile Food Vending requires an annual 'Vending Vincent' Permit. Application information can be found on the City's website online or by contacting the Health and Compliance Team.

8.2 Submit an Application – ~~5~~ 6 items

a) Complete the 'Vending Vincent' Application Form;
b) Include a detailed plan with the application showing the internal layout of the Mobile Food Vehicle;
c) Provide a photograph of your Mobile Food Vehicle;
d) Include a current copy of Public Liability Insurance 'Certificate of Currency' for the amount of $10,000,000; ~~and~~
e) Include a copy of your *Food Act 2008* Certificate of Registration issued by the Local Government where the Mobile Food Vehicle is housed and/or where the majority of the food preparation activities are occurring; and
f) Submit a statement detailing management measure to ensure safe entry and exit from trading zones.

8.3 Do I Need Development Approval?

No – permanent fixtures and/or changes to the public realm are not permitted. As a result, Development Approval is not required.

9. APPROVAL PROCESS

9.1 Mobile Food Vendors are not automatically guaranteed approval if they have been previously issued with approval to trade in another Local Government Authority or in the City of Vincent;

9.2 Applications will be assessed on a case by case basis. Vending Vincent permits will be allocated to Mobile Food Vendors at the discretion of the City in accordance with the following Evaluation Criteria:

9.2.1 Demonstrated compliance with the *Food Act 2008* and *Food Safety Standards*;

9.2.2 Competition against local businesses;

9.2.3 Public safety and comprehensiveness of information provided in the application (NOTE: Vendors selling high-risk, potentially hazardous foods will not be considered); and

9.2.4 Quality and uniqueness of the business, its vehicle and its food offering.

10. FEES

10.1 The Permit Holder will be required to pay the fees and charges as prescribed by the Council. The fees will be consistent with the 'Vending Vincent' Permit as detailed in the City's Fees and Charges for the relevant financial year. It should be noted that High Risk Permits will not be issued.

11. PERMIT MONITORING, RENEWAL AND CANCELLATION

11.1 The City's Authorised Officers will conduct unannounced inspections of vans/stalls to determine compliance with the conditions of the 'Vending Vincent' Permit, *Local Government Act 1995, City of Vincent Trading in Public Places Local Law 2008; City of Vincent Health Local Law 2004*, *Environmental Protection (Noise) Regulations 1997*, *Environmental Protection (Unauthorised Discharge) Regulations 2004, Food Act 2008* and *FSANZ Food Safety Standards*; and

11.2 A 'Vending Vincent' Permit is valid until 30 June annually upon approval, and may be cancelled or amended if the Permit Holder fails to comply with the Permit conditions.

Enquiries

City of Vincent Health Services
244 Vincent Street, Leederville (corner Loftus Street)
PO Box 82, Leederville 6902
8:00am to 5pm, weekdays
Ph: (08) 9273 6533 Fax: (08) 9273 6099
E-mail: mail@vincent.wa.gov.au

6 ENGINEERING

6.1 2019 GREENING VINCENT GARDEN AWARDS

TRIM Ref: **D19/49802**

Author: **Jeremy van den Bok, Manager Parks & Urban Green**

Authoriser: **Andrew Murphy, Executive Director Infrastructure and Engineering**

Attachments: **Nil**

RECOMMENDATION:

That Council:

1. **NOTES that Administration will arrange a "2019 Greening Vincent Garden Awards" function to be held at the North Perth Town Hall on Wednesday 13 November 2019 commencing at 6pm with invitees including competition entrants/partners and sponsors; and**

2. **APPROVES a final judging panel including Cr……..…….., Cr……..…, and Cr…… .**

PURPOSE OF REPORT:

To consider appointment of Council members for the final judging panel and to advise Council of the dates and format of the 2019 Greening Vincent Garden Awards.

BACKGROUND:

An annual spring garden competition has been held since the City's inception. The competition is open to all residential and business owner/occupiers that have lived in the area for at least six months.

An awards night is held in November of each year and last year for the first time the awards night was held at the North Perth Town Hall. This proved to be an ideal venue and well received by all attendees.

DETAILS:

The proposed format for the 2019 Greening Vincent Garden Awards is as follows:

Categories:

Categories for the 2019 Greening Vincent Garden Awards are listed below and remain unchanged from last year.

- Best Residential Front Garden
- Best Kept Verge
- Catchment Friendly Garden
- Best Courtyard or Balcony Garden
- Best Business Garden
- Best Residential Rear Garden
- Best Vegetable or 'Food' Garden

Judging:

Preliminary judging of all categories will be undertaken by the City's horticultural staff and final judging will be undertaken on the morning of Saturday 12 October 2019. It is proposed that the final judging panel comprise of the following members:

- 3 Council Members (To be nominated) – City of Vincent

- Manager Parks and Urban Green
- Projects Officer – Parks and Urban Green
- Water Corporation Representative;
- Previous Award Winners

Awards/Prizes:

The value and individual awards themselves remains unchanged from last year. This year as an alternative to providing cash prizes a City of Vincent voucher pack containing vouchers for local businesses will be prepared and presented as listed below:

Categories:

Best Residential Front Garden Catchment Friendly Garden	First Prize Second Prize Third Prize	$500 voucher pack + plaque $300 voucher pack + doormat $200 voucher pack + doormat
Best Residential Rear Garden Best Courtyard or Balcony Garden Best Vegetable or 'Food' Garden Best Kept Verge Best Business Garden	First Prize Second Prize Third Prize	$250 voucher pack + plaque $150 voucher pack + doormat $100 voucher pack + doormat
Verge Encouragement Award Mayor's Encouragement Award		

Awards Function:

The move of the awards night to the North Perth Town Hall last year was very successful and this venue has again been booked for the event.

CONSULTATION/ADVERTISING:

An advertisement will be placed in the local community papers, banners placed in parks promoting the awards during August/September 2019 and a communication and marketing strategy will be prepared and implemented in conjunction with the City's marketing team.

LEGAL/POLICY:

Not applicable.

RISK MANAGEMENT IMPLICATIONS:

Not applicable.

STRATEGIC IMPLICATIONS:

1. This is in keeping with the City's *Strategic Community Plan 2018-2028*:
2.

Enhanced Environment

Our urban forest/canopy is maintained and increased.

Thriving Places

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

SUSTAINABILITY IMPLICATIONS:

In keeping with our commitment to environmental sustainability and water wise principles, all entries will be evaluated in accordance with water wise criteria, including the use of native plants, suitable mulch, water saving initiatives and demonstrated responsible use of fertilisers and chemicals.

FINANCIAL/BUDGET IMPLICATIONS:

An amount of $22,000 has been included in the draft budget to undertake the Greening Vincent Garden Awards.

A grant of $1,250 will be received from the Water Corporation for the Catchment Friendly Garden category and sponsorship via local businesses and contractors will be sought.

6.2 REVIEW OF INFRASTRUCTURE AND ENVIRONMENT POLICIES RELATING TO PARKS

TRIM Ref: D19/49803

Author: Jeremy van den Bok, Manager Parks & Urban Green

Authoriser: Andrew Murphy, Executive Director Infrastructure and Environment

Attachments:
1. Policy 2.1.1 Public Open Space - Maintenance of Naturally Vegetated Areas. ⇩
2. Policy 2.1.8 Parks & Reserves - Water Conservation Guidelines ⇩
3. Policy 2.1.4 Prohibition of Circuses with Animals ⇩
4. Policy 2.1.6 - Parks and Reserves - Playgrounds, Barbeques, Outdoor Exercise Equipment and Lights ⇩

RECOMMENDATION:

That Council:

1. **AUTHORISES the Chief Executive Officer to provide local public notice of the proposed amendments to the City's Policy 2.1.1 – '*Public Open Space – Maintenance of Naturally Vegetated Areas*', at Attachment 1, for a period of 21 days; and**

2. **REPEALS the following policies as shown in Attachments 2, 3 and 4;**

Policy No.	Policy
2.1.8	Parks and Reserves – Water Conservation Design Guidelines.
2.1.4	Prohibition of Circuses with Animals
2.1.6	Parks and Reserves – Playgrounds, Barbeques, Outdoor Exercise Equipment and Lights.

PURPOSE OF REPORT:

To consider the proposed amendments and repeal of the City's policies relating to parks, which are due for periodic review.

BACKGROUND:

Council adopts various policies that provide guidance to Administration on a range of issues and assist Council in its decision-making. Policies are reviewed and/or amended from time to time as the need arises.

DETAILS:

Administration has reviewed the policies within the Infrastructure and Environment Directorate referring to parks operations. These are listed below with the proposed actions – either to repeal the policy (REPEAL) or to readopt with minor amendments (AMEND) together with a brief commentary on each policy.

Policy No.	Policy Name	Action	Commentary
2.1.1	Public Open Space – Maintenance of Naturally Vegetated Areas	AMEND	Minor amendments have been made to this policy to simplify and/or reflect changes in maintenance standards and procedures applied within the City.
2.1.4	Prohibition of Circuses with Animals	REPEAL	Administration is not aware of this policy ever being applied nor have we ever received requests for reserve hire in line with this purpose - most likely due to the lack of suitable large areas of passive or available public open space.

2.1.6	Parks and Reserves – Playgrounds. Barbeques, Outdoor Exercise Equipment and Lights	REPEAL	This policy provides guidelines for the installation of various items of parks furniture and infrastructure. Administration considers that this policy is no longer necessary as the Public Open Space strategy now outlines the required levels of service for each respective park category.
2.1.8	Parks and Reserves – Water Conservation Design Guidelines	REPEAL	This policy contains operational content that does not require a specific policy.

CONSULTATION/ADVERTISING:

Pursuant to the City's Policy No. 4.1.1 – '*Adoption and Review of Policies'* public notice of proposed amendments to policies are required for a period of 21 days. The public notice which will be provided is as follows:

- Notice in the Perth Voice and Guardian Express;
- Notice on the City's website and social media; and
- Notice on the notice board at the City's Administration and Library and Local History Centre.

LEGAL/POLICY:

- Policy No. 4.1.1 – '*Adoption and Review of Policies'*; and
- Policy No. 4.1.5 – '*Community Consultation'*.

RISK MANAGEMENT IMPLICATIONS:

Low: It is low risk for the City to prepare an amendment to a City Policy for the purpose of advertising for public comment.

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

Our community is satisfied with the service we provide.

SUSTAINABILITY IMPLICATIONS:

Maintaining a current and up to date suite of policies ensures that the City's practices are operating effectively and this may enhance sustainability.

FINANCIAL/BUDGET IMPLICATIONS:

Not applicable.

COMMENTS:

Administration is of the opinion that the policies listed to be rescinded are no longer considered necessary or appropriate as outlined in the above table. In addition, the policies listed for readoption with minor amendments are working effectively and therefore Administration is seeking Council's endorsement of the recommendation.

CITY OF VINCENT

PUBLIC OPEN SPACE – MAINTENANCE OF NATURALLY VEGETATED AREAS

POLICY NO. 2.1.1

(Adopted at the Ordinary Meeting of Council held on ~~26 May 1997~~ 28 May 2019)

POLICY NO: 2.1.1

PUBLIC OPEN SPACE – MAINTENANCE OF NATURALLY VEGETATED AREAS

OBJECTIVES

To develop and maintain areas of public open space that have predominantly native vegetation in an attractive and sustainable manner.

POLICY STATEMENT

Certain areas of public open space in the City of Vincent are retained as areas of indigenous vegetation. These areas serve the following functions:

- provide areas of habitat for native wildlife, increasing biodiversity;
- ~~provide visual contrast to grassed areas;~~
- ~~enclose and enhance grassed areas;~~
- stabilise areas that would otherwise be difficult to maintain;
- ensure reduced maintenance costs in the long term;
- provide a reserve of indigenous species for use by future generations; and
- provide an indication of what the land looked like prior to European settlement.

The areas that are covered by this policy are those areas of public open space which either contain undisturbed indigenous vegetation, or are areas that have been disturbed and subsequently revegetated with indigenous species. These areas are generally not irrigated.

Date Adopted:	~~**26 May 1997**~~ **28 May 2019**
Date Amended:	**7 October 2003**
Date Reviewed:	**7 October 2003, 13 May 2008**
Date of Next Review:	~~**May 2013**~~ **May 2023**

POLICY NO. 2.1.1

GUIDELINES AND POLICY PROCEDURES FOR PUBLIC OPEN SPACE – MAINTENANCE OF NATURALLY VEGETATED AREAS

The Maintenance Policy

The following procedures are to be implemented within native vegetated areas:

1. Where practicable, only plants which are indigenous to Western Australia are to be used. Selection will be based on soil and water requirements and preference will be given to local indigenous species.

2. All new planting to take place at the commencement of the autumn rains or at a time most suitable for the establishment of a particular species:

   (i) to be planted will be usually "tube stock" or a similar size.

   (ii) to be planted in a saucer approximately 450mm diameter. The saucer is to be mulched with a mulch material collected from the area or woodchips.

   (iii) to be well watered in and thereafter shall generally receive no more water. Hand watering can be considered over the first summer period if necessary.

3. ~~Weed species such as veldt grass and broad leaf species are to be removed by hand and by careful application of a selective herbicide followed by immediate replanting, following the procedures of the Bradley method of regenerating disturbed bushland.~~ Weed control is to be undertaken by hand or the use of registered/approved chemical controls may be used as required.

~~4. Weeds such as couch grass (Cynadon dactylon) to be treated with a chemical such as Glyphosate at a minimum concentration of 25:1 applied with a wick applicator or sponge and immediately replanted, as above.~~

~~5~~ 4. Where necessary for security or fire prevention reasons, a 2.5m wide strip along private property fence lines is to be kept clear of all vegetation over 300mm high. Any mowing is to be at a height of 75mm to 100mm. Plantings closer to fence lines may be considered if they do not create security or fire risks.

~~6~~ 5. Selected dead vegetation is to be removed annually from natural areas to reduce fire hazards. ~~and maintain a tidy appearance following an annual site inspection.~~

~~7~~ 6. All established trees are to be maintained to ensure they are safe for the members of the public who use the area. The retention of some logs and other appropriate elements as animal habitat may be required and will be encouraged.

~~8~~ 7. Access to the area is to be ~~strictly~~ controlled. ~~Vehicle and cycle access is to be prohibited.~~ Non-vehicular traffic is to be confined to paths; however, the general use of the area for nature study or other similar activities is permitted providing the reserve is not damaged.

~~9~~ 8. Adjacent areas of irrigated grass are to be ~~confined~~ contained by the means of chemical application. ~~followed by removal of remaining runners as required~~.

~~10~~ 9. Areas that are eroded or have no vegetative cover and require stabilisation are to be revegetated. The following procedure is to be used:

(i) if required, the area is to be graded to suitable levels;

(ii) fencing to be erected to control access to the site; temporary fencing is to consist of a well constructed well strained fence of star pickets or pine posts and ringlock with white tape or other similar material to ensure visibility. Fences of a semi-permanent nature to be of treated pine or a similar material;

(iii) brush material or other erosion control material(s) is to be laid on the slope. ~~Density of the material is to be minimum, so as to reduce the likelihood of fire. Branches off trees that are indigenous to the area are to be used for preference~~. Fire retardants are to be applied as necessary;

(iv) small "tube stock" to be planted ~~in between the brush~~ at a density appropriate to the species and the location; ~~and~~

~~(v) seeds to be sown over the brush area (having been pre-treated as necessary) where considered necessary.~~

~~11~~ 10. The following maintenance program is to be implemented:

(i) once a year major rubbish removal, firebreak establishment and generally attend to all outstanding works;

(ii) once a month check area for rubbish and minor weed removal by hand;

(iii) twice a year (spring and autumn), weed eradication program (that is, use of herbicides to control couch and other perennial grasses);

(iv) once a year refurbishment program including brushing and planting ~~and seeding~~ as necessary; and

(v) ~~monthly checking of fencing for repairs as required and review of need for fence and when feasible, removal of fence~~ the requirement for fencing of areas to be reviewed annually and where considered appropriate, fencing removed where necessary.

POLICY NO: 2.1.8

PARKS AND RESERVES – WATER CONSERVATION DESIGN GUIDELINES

OBJECTIVE

To provide guidelines for the:

- development of new turf areas or the redevelopment of existing turf areas to ensure the overall design of parks and reserves and their associated irrigation systems incorporates water efficiency principles; and
- "Ecozoning Parks and Reserves Implementation Plan 2011-2025", adopted at the Ordinary Meeting of Council held on 8 February 2011.

POLICY STATEMENT

Definitions

"Hydrozoning" refers to the application of irrigation based on their category and/or application of water to different parts of a Park/Reserve.

"Ecozoning" refers to areas within a park that is currently turf that could be better managed as a native garden area.

"Coefficient of Uniformity" refers to an irrigation system being designed to apply water to a Park/Reserve in a uniform and efficient manner.

1. When constructing a new park or reviewing an existing park, consideration will be given to reducing the area of turf to be irrigated (Ecozoning) and selection of a low water use variety of turf and/or plant species where practical (hydrozoning).

2. The design of the irrigation system should accommodate the principle of "hydrozoning", where different areas of turf use are watered separately (i.e. playing fields and surrounds).

3. The design of the irrigation system should minimise watering of paved areas.

4. The irrigation system will be designed to provide a Coefficient of Uniformity greater than 85% in light wind conditions.

5. The irrigation system should have a manageable number of watering stations/sections per bore to allow a practical length of watering time.

6. The irrigation system should have similar numbers of sprinklers per station to provide consistent performance.

7. The irrigation system will have one main sprinkler type and nozzle size for consistent performance and ease of maintenance.

8. Bores will be fitted with flow meters to monitor groundwater consumption.

9. Soil moisture probes will be installed to allow soil moisture monitoring to assist irrigation scheduling.

10. The performance of all newly installed irrigation systems will be audited upon completion or at handover to the City.

11. When designing areas that are to be "ecozoned", consideration will be given to provide attractive passive recreation areas through the use of paths, seats, drinking fountains etc.

Date Adopted:	**22 February 2011**
Date Amended:	**-**
Date Reviewed:	**-**
Date of Next Review:	**February 2016**

POLICY NO: 2.1.4

PROHIBITION OF CIRCUSES WITH ANIMALS

OBJECTIVES

To prohibit the use of performing or displayed animals in Circuses and travelling menageries on any City land owned or controlled land by the City.

POLICY STATEMENT

The Council prohibits Circuses, Travelling Menageries or Theatres with performing or displayed animals to conduct their event on any City owned or controlled land.

Date Adopted:	**12 February 1996**
Date Amended:	**22 July 2003**
Date Reviewed:	**22 July 2003, 22 April 2008**
Date of Next Review:	**April 2013**

POLICY NO: 2.1.6

PARKS AND RESERVES – PLAYGROUNDS, BARBEQUES, OUTDOOR EXERCISE EQUIPMENT AND LIGHTS

OBJECTIVE

To provide guidelines for the installation of playgrounds, barbeques, outdoor exercise equipment and lights on the City's Parks and Reserves.

POLICY STATEMENT

The City supports the physical and mental wellbeing of local residents and visitors to the City by providing a range of park amenities including playgrounds, barbeques, outdoor exercise equipment and lights.

The City aims to ensure that all playgrounds, barbeques, outdoor exercise equipment and lights are safe, of a high quality and are installed and maintained in accordance with the relevant Australian Standards.

Design and installation is carefully planned to provide accessibility where practicable and to take into account the current and future needs of the community whilst meeting the recommendations outlined within the City of Vincent Parks and Reserves Strategy and Physical Activity Plan.

1. Playgrounds

1.1 Safety and Compliance

(a) The City has an adopted Playground Upgrade Program which has been developed to ensure playgrounds are modernised and comply with Australian Standards.

(b) Playgrounds are predominantly provided for children and regular inspections and maintenance will be undertaken by the City's Officers in accordance with Australian Standards and the City's Playgrounds Procedure P009.

(c) The City will consider the installation of fencing around playgrounds where they are located adjacent to main/busy roads, water bodies or within a gazetted Dog Exercise area.

(d) Wherever possible playgrounds are located to utilise natural shade, however shade structures maybe considered in accordance with the criteria as outlined below:

(i) Where establishment of natural shade is difficult or virtually impossible.

(ii) Where a built solution is more appropriate due to the location of adjacent buildings/structures and/or there is insufficient space to plant trees.

(iii) Where planting of trees will not be effective in providing shade over the majority of the playground area.

(e) Generally, the City will only install shade structures over regional or major playgrounds in the City.

(f) Shade structures maybe considered as part of the design process as noted above under Clause 1.1(d)(i) Safety & Compliance, however the establishment of natural shade is the preferred option.

1.2 Playground Design

(a) The City will consult with local community members and/or other groups/schools with regards to the design of new playground equipment.

(b) Playground design and installation is generally governed by the allocated budget, however the basic design will consider the following items of play:

- Combination structure;
- Slide;
- Swing;
- See-Saw or equivalent activity component;
- Upper body activities (climbing frames);
- Lower body activities (balance beams etc); and
- Rubber softfall and/or sand pit with structural border.

1.3 Nature Based Play Areas

(a) Nature Based playgrounds provide differing play experiences for children that enhance exploration and creativity and these elements will be incorporated into playground designs dependant on budget restrictions and practicability.

(b) Opportunities for exclusive nature based play areas that incorporate elements of the environment such as trees, mulching and natural occurring elements like logs and boulders will be considered for future installation within the City where practicable.

(c) The installation of nature based play areas will be considered as part of the "Eco-zoning' Implementation Plan" where proposed Eco-zone areas are situated within or adjacent to existing playgrounds.

2. Barbeques

(a) The City aims to provide barbeques on parks and reserves where a significant community need has been identified.

(b) Generally, only one barbeque will be located on a park or reserve where a need for one has been assessed and identified. Where one barbeque is used significantly and the City identifies a need for more than one, the City may provide others.

(c) Barbeques will be for community use and not for the exclusive use by any one group or sporting club.

3. Outdoor Exercise Equipment

(a) Outdoor exercise equipment is to be installed at locations across the City in accordance with criteria developed as part of the City's Physical Activity Plan.

(b) Location and installation of the outdoor exercise equipment will be undertaken to minimise potential risk and costs to the City and users.

(c) Consideration will be given to locating and installing outdoor exercise equipment so that it does not impact on surrounding residents.

4. Lights (Note: Previously contained in Policy No. 2.1.8 adopted 22 September 1997.)

4.1 Lights – General

(a) The City will ensure uniform standards and conditions for the installation of lights on all City parks and reserves.

(b) Lights will be installed in a park or reserve to improve safety and extend its use after dark and will be designed and located so as not to inconvenience neighbours.

(c) Lighting will be installed according to Western Australian Planning Commission "Design out Crime Planning Guidelines 2006" (CPTED) principles.

4.2 Floodlighting

(a) All applications for the installation of floodlighting shall be in writing from an authorised member of a Club/Organisation/Hirer.

(b) Installation of lights

(i) All applications for the installation of floodlighting shall be in writing from an authorised representative of the Hirer.

(ii) A suitably scaled plan of the proposed installation showing location of lights, cables and technical specifications shall be forwarded with the application and shall include:

1. pole dimensions which require certification by a structural engineer;
2. footing details which require certification by a structural engineer;

3. lux diagram of light spill;
4. location of plan of light poles on reserve;
5. name of electrical contractor;
6. luminaire details;
7. contact person.

(iii) To ensure that the installation will not interfere with ground use, maintenance or create a nuisance to the community, an inspection shall be made of the proposed site by a City Officer.

(iv) Proposed facilities to conform with specifications laid down by the City's Technical Services Division.

(v) Community usage of the lighting facilities is to be assured when not being used by the authorised Hirer.

(vi) The Hirer to pay for electricity consumed and, for this purpose, a master meter and submeter will be installed on existing or future installations.

(vii) Lights and fittings and all costs relating to their installation to be at the Hirer's expense.

(viii) The City reserves the right at all times to determine the use of lighting erected on the City's property and such lights and fittings will become the property of the City.

(ix) A Club/Hirer owning lights erected under prior agreements have the right of removal within three (3) months following their ceasing to hire the ground; that the Hirer concerned bear the full cost of removal and reinstatement of the reserve; that if at the expiration of the three (3) month period lights and fittings have not been removed, ownership shall revert, at the discretion of the Chief Executive Officer, to the City.

(x) The City will carry out maintenance of lights and fittings, the cost being borne by the Hirer responsible unless such Hirer has the expertise to carry out these works to the satisfaction of the Chief Executive Officer.

(xi) The insurance for public liability in respect of lights and fittings to be borne by the City.

(xii) Where existing power supplies are insufficient for the proposed lighting, the cost of the supply of adequate power shall be at the discretion of the City.

5. Consultation

Consultation in accordance with the City's Community Consultation Policy No. 4.1.5 (Clause 7 – Non Statutory and General Consultation Section – Parks and Reserves Upgrades and Enhancements – "*Minor Works*") prior to the installation of such facilities/equipment, in order to minimise any inconvenience and/or nuisance and/or detrimentally affect any views.

Date Adopted:	**22 February 2011**
Date Amended:	**-**
Date Reviewed:	**-**
Date of Next Review:	**February 2016**

7 CORPORATE SERVICES

7.1 INVESTMENT REPORT AS AT 30 APRIL 2019

TRIM Ref: **D19/68136**

Author: **Nirav Shah, Coordinator Financial Services**

Authoriser: **Michael Quirk, Executive Director Community Engagement**

Attachments: **1. Investment report ending 30 April 2019**

RECOMMENDATION:

That Council NOTES the Investment Report for the month ended 30 April 2019 as detailed in Attachment 1.

PURPOSE OF REPORT:

To advise Council of the nature and value of the City's investments as at 30 April 2019 and the interest earned year to date.

BACKGROUND:

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

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

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

DETAILS:

The City's investment portfolio is diversified across several accredited financial institutions.

As at 30 April 2019, the total funds held in the City's operating account (including on call) is $36,427,902, compared to $33,647,074 for the period ending 30 April 2018. This position is as a result of year to date capital expenditure being underspent relative to the year to date budget.

Total term deposit investments for the period ending 30 April 2019 are $31,019,902 compared to $32,739,750 in the previous month. The decrease in the balance of term deposits is to ensure cash flows are managed effectively to accommodate operational needs.

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

Month Ended	2017/18		2018/19	
	Total funds held	Total term deposits	Total funds held	Total term deposits
July	$23,433,728	$21,212,649	$26,826,861	$23,990,516
August	$30,161,860	$27,714,651	$44,327,708	$37,499,275
September	$40,305,364	$37,944,911	$44,209,274	$40,651,147
October	$41,087,462	$38,947,823	$44,463,021	$41,180,325
November	$41,716,473	$39,482,047	$44,188,761	$42,678,504
December	$38,768,084	$37,065,389	$40,977,846	$38,667,039
January	$39,498,741	$36,147,499	$42,109,674	$35,225,189
February	$39,217,278	$36,665,928	$44,227,308	$36,178,794
March	$36,377,700	$34,622,001	$39,157,958	$32,739,750

Month Ended	2017/18		2018/19	
	Total funds held	Total term deposits	Total funds held	Total term deposits
April	$33,647,074	$31,177,278	$36,427,902	$31,019,902
May	$30,338,407	$28,712,736	-	-
June	$28,409,157	$24,687,341	-	-

Total accrued interest earned on investments as at 30 April 2019 is:

	Annual Budget (including midyear review changes)	YTD Budget	YTD Actual	% of YTD Budget
Municipal	$420,000	$388,700	$468,355	120.49%
Reserve	$226,060	$191,700	$239,321	124.84%
Sub-total	**$646,060**	**$580,400**	**$707,676**	**121.93%**
Leederville Gardens Inc. Surplus Trust*	$0	$0	$117,050	N/A

**Interest estimates for Leederville Gardens Inc. Surplus Trust were not included in the 2018/19 Budget as actual interest earned is held in trust that is restricted.*

The City has obtained a weighted average interest rate of 2.47% for current investments including the operating account and 2.74% excluding the operating account. The Reserve Bank 90 days accepted bill rate for April 2019 is 1.68%. As summarised in the table above, year to date actual interest earnings are tracking higher than the year to date budgeted amount.

Sustainable investments

The City's Investment Policy states that 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 currently uses *Marketforces.org.au* to assist in assessing whether a bank promotes non-investments in fossil fuel related entities.

As at 30 April 2019, 34.92% of the City's investments are held in financial institutions considered to be investing in non-fossil fuel related activities.

An intern has been engaged to review the City's current investment policy with a view to revising the investment policy to optimise investment returns whilst considering factors such as fossil fuels and ethical investments.

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

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

6.14. Power to invest

(1) Money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by the local government for any other purpose may be invested as trust funds under the Trustees Act 1962 Part III.

(2A) A local government is to comply with the regulations when investing money referred to in subsection (1).

(2) Regulations in relation to investments by local governments may —

(a) make provision in respect of the investment of money referred to in subsection (1); and

[(b) deleted]

(c) prescribe circumstances in which a local government is required to invest money held by it; and

(d) provide for the application of investment earnings; and

(e) generally provide for the management of those investments.

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

19. Investments, control procedures for

(1) A local government is to establish and document internal control procedures to be followed by employees to ensure control over investments.

(2) The control procedures are to enable the identification of —

(a) the nature and location of all investments; and

(b) the transactions related to each investment.

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

(1) In this regulation —

***authorised institution** means —*

(a) an authorised deposit-taking institution as defined in the Banking Act 1959 (Commonwealth) section 5; or

(b) the Western Australian Treasury Corporation established by the Western Australian Treasury Corporation Act 1986;

***foreign currency** means a currency except the currency of Australia.*

(2) When investing money under section 6.14(1), a local government may not do any of the following —

(a) deposit with an institution except an authorised institution;

(b) deposit for a fixed term of more than 3 years;

(c) invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;

(d) invest in bonds with a term to maturity of more than 3 years;

(e) invest in a foreign currency.

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

Administration has established guidelines for the management of the City's investments, including maximum investment ratios as shown in the following 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	Current position	Policy	Current position	Policy	Current position
A1+	30%	26.2%	30%	Nil	90%	56.1%
A1	25%	0%	30%	Nil	80%	0%
A2	20%	20.2%*****	n/a	Nil	60%	43.9%

** The maximum allowable position with an A-2 accredited institution (ME Bank) has exceeded the threshold. The total investment closing balance at the end of the month has decreased compared to when the investments were undertaken. This fluctuation in cash flows is a normal trend at this time of the year.*

RISK MANAGEMENT IMPLICATIONS:

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

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

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

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

Our community is satisfied with the service we provide.

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

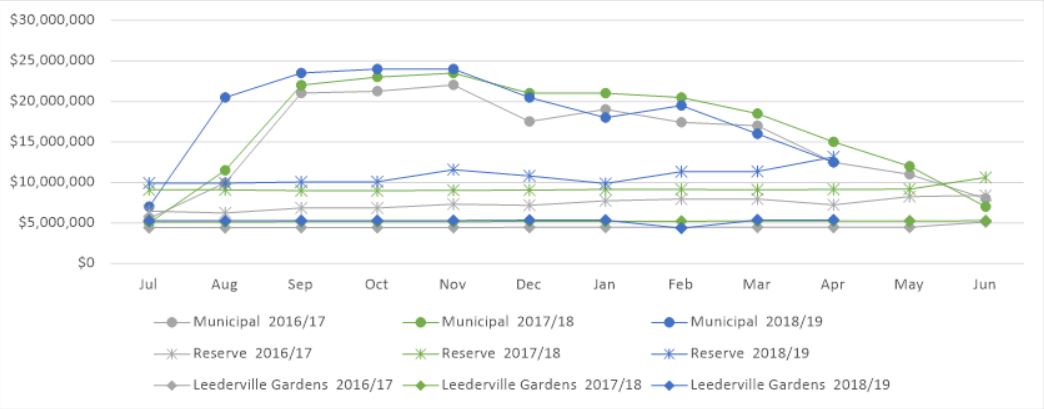
Nil.

FINANCIAL/BUDGET IMPLICATIONS:

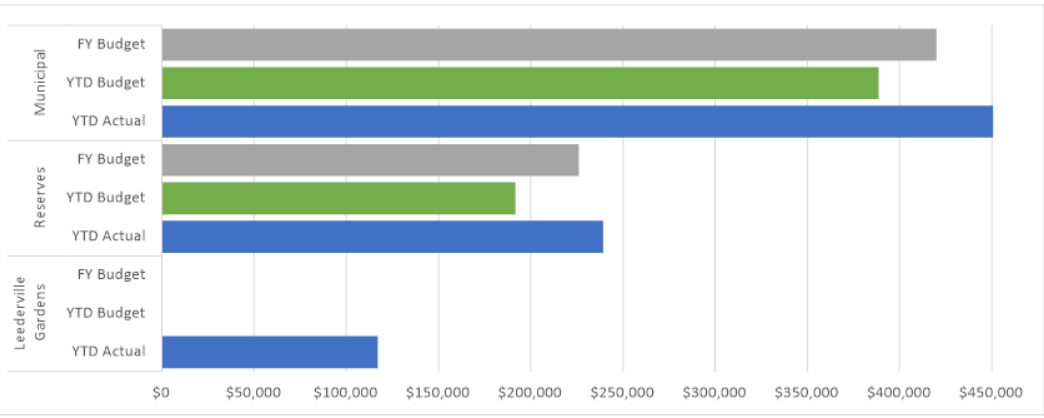
The financial implications of this report are as noted in the details section of the report. Administration is satisfied that appropriate and responsible measures are in place to protect the City's financial assets.

CITY OF VINCENT
INVESTMENT PERFORMANCE
AS AT 30 APRIL 2019

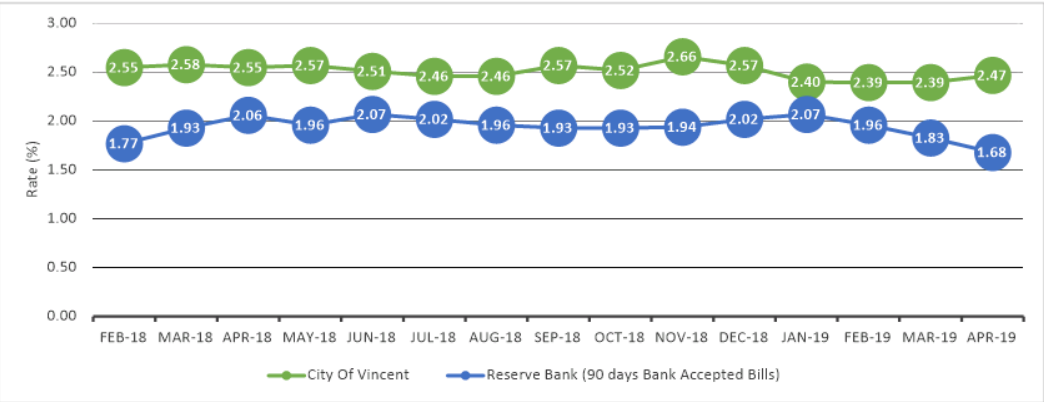
FUNDS INVESTED OVER 3 YEARS



INTEREST EARNINGS

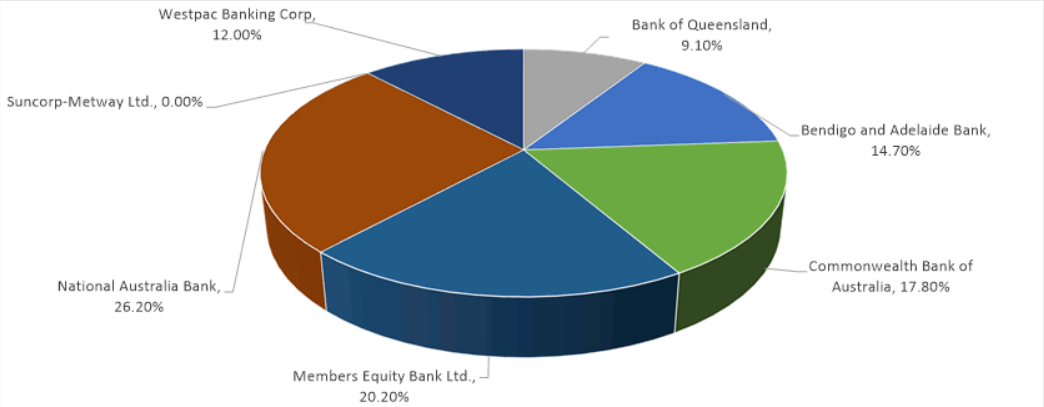


INTEREST RATE COMPARISON

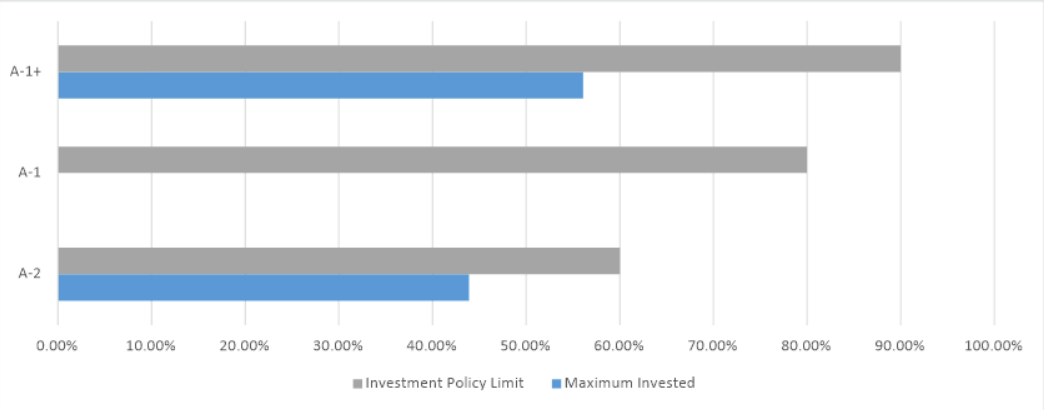


CITY OF VINCENT
INVESTMENT POLICY COMPLIANCE
AS AT 30 APRIL 2019

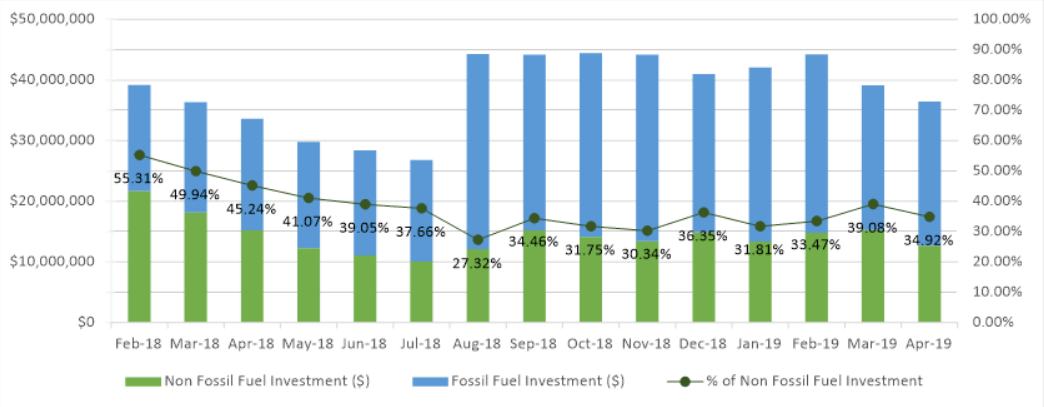
TOTAL PORTFOLIO EXPOSURE



TOTAL CREDIT EXPOSURE



FOSSIL FUEL INVESTMENT



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

CITY OF VINCENT
INVESTMENT PORTFOLIO
AS AT 30 APRIL 2019

	Municipal	Reserve	Trust	Leederville Gardens Inc Surplus Trust	Total	Total
	$	$	$	$	$	%
BY INVESTMENT HOLDINGS						
Operating Accounts	3,378,970	11,773	2,017,257	0	5,408,000	14.8%
Term Deposits	12,500,000	13,141,476	0	5,367,426	31,008,902	85.2%
Equity Shares	11,000	0	0	0	11,000	0.0%
	15,889,970	**13,153,249**	**2,017,257**	**5,367,426**	**36,427,902**	**100.0%**
BY INSTITUTION						
Bank of Queensland	1,500,000	989,287	0	798,109	3,287,396	9.1%
Bendigo and Adelaide Bank	2,200,000	3,140,063	0	0	5,340,063	14.7%
Commonwealth Bank of Australia	3,378,970	11,773	2,017,257	1,074,655	6,482,655	17.8%
Members Equity Bank Ltd.	1,500,000	3,796,362	0	2,074,359	7,370,721	20.2%
National Australia Bank	5,300,000	2,855,674	0	1,420,303	9,575,977	26.2%
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	2,000,000	2,360,090	0	0	4,360,090	12.0%
	15,889,970	**13,153,249**	**2,017,257**	**5,367,426**	**36,427,902**	**100.0%**
BY CREDIT RATINGS (SHORT-TERM ISSUE)						
A-1+	10,678,970	5,227,537	2,017,257	2,494,958	20,418,722	56.1%
A-1	0	0	0	0	0	0.0%
A-2	5,211,000	7,925,712	0	2,872,468	16,009,180	43.9%
	15,889,970	**13,153,249**	**2,017,257**	**5,367,426**	**36,427,902**	**100.0%**
BY TERMS						
0-30 days	3,378,970	11,773	2,017,257	0	5,408,000	14.8%
31-90 days	0	0	0	0	0	0.0%
91-180 days	10,200,000	2,406,456	0	798,110	13,404,566	36.8%
181-270 days	1,000,000	2,360,090	0	2,074,359	5,434,449	14.9%
270-365 days	1,300,000	8,374,930	0	2,494,957	12,169,887	33.5%
> 1 year	11,000	0	0	0	11,000	0.0%
	15,889,970	**13,153,249**	**2,017,257**	**5,367,426**	**36,427,902**	**100.0%**
BY MATURITY						
0-30 days	6,378,970	762,518	2,017,257	0	9,158,745	25.1%
31-90 days	8,500,000	5,546,519	0	3,494,662	17,541,181	48.2%
91-180 days	500,000	2,015,286	0	1,872,764	4,388,050	12.0%
181-270 days	500,000	4,828,926	0	0	5,328,926	14.7%
270-365 days	0	0	0	0	0	0.0%
> 1 year	11,000	0	0	0	11,000	0.0%
	15,889,970	**13,153,249**	**2,017,257**	**5,367,426**	**36,427,902**	**100.0%**
BY FOSSIL FUEL EXPOSURE *(as determined by www.marketforces.org.au)*						
Fossil Fuel Lending	12,178,970	6,216,824	2,017,257	3,293,067	23,706,118	65.1%
Non Fossil Fuel Lending	3,711,000	6,936,425	0	2,074,359	12,721,784	34.9%
	15,889,970	**13,153,249**	**2,017,257**	**5,367,426**	**36,427,902**	**100.0%**

CITY OF VINCENT
INVESTMENT INTEREST EARNINGS
AS AT 30 APRIL 2019

	YTD 30/04/2019 $	YTD 30/04/2018 $	FY 2018/19 $	FY 2017/18 $
MUNICIPAL FUNDS				
Budget	388,700	399,607	420,000	423,000
Interest Earnings	468,355	442,395	468,355	506,274
% Income to Budget	120.49%	110.71%	111.51%	119.69%
RESERVE FUNDS				
Budget	191,700	192,089	226,060	220,000
Interest Earnings	239,321	199,575	239,321	240,110
% Income to Budget	124.84%	103.90%	105.87%	109.14%
LEEDERVILLE GARDENS INC SURPLUS TRUST				
Budget	0	0	0	0
Interest Earnings	117,050	116,593	117,050	139,939
% Income to Budget	0.00%	0.00%	0.00%	0.00%
TOTAL				
Budget	580,400	591,696	646,060	643,000
Interest Earnings	824,726	758,563	824,726	886,323
% Income to Budget	142.10%	128.20%	127.65%	137.84%
Variance	244,326	166,867	178,666	243,323
% Variance to Budget	42.10%	28.20%	27.65%	37.84%
TOTAL (EXCL. LEEDERVILLE GARDENS INC SURPLUS TRUST)				
Budget	580,400	591,696	646,060	643,000
Interest Earnings	707,676	641,970	707,676	746,384
% Income to Budget	121.93%	108.50%	109.54%	116.08%
Variance	127,276	50,274	61,616	103,384
% Variance to Budget	21.93%	8.50%	9.54%	16.08%

CITY OF VINCENT
CURRENT INVESTMENT HOLDING
AS AT 30 APRIL 2019

Funds	Institution	Investment Date	Maturity Date	Term	Interest Rate	Principal $
OPERATING ACCOUNTS						
Municipal	Commonwealth Bank of Australia					3,378,970
Reserve	Commonwealth Bank of Australia					11,773
Trust	Commonwealth Bank of Australia					2,017,257
Total Operating Funds						**5,408,000**
EQUITY SHARES						
Municipal	North Perth Community Bank	23/11/2001				11,000
Total Shares						**11,000**
TERM DEPOSITS						
Municipal	Bank of Queensland	04/09/2018	01/04/2019	209	2.75%	0
Reserve	Members Equity Bank Ltd.	12/04/2018	08/04/2019	361	2.75%	0
Municipal	Suncorp-Metway Ltd.	20/09/2018	08/04/2019	200	2.70%	0
Municipal	National Australia Bank	11/10/2018	15/04/2019	186	2.70%	0
Municipal	Suncorp-Metway Ltd.	20/09/2018	23/04/2019	215	2.70%	0
Municipal	National Australia Bank	11/10/2018	29/04/2019	200	2.71%	0
Reserve	Members Equity Bank Ltd.	08/05/2018	06/05/2019	363	2.80%	750,744
Municipal	National Australia Bank	11/10/2018	06/05/2019	207	2.71%	1,000,000
Municipal	National Australia Bank	30/11/2018	13/05/2019	164	2.73%	500,000
Municipal	National Australia Bank	30/11/2018	20/05/2019	171	2.73%	1,000,000
Municipal	Bendigo and Adelaide Bank	19/12/2018	27/05/2019	159	2.75%	500,000
Municipal	Bendigo and Adelaide Bank	19/12/2018	04/06/2019	167	2.75%	1,000,000
Municipal	National Australia Bank	14/06/2018	11/06/2019	362	2.80%	300,000
Leederville Gardens Inc S	National Australia Bank	14/06/2018	11/06/2019	362	2.80%	1,420,303
Reserve	Bendigo and Adelaide Bank	29/06/2018	11/06/2019	347	2.85%	2,415,020
Municipal	Bendigo and Adelaide Bank	19/12/2018	11/06/2019	174	2.75%	500,000
Municipal	Bendigo and Adelaide Bank	19/12/2018	11/06/2019	174	2.75%	200,000
Municipal	Westpac Banking Corp	19/12/2018	17/06/2019	180	2.80%	1,500,000
Leederville Gardens Inc S	Members Equity Bank Ltd.	19/12/2018	15/07/2019	208	2.80%	2,074,359
Reserve	Bendigo and Adelaide Bank	17/08/2018	29/07/2019	346	2.75%	725,042
Reserve	Members Equity Bank Ltd.	05/09/2018	26/08/2019	355	2.75%	639,162
Municipal	Members Equity Bank Ltd.	05/09/2018	02/09/2019	362	2.75%	500,000
Leederville Gardens Inc S	Commonwealth Bank of Australia	19/09/2018	02/09/2019	348	2.72%	1,074,654
Reserve	National Australia Bank	11/10/2018	23/09/2019	347	2.75%	648,681
Reserve	National Australia Bank	08/11/2018	14/10/2019	340	2.72%	727,443
Reserve	National Australia Bank	30/11/2018	25/11/2019	360	2.78%	1,479,550
Municipal	Westpac Banking Corp	19/12/2018	19/12/2019	365	2.80%	500,000
Municipal	National Australia Bank	08/02/2019	24/06/2019	136	2.70%	2,500,000
Reserve	Members Equity Bank Ltd.	11/02/2019	08/07/2019	147	2.75%	2,406,456
Reserve	Bank of Queensland	06/03/2019	16/12/2019	285	2.65%	989,287
Leederville Gardens Inc S	Bank of Queensland	19/03/2019	02/09/2019	167	2.68%	798,109
Municipal	Bank of Queensland	19/03/2019	08/07/2019	111	2.60%	1,500,000
Municipal	Members Equity Bank Ltd.	19/03/2019	15/07/2019	118	2.65%	1,000,000
Total Term Deposits						**31,008,903**
Total Investment Including At Call						**36,427,903**

CITY OF VINCENT
Investment Report - Agenda
30/04/2019

Total Funds Held	36,427,902
Total Investment	31,019,902

Total Accrued Interest Earned on Investment	Budget Adopted	Budget YTD	Actual YTD	% of FY Budget
Municipal	$420,000	$388,700	$468,355	120.49%
Reserve	$226,060	$191,700	$239,321	124.84%
Subtotal	**$646,060**	**$580,400**	**$707,676**	**121.93%**
Leederville Gardens Inc Surplus Trust*	$0	$0	$117,050	0.00%
Total	**$646,060**	**$580,400**	**$824,726**	**142.10%**

	Maximum % with one Institution		Maximum % of Total Portfolio	
A-1+	30.0%	26.2%	90.0%	56.1%
A-1	25.0%	0.0%	80.0%	0.0%
A-2	20.0%	20.2%	60.0%	43.9%
				100.00%

Weighted Average Interest Rate for the last day of the month	
City of Vincent (incl. operating funds)	2.47%
City of Vincent (excl. operating funds)	2.74%
Reserve Bank of Australia	1.68%

Investment Earnings - Exceed/(deficit)	$	%
Total investment earnings variance	244,326.00	42.10%
Interest earned by LGI Investment	117,050.00	
Total investment earnings variance excl. LGI Investment	127,276.00	21.93%

Non-fossil Fuel investment	
Total non-fossil fuel investment	34.92%

7.2 AUTHORISATION OF EXPENDITURE FOR THE PERIOD 1 APRIL 2019 TO 30 APRIL 2019

TRIM Ref: D19/66240

Author: Nikki Hirrill, Accounts Payable Officer

Authoriser: Michael Quirk, Executive Director Community Engagement

Attachments:
1. **Payments by EFT BPAY and Payroll April 19**
2. **Payments by Cheque April 19**
3. **Payments by Direct Debit April 19**

RECOMMENDATION:

That Council RECEIVES the list of accounts paid under delegated authority for the period 1 April 2019 to 30 April 2019 as detailed in Attachments 1, 2 and 3 as summarised below:

EFT and BPAY payments, including payroll	$5,089,749.33
Cheques	$13,192.56
Direct debits, including credit cards	$356,873.09
Total payments for April 2019	**$5,459,814.98**

PURPOSE OF REPORT:

To present to Council the expenditure and list of accounts paid for the period 1 April 2019 to 30 April 2019.

BACKGROUND:

Council has delegated to the Chief Executive Officer (Delegation No. 1.14) the power to make payments from the City's Municipal and Trust funds. In accordance with *Regulation 13(1) of the Local Government (Financial Management) Regulations 1996* a list of accounts paid by the Chief Executive Officer is to be provided to Council, where such delegation is made.

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

DETAILS:

The Schedule of Accounts paid for the period 1 April 2019 to 30 April 2019, covers the following:

FUND	CHEQUE NUMBERS/ BATCH NUMBER	AMOUNT
Municipal Account (Attachment 1, 2 and 3)		
EFT and BPAY Payments	**2388 - 2397**	$3,228,493.45
Payroll by Direct Credit	**April 2019**	$1,861,255.88
Sub Total		**$5,089,749.33**
Cheques		
Cheques	**82495 - 82500**	$13,192.56
Sub Total		**$13,192.56**

Direct Debits, including credit cards	
Lease Fees	$77,913.75
Loan Repayments	$149,995.51
Bank Charges – CBA	$116,895.37
Credit Cards	$12,068.46
Sub Total	**$356,873.09**
Total Payments	**$5,459,814.98**

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 which establish satisfactory controls, supported by the internal and external audit functions. Financial reporting to Council increases transparency and accountability.

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

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

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

Our community is satisfied with the service we provide.

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

Not applicable.

FINANCIAL/BUDGET IMPLICATIONS:

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

Creditors Report - Payments by EFT, BPAY and Payroll
01/04/19 to 30/04/19

Date	Payee	Description	Amount
03/04/2019	M Slater	Fitness instructor fees	$ 105.00
03/04/2019	Scene in Perth	Instagram influencer post - COV Unfair Day	$ 150.00
03/04/2019	Ashleigh Jade Munro-Smith	Instagram influencer post - Leedy Streets Open	$ 450.00
03/04/2019	Natale Group Australia PL	Security services - BPLC	$ 577.50
03/04/2019	U R Murabito	Rates refund - overpayment	$ 300.00
03/04/2019	Kym Oliver	Fitness instructor fees	$ 482.32
03/04/2019	Able Innovators Pty Ltd	Purchase of two trailers	$ 4,780.00
03/04/2019	Inexology	Social media service - Kyilla Farmers Market	$ 300.00
03/04/2019	D Cole	Part refund of Beatty Park Leisure Centre fees	$ 105.00
03/04/2019	Smart Logic Mapping	Facilitation of workshop - Beatty Park options project	$ 7,209.15
03/04/2019	Acton Commercial Nedlands	Rates refund - overpayment	$ 3,216.69
03/04/2019	Stella Settlements	Rates refund - overpayment	$ 369.16
03/04/2019	A Payne	Rates refund - pensioner rebate	$ 67.65
03/04/2019	Evolve Events	Staff training - Marketing on a shoestring	$ 285.00
03/04/2019	R Dattilo	Expense reimbursement - 2019 Bike week survey prizes	$ 200.00
03/04/2019	Complete Traffic	Refund of obstruction permit fee	$ 132.00
03/04/2019	B Campbell	Part refund of Beatty Park Leisure Centre fees	$ 487.60
03/04/2019	Darryl Bellotti	Digital artwork	$ 2,250.00
03/04/2019	A Harvie	Rates refund - overpayment	$ 949.12
03/04/2019	R Offen	Speaker fee - Talk on Lost Perth	$ 100.00
03/04/2019	Maar Koodjal Pty Ltd	Dance performance - Close the Gap ceremony	$ 1,500.00
03/04/2019	Centre for Thai Language & Culture of WA (Inc)	Refund of grounds bond	$ 250.00
03/04/2019	S Graham	Part refund of dog registration	$ 150.00
03/04/2019	R A Hunter	Rates refund - overpayment	$ 363.54
03/04/2019	W Hourquebie	Rates refund - due to property settlement	$ 319.32
03/04/2019	C M Hofmeester	Rates refund - pensioner rebate	$ 63.30
03/04/2019	Camstruct Design & Build	Refund of infrastructure bond	$ 2,000.00
03/04/2019	BBR Property Pty Ltd	Refund of infrastructure bond	$ 3,000.00
03/04/2019	S Tulloch	Refund of infrastructure bond	$ 2,500.00
03/04/2019	Visionstream Australia Pty Ltd	Refund of infrastructure bond	$ 3,000.00
03/04/2019	C Clark	Refund of infrastructure bond	$ 2,000.00
03/04/2019	Colliers International	Rates refund - overpayment	$ 29,209.00
03/04/2019	R Kaushal	Rates refund - overpayment	$ 453.78
03/04/2019	Transfolk of WA	Donation - Transgender Day of Visibility	$ 248.00
03/04/2019	Oishii Modern Japanese Street Food	Refund of temporary food licence	$ 80.00

Date	*Payee*	*Description*	*Amount*
03/04/2019	C J Perera	Part refund of dog registration	$ 150.00
03/04/2019	G Surendorff	Expense reimbursement - Working with children application	$ 85.00
03/04/2019	Alinta Energy	Electricity and gas charges - various locations	$ 90.60
03/04/2019	Bunnings Trade	Hardware supplies - various departments	$ 139.42
03/04/2019	Benara Nurseries	Supply of plants	$ 7,500.57
03/04/2019	BOC Limited	Oxygen supplies and CO2 for beverage	$ 463.78
03/04/2019	Chadson Engineering Pty Ltd	Repair to aquatic wheel chair - BPLC	$ 140.36
03/04/2019	Cobblestone Concrete	Concrete path repairs - Summer Street	$ 82,379.00
03/04/2019	Coca-Cola Amatil (Aust) Pty Limited	Beatty Park Café supplies	$ 1,911.24
03/04/2019	D & A Hot Water And Heating	Maintenance of water boiler - BPLC	$ 946.00
03/04/2019	Landgate	Land enquiries and gross rental valuations for interims	$ 894.40
03/04/2019	Eastern Metropolitan Regional Council	Sorting and disposal of general bulk verge waste	$ 57,887.79
03/04/2019	Programmed Integrated Workforce Ltd	Temporary staff - Waste	$ 5,599.82
03/04/2019	Line Marking Specialists	Line marking services - various locations	$ 8,403.34
03/04/2019	LO-GO Appointments	Temporary staff - various departments	$ 5,924.64
03/04/2019	Bucher Municipal Pty Ltd	Plant repairs and maintenance	$ 8,259.41
03/04/2019	Mayday Earthmoving	Bobcat, truck and mini excavator hire - various locations	$ 6,334.90
03/04/2019	Mindarie Regional Council	Processable and non processable waste	$ 109,847.88
03/04/2019	Pet's Meat Suppliers	Pet food supplies for dog pound	$ 89.95
03/04/2019	Running Bare Australia Pty Ltd	Merchandise - BPLC	$ 1,163.25
03/04/2019	Sigma Chemicals	Pool chemicals	$ 6,535.43
03/04/2019	Civica Pty Limited	Authority support services	$ 8,742.60
03/04/2019	Sportsworld Of WA	Merchandise - BPLC	$ 3,491.40
03/04/2019	Telstra Corporation Ltd	Telephone and internet charges - various locations	$ 540.65
03/04/2019	Water Corporation	Water charges - various locations	$ 565.78
03/04/2019	Bollinger & Co Pty Ltd	Repair automatic gate - Depot	$ 219.00
03/04/2019	Otis Elevator Company Pty Ltd	Lift service - Admin	$ 2,195.96
03/04/2019	European Foods Wholesalers Pty Ltd	Beatty Park Café supplies	$ 1,741.27
03/04/2019	The Royal Life Saving Society Western Australia Inc	Watch around water wristbands - BPLC	$ 660.00
03/04/2019	Sam's Repairs & Maintenance	Sign installation and maintenance - various locations	$ 6,600.00
03/04/2019	Total Packaging WA Pty Ltd	Supply of dog litter bags and bin liners	$ 5,561.60
03/04/2019	WALGA	Salary and workforce survey 2018/19	$ 1,485.00
03/04/2019	KS Black Pty Ltd	Electrical works - Charles Veryard Reserve	$ 357.50
03/04/2019	Elliotts Irrigation Pty Ltd	Reticulation repairs and maintenance - various locations	$ 3,703.22
03/04/2019	Coates Hire Operations Pty Ltd	Hire of electric breaker	$ 61.88
03/04/2019	My Best Friend Veterinary Centre	Vet services	$ 978.00
03/04/2019	Award Contracting	Locating services - Summer Street	$ 3,030.50
03/04/2019	Kone Elevators Pty Ltd	Lift service and repairs - Mount Hawthorn Community Centre	$ 1,173.85
03/04/2019	RPG Auto Electrics	Plant repairs and maintenance	$ 2,795.34

Date	*Payee*	*Description*	*Amount*
03/04/2019	Ed Art Supplies	Library supplies	$ 230.95
03/04/2019	CSP Group Pty Ltd	Plant repairs and maintenance	$ 262.37
03/04/2019	West Australian Newspapers Limited	Newspapers for resale	$ 1,195.35
03/04/2019	Orbit Health & Fitness Solutions Pty Ltd	Gym equipment supplies - BPLC	$ 1,754.50
03/04/2019	Winc Australia Pty Ltd	Office supplies and consumables	$ 1,821.84
03/04/2019	KMart Australia Ltd	Toys for crèche - BPLC	$ 297.00
03/04/2019	Donegan Enterprises Pty Ltd	Playground inspections and maintenance - various locations	$ 1,408.00
03/04/2019	Naturalis Spring Water	Bottled spring water for visitors to Customer Service	$ 54.00
03/04/2019	J & K Hopkins	Office furniture supplies - Admin and Library	$ 31,879.00
03/04/2019	ATI-Mirage	Staff training - Thinking and speaking off the cuff	$ 302.50
03/04/2019	Kennards Hire	Equipment hire - various departments	$ 508.00
03/04/2019	Chittering Valley Worm Farm	Worms and castings	$ 330.00
03/04/2019	Harvey Norman	Purchase of ice maker and cordless phone - BPLC	$ 255.88
03/04/2019	Cleanaway	Recycling contract	$ 471.90
03/04/2019	West Australian Young Readers' Book Award	Promotional items for Library	$ 36.00
03/04/2019	Trisley's Hydraulic Services Pty Ltd	Pool equipment maintenance and water treatment - BPLC	$ 2,754.49
03/04/2019	Parks and Leisure Australia	Staff training - Event risk management workshop	$ 484.00
03/04/2019	Asphaltech Pty Ltd	Asphalt supplies - various locations	$ 209,841.47
03/04/2019	Kerbing West	Kerbing services - various locations	$ 5,759.88
03/04/2019	Suez Recycling & Recovery Pty Ltd	Waste collection - BPLC	$ 629.71
03/04/2019	Downer EDI Engineering Power Pty Ltd	Preventative maintenance contract - two locations	$ 10,024.50
03/04/2019	Dial-A-Nappy	Merchandise - BPLC	$ 468.00
03/04/2019	Academy Services WA Pty Ltd	Cleaning services - various locations	$ 40,899.07
03/04/2019	West-Sure Group Pty Ltd	Cash collection services - Admin and BPLC	$ 501.60
03/04/2019	Blackwoods	Hardware supplies - Depot	$ 3,815.62
03/04/2019	Jonathan Epps Arboriculturist	Arboricultural services - Bulwer Street	$ 670.00
03/04/2019	Tom Lawton - Bobcat Hire	Bobcat hire and tipping fees for verges	$ 11,271.70
03/04/2019	Dormakaba Australia Pty Ltd	Repairs to automatic door - BPLC	$ 2,877.52
03/04/2019	Flexi Staff Pty Ltd	Temporary staff - various departments	$ 15,645.56
03/04/2019	Professional Tree Surgeons	Tree pruning and removal services - various locations	$ 8,211.50
03/04/2019	Schindler Lifts Australia Pty Ltd	Lift maintenance - DSR	$ 4,077.29
03/04/2019	Optus Billing Services Pty Ltd	Telephone and internet charges - various locations	$ 11,543.48
03/04/2019	Cockburn Cement Limited	Cement and pallets	$ 671.97
03/04/2019	David Gray & Co Pty Ltd	Supply of green bins	$ 3,329.92
03/04/2019	Totally Workwear	Uniform supplies - various departments	$ 2,512.40
03/04/2019	Bolinda Publishing Pty Ltd	Library books	$ 1,898.88
03/04/2019	Seaview Orthotics	Supply of litter grabbers	$ 1,688.75
03/04/2019	Repco	Auto part supplies	$ 42.35
03/04/2019	ATF Services Pty Ltd	Security fence - Cheriton Street	$ 144.21

Date	*Payee*	*Description*	*Amount*
03/04/2019	Protector Fire Services Pty Ltd	Fire equipment maintenance - various locations	$ 2,447.50
03/04/2019	Rockwater Pty Ltd	Geothermal monitoring review - BPLC	$ 580.80
03/04/2019	A Team Printing	Printing services - BPLC	$ 2,732.40
03/04/2019	McLeods Barristers & Solicitors	Legal services - Underground power advice	$ 1,096.15
03/04/2019	Cardno (WA) Pty Ltd	Professional services - attend SAT hearing	$ 2,420.00
03/04/2019	T-Quip	Plant repairs and maintenance	$ 772.55
03/04/2019	Specialty Timber Flooring WA	Floor resurfacing - various locations	$ 6,237.00
03/04/2019	Total Eden Pty Ltd	Purchase of octave meter - Depot	$ 2,559.15
03/04/2019	ABC Distributors WA	Supply of hand towels	$ 1,663.20
03/04/2019	Massey's Herd	Milk supplies	$ 642.60
03/04/2019	Dsatco Pty Ltd	Mulch supplies	$ 399.50
03/04/2019	Battery World Osborne Park	Supply of phone charger	$ 34.90
03/04/2019	PFD Food Services Pty Ltd	Beatty Park Café supplies	$ 4,069.05
03/04/2019	Boral Construction Materials Group Limited	Concrete supplies - various locations	$ 1,679.27
03/04/2019	The Poster Girls	Distribution services - posters for various events	$ 660.00
03/04/2019	Devco Builders	Maintenance and repairs - various locations	$ 67,634.26
03/04/2019	Australian HVAC Services Pty Ltd	Airconditioning maintenance & repairs - various locations	$ 2,268.20
03/04/2019	T & H Wilkes Pty Ltd	Gravel supplies	$ 1,100.00
03/04/2019	Pirtek Malaga	Plant repairs and maintenance	$ 706.02
03/04/2019	MizCo	Air conditioning maintenance and repairs - DSR	$ 374.00
03/04/2019	The BBQ Man	BBQ cleaning services - various locations	$ 5,706.68
03/04/2019	Department of Transport	Vehicle ownership searches	$ 3,406.80
03/04/2019	Blue Heeler Trading	Embroidery services - BPLC	$ 272.80
03/04/2019	Danterr Pty Ltd	Supply of lawnmower blades	$ 1,408.00
03/04/2019	1905 Coffee on Newcastle	Catering services - Council meetings	$ 311.00
03/04/2019	Sallie Watson	Resuscitation training - BPLC	$ 354.60
03/04/2019	Optima Press	Printing services - infringement final demand notices	$ 748.00
03/04/2019	Bridgestone Australia LTD	Tyre services	$ 229.20
03/04/2019	APARC	Purchase of 1 solar powered ticket machine; machine repairs	$ 10,997.50
03/04/2019	JBA Surveys	Surveying services - Loftus Street bike lane	$ 1,320.00
03/04/2019	Hudson Global Resources (Aust) Pty Ltd	Temporary staff - HR	$ 14,861.62
03/04/2019	C Wood Distributors	Beatty Park Café supplies	$ 840.40
03/04/2019	Catek Equipment Repairs	Bain marie repairs - BPLC	$ 484.04
03/04/2019	Canningvale Flooring Xtra	Supply and install carpet tiles - various locations	$ 32,755.80
03/04/2019	Vorgee Pty Ltd	Merchandise - BPLC	$ 1,907.40
03/04/2019	Briskleen Supplies	Toiletry and cleaning products - BPLC	$ 2,532.19
03/04/2019	Leederville Hotel (T/A Pent Pty Ltd)	Parking revenue distribution	$ 14,881.29
03/04/2019	Scott Print	Printing services - various departments	$ 688.60
03/04/2019	Regents Commercial	Rent and variable outgoings - Barlee Street car park	$ 12,098.48

Date	Payee	Description	Amount
03/04/2019	Northsands Resources	Sand supplies	$ 616.00
03/04/2019	Action Logistics (WA) Pty Ltd t/a Action Couriers	Courier services - BPLC	$ 80.19
03/04/2019	Yoshino Sushi	Beatty Park Café supplies	$ 236.50
03/04/2019	Centropak	Beatty Park Café supplies	$ 1,849.18
03/04/2019	St Patrick's Day WA Inc	St Patricks Day funding 2019 - part payment	$ 5,000.00
03/04/2019	D B and G Chenik	Reimbursement from heritage assistance fund	$ 5,000.00
03/04/2019	Anna Cappelletta	Fitness instructor fees	$ 482.32
03/04/2019	Mount Hawthorn Hub Inc	Mount Hawthorn Streets and Laneways festival 2019	$ 44,000.00
03/04/2019	Garrards Pty Ltd	Supply of rat bait	$ 210.10
03/04/2019	Talis Consultants Pty Ltd - ATF Talis Unit Trust	Consultancy - Asset management plan reviews	$ 4,939.00
03/04/2019	Unicare Health	Disability hoist repairs - BPLC	$ 198.00
03/04/2019	Rawlicious Delights	Beatty Park Café supplies	$ 281.35
03/04/2019	Synergy	Electricity and gas charges - various locations	$ 48,014.80
03/04/2019	CS Legal	Debt recovery services	$ 796.18
03/04/2019	Marketforce Pty Ltd	Advertising services - various departments	$ 1,931.61
03/04/2019	Wilson Security	Security services - various locations	$ 42.50
03/04/2019	Leo Heaney Pty Ltd	Street tree services - various locations	$ 33,359.70
03/04/2019	SimplePay Solutions Pty Ltd	Credit card transactions - parking terminals	$ 9,393.45
03/04/2019	MESA Australia	Plant room maintenance - BPLC	$ 4,052.40
03/04/2019	Source Foods	Catering services - Community bike week	$ 2,043.50
03/04/2019	Pedaling Beans	Supply of beverages - Ride to Work breakfast	$ 440.00
03/04/2019	Yoga Inspiration	Fitness instructor fees	$ 301.45
03/04/2019	Charmaine Amanda Magness	Fitness instructor fees	$ 227.36
03/04/2019	MessageMedia	SMS integrating for Phoenix	$ 132.50
03/04/2019	Nationwide Training Pty Ltd	Staff training - Forklift licence	$ 457.00
03/04/2019	Corsign WA Pty Ltd	Sign supplies - various	$ 6,428.07
03/04/2019	Innovations Catering	Catering services - Council meetings	$ 2,128.00
03/04/2019	Bike Dr Cycle Services Pty Ltd	Pop up Bike Dr sessions and community bike maintenance courses	$ 5,093.00
03/04/2019	Wheelers Books	Library books	$ 26.99
03/04/2019	Bicycles for Humanity (WA) Inc.	Bike swap meet bays	$ 250.00
03/04/2019	Window Shading Solutions Pty Ltd	Supply and install blinds - Admin	$ 6,375.75
03/04/2019	AWB Building Co.	Plumbing services - various locations	$ 7,568.60
03/04/2019	Tree Amigos	Street trees & parks pruning/removal - various locations	$ 4,806.23
03/04/2019	Colleagues Nagels	Integrated transferable parking permits	$ 195.47
03/04/2019	Boyan Electrical Services	Electrical services - Depot	$ 256.03
03/04/2019	GC Sales (WA)	Supply of 140L and 240L bins	$ 2,239.60
03/04/2019	Domain Catering Pty Ltd	Catering services - various meetings	$ 577.00
03/04/2019	Apollo Plumbing and Gas Pty Ltd	Plumbing services - BPLC	$ 12,515.70
03/04/2019	Zumba Fitness Patricia Rojo	Fitness instructor fees	$ 558.00

Date	Payee	Description	Amount
03/04/2019	Brownes Foods Operations Pty Ltd	Beatty Park Café supplies	$ 1,870.40
03/04/2019	Supafit Seat Covers	Supply of vehicle seat covers	$ 1,590.60
03/04/2019	Ip Khalsa Pty Ltd	Mail delivery service	$ 86.66
03/04/2019	Nordic Fitness Equipment	Cleaning wipes for gym	$ 995.00
03/04/2019	J Hopper	Expense reimbursement - items for office fit out	$ 945.50
03/04/2019	Unilever Australia Ltd	Beatty Park Café supplies	$ 2,589.50
03/04/2019	Konica Minolta Business Solutions Australia Pty Ltd	Copy cost - various departments	$ 2,609.63
03/04/2019	Yolande Gomez	Fitness instructor fees	$ 180.00
03/04/2019	Jackie Barron	Fitness instructor fees	$ 170.52
03/04/2019	Suez Recycling & Recovery (Perth) Pty Ltd	Waste collection services - Jugan Street	$ 3,275.84
03/04/2019	Elyse Amy Johnstone	Fitness instructor fees	$ 556.56
03/04/2019	StrataGreen	Garden equipment supplies - Depot	$ 184.25
03/04/2019	Boya Equipment	Plant repairs and maintenance	$ 1,476.26
03/04/2019	Shane McMaster Surveys	Surveying services - Lincoln/Wright Street	$ 1,100.00
03/04/2019	Noma Pty Ltd	Design advisory fee	$ 440.00
03/04/2019	Tyres 4U Pty Ltd	Tyre replacements and maintenance	$ 3,076.61
03/04/2019	Ferret Boilermaking	Light pole repairs - Britannia Reserve	$ 3,116.30
03/04/2019	Cirrus Networks	Professional services - senior voice engineer	$ 2,717.00
03/04/2019	Quayclean Australia Pty Ltd	Cleaning services - BPLC	$ 10,420.81
03/04/2019	Metal Artwork Creations	Supply of staff name badges - various	$ 397.10
03/04/2019	Assured Certification Services	Certification services - Mount Hawthorn Lesser Hall	$ 495.00
03/04/2019	Atmos Foods Pty Ltd	Beatty Park Café supplies	$ 237.60
03/04/2019	Global Industrial	Supply of toolbox for vehicle	$ 1,031.17
03/04/2019	SPP Group WA Pty Ltd	Mechanical consultancy - North Perth Town Hall	$ 5,500.00
03/04/2019	KP Electric (Australia) Pty Ltd	Electrical services - various locations	$ 2,370.01
03/04/2019	New Dimension Mechanical Services	Cool room and freezer room maintenance - BPLC	$ 1,237.50
03/04/2019	Stott Hoare	Purchase of iPad and keyboard	$ 1,321.10
03/04/2019	Securus	Security services - BPLC	$ 490.61
03/04/2019	Danica Zuks Photography	Photographic services - COV Summer events	$ 1,260.00
03/04/2019	The Event Mill	Hire of stall - PetFest	$ 946.00
03/04/2019	Ashleigh Nicolau	Hire of drone - BPLC	$ 300.00
03/04/2019	Shaaron Taylor	Fitness instructor fees	$ 130.00
03/04/2019	Vigilant Traffic Management Group Pty Ltd	Traffic management services - various locations	$ 13,884.44
03/04/2019	Traffic Systems West (Ennis Traffic Safety Solutions Pty Ltd)	Supply and install speed cushions and bollards - various locations	$ 2,508.00
03/04/2019	Workshop Planning	Design consultancy - Admin refurbishment project	$ 4,889.50
03/04/2019	Daniel Bullen	Fitness instructor fees	$ 809.98
03/04/2019	Zimbulis Foods	Beatty Park Café supplies	$ 1,104.29
03/04/2019	SpacetoCo Pty Ltd	Facilities weekly reporting and financial handling	$ 330.00
03/04/2019	Dave Lanfear Consulting Pty Ltd	Consultancy fees - Leederville Oval master plan	$ 27,423.00

Date	Payee	Description	Amount
03/04/2019	K Roach	Fitness instructor fees	$ 56.84
03/04/2019	Bindi Bindi Dreaming	Catering services - Close the Gap event	$ 660.00
03/04/2019	A Duckworth-Smith	Design advisory fee	$ 400.00
03/04/2019	M McGuire	Welcome to Country - Close the Gap event	$ 500.00
03/04/2019	V McGuire	Smoking ceremony - Close the Gap event	$ 1,250.00
03/04/2019	Cormac Cashen	Fitness instructor fees	$ 397.88
03/04/2019	Department of Planning Lands and Heritage	Amended DAP fees	$ 241.00
03/04/2019	Perth Auto Alliance Pty Ltd	Vehicle service and repairs	$ 826.00
03/04/2019	Flick Anticimex Pty Ltd	Pest control services - Marmion Street	$ 198.00
03/04/2019	AMS Installation & Maintenance Solutions WA	Install air conditioning - North Perth Town Hall (final payment)	$ 3,946.25
03/04/2019	DND Building Co Pty Ltd	Refund of infrastructure bond	$ 2,775.00
03/04/2019	RU Development Pty Ltd	Refund of building application fee	$ 61.65
03/04/2019	Kanga Loaders WA	Plant repairs and maintenance	$ 1,337.85
03/04/2019	Picton Press Pty Ltd (Administrators Appointed)	Printing services - various departments	$ 1,253.27
03/04/2019	B Fiebig	Fitness instructor fees	$ 113.68
03/04/2019	M Humich	Fitness instructor fees	$ 284.20
03/04/2019	M G Jajko	Fitness instructor fees	$ 56.84
03/04/2019	Connect Call Centre Services	After hours calls service	$ 1,557.44
03/04/2019	S Patchett	Fitness instructor fees	$ 315.00
03/04/2019	Blue Tang (WA) Pty Ltd ATF The Reef Unit Trust	Consultancy services - North Perth Common	$ 5,500.00
03/04/2019	Kevin Bynder	Supply of indigenous shirts including design	$ 725.00
03/04/2019	Matt Worley Yoga	Fitness instructor fees	$ 120.58
03/04/2019	SuperChoice Services Pty Ltd	Superannuation	$ 210,669.46
16/04/2019	Australian Taxation Office	Payroll deduction	$ 187,755.00
16/04/2019	Australian Services Union	Payroll deduction	$ 310.80
16/04/2019	Child Support Agency	Payroll deduction	$ 824.44
16/04/2019	L.G.R.C.E.U.	Payroll deduction	$ 20.50
16/04/2019	City of Vincent	Payroll deduction - staff contributions to vehicles	$ 1,363.32
16/04/2019	City of Vincent Staff Social Club	Payroll deduction	$ 488.00
16/04/2019	Depot Social Club	Payroll deduction	$ 80.00
16/04/2019	Health Insurance Fund of WA	Payroll deduction	$ 240.00
16/04/2019	Selectus Employee Benefits Pty Ltd	Payroll deduction	$ 1,416.60
15/04/2019	Cr J Topelberg	Council meeting fee	$ 3,166.66
15/04/2019	Cr R Harley	ICT allowance - 50%	$ 3,166.66
15/04/2019	Mayor E Cole	Council meeting fee	$ 9,047.33
15/04/2019	Cr D Loden	ICT allowance - 50%	$ 3,166.66
15/04/2019	Cr S Gontaszewski	Council meeting fee	$ 4,473.49
15/04/2019	Cr J Murphy	ICT allowance - 50%	$ 3,166.66
15/04/2019	Cr J Hallett	Council meeting fee	$ 3,166.66

Date	Payee	Description	Amount
15/04/2019	Cr A Castle	ICT allowance - 50%	$ 3,166.66
15/04/2019	Cr J Fotakis	Council meeting fee	$ 3,166.66
04/04/2019	Mercer Spectrum	Superannuation	$ 6,795.72
17/04/2019	M Slater	Fitness instructor fees	$ 60.29
17/04/2019	Jasmine Leivers	Cultural kickstart grant	$ 400.00
17/04/2019	Scene in Perth	Instagram influencer post - COV Summer events	$ 300.00
17/04/2019	Stanton International	Professional services - probity advice	$ 610.50
17/04/2019	BOS Civil Pty Ltd	Streetscape improvement - North Perth Common (3rd claim)	$ 174,732.68
17/04/2019	Anthem Pty T/F Zip Unit Trust	Library speaker fee - Life of crime	$ 385.00
17/04/2019	Askin WA Pty Ltd	Hardware - BPLC	$ 343.61
17/04/2019	WA Profiling & Stabilisation Pty Ltd	Profiling services - various locations	$ 9,055.43
17/04/2019	Geared Construction Pty Ltd	Refurbishment - Mount Hawthorn Lesser Hall (1st claim)	$ 39,896.84
17/04/2019	Audhu Pty Ltd t/a Nu Change Building	Refund of infrastructure bond	$ 1,000.00
17/04/2019	Adage Furniture	Supply of cafe furniture - BPLC	$ 7,607.60
17/04/2019	A C Brandolini	Performance fee - Leedy Streets Open	$ 300.00
17/04/2019	Joondalup Marquees	Equipment hire - Sustainability pop up hub	$ 166.00
17/04/2019	Justin Lucas O'Connor	Purchase of telephone box and dome - Admin	$ 1,670.00
17/04/2019	Down Under Stump Grinding Pty Ltd	Tree stump grinding services - Coogee Street	$ 275.00
17/04/2019	Century 21 Grand Alliance	Rates refund - overpayment	$ 1,406.03
17/04/2019	Frances Elliott	Purchase of DVD - Fridey at Hydey	$ 20.00
17/04/2019	G J Martin	Rates refund - pensioner rebate	$ 61.40
17/04/2019	H C Bell	Rates refund - property settlement	$ 874.07
17/04/2019	M Z Hardie	Reimbursement from heritage assistance fund	$ 2,984.42
17/04/2019	P Tran	Part refund of Beatty Park Leisure Centre	$ 398.86
17/04/2019	J Raison	Part refund of Beatty Park Leisure Centre	$ 350.03
17/04/2019	C Mitchell	Part refund of Beatty Park Leisure Centre	$ 521.54
17/04/2019	JCM Construction (WA) Pty Ltd	Refund of unused amendment fee	$ 6,552.07
17/04/2019	N E Rawlings	Refund of planning application fee	$ 147.00
17/04/2019	S A Maisey	Part refund of dog registration	$ 150.00
17/04/2019	K Quesnel	Part refund of dog registration	$ 77.50
17/04/2019	West Australian Football Commission	Refund of duplicate payment	$ 1,575.00
17/04/2019	Wilkon Building Services	Refund of infrastructure bond	$ 2,500.00
17/04/2019	Webb & Brown-Neaves Pty Ltd	Refund of infrastructure bond	$ 2,000.00
17/04/2019	J A DeBurgh	Refund of infrastructure bond	$ 500.00
17/04/2019	J Whitehall-Holla	Refund of infrastructure bond	$ 500.00
17/04/2019	Patio Perfect	Refund of infrastructure bond	$ 1,500.00
17/04/2019	S Buzynski & E Poole	Crossover subsidy	$ 750.00
17/04/2019	B S Girando	Refund of infrastructure bond	$ 2,000.00
17/04/2019	D Simon	Refund of infrastructure bond	$ 2,825.00

Date	Payee	Description	Amount
17/04/2019	W A Hedzik	Rates refund - pensioner rebate	$ 238.34
17/04/2019	Aline Brick Paving	Brick paving services - Newcastle Street shared space	$ 10,692.00
17/04/2019	Alinta Energy	Electricity and gas charges - various locations	$ 45.25
17/04/2019	Australia Post (Agency Commission)	Commission charges	$ 478.02
17/04/2019	Benara Nurseries	Supply of plants	$ 3,645.40
17/04/2019	BOC Limited	Forklift gas - Depot	$ 36.81
17/04/2019	City Of Perth	Collection of food waste bins - Admin building	$ 29.36
17/04/2019	Cobblestone Concrete	Concrete bin bays and path repairs - various locations	$ 74,561.30
17/04/2019	Landgate	Gross rental valuations for interims	$ 532.84
17/04/2019	Farinosi & Sons Pty Ltd	Hardware supplies - Depot	$ 341.32
17/04/2019	Programmed Integrated Workforce Ltd	Temporary staff - Waste	$ 1,675.55
17/04/2019	Line Marking Specialists	Line marking services - various locations	$ 1,749.00
17/04/2019	LO-GO Appointments	Temporary staff - various departments	$ 2,694.58
17/04/2019	Major Motors Pty Ltd	Truck repairs	$ 978.23
17/04/2019	Mayday Earthmoving	Bobcat, truck and mini excavator hire - various locations	$ 6,563.70
17/04/2019	Mindarie Regional Council	Processable and non processable waste	$ 57,827.30
17/04/2019	Civica Pty Limited	Business intelligence system and websphere app annual maintenance	$ 9,428.62
17/04/2019	Telstra Corporation Ltd	Telephone and internet charges - various locations	$ 767.39
17/04/2019	Water Corporation	Water charges - various locations	$ 9,622.63
17/04/2019	Advanced Traffic Management (WA) Pty Ltd	Traffic management services - various locations	$ 27,349.03
17/04/2019	Rentokil Initial Pty Ltd	Pest control services - BPLC	$ 396.00
17/04/2019	St John Ambulance Western Australia Ltd	First aid cover - Leedy Streets Open	$ 563.20
17/04/2019	European Foods Wholesalers Pty Ltd	Beatty Park Café supplies	$ 825.65
17/04/2019	The Royal Life Saving Society Western Australia Inc	Service of AIDS memorial fountain and water testing - Hyde Park water playground	$ 4,384.29
17/04/2019	Sam's Repairs & Maintenance	Sign installation and maintenance - various locations	$ 891.00
17/04/2019	Toolmart Australia Pty Ltd	Supply of vehicle tool box	$ 579.00
17/04/2019	TJ Depiazzi & Sons	Supply of mulch	$ 3,259.85
17/04/2019	Caltex Australia Petroleum Pty Ltd	Fuel and oils	$ 34,804.83
17/04/2019	KS Black Pty Ltd	Bore and pump maintenance - Robertson Park	$ 451.00
17/04/2019	Elliotts Irrigation Pty Ltd	Reticulation repairs and maintenance - various locations	$ 597.92
17/04/2019	Local Government Professionals Australia WA	Staff training- Project management essentials	$ 6,770.00
17/04/2019	Les Mills Asia Pacific	Licence fees for fitness classes	$ 1,585.49
17/04/2019	My Best Friend Veterinary Centre	Vet services	$ 1,760.00
17/04/2019	Award Contracting	Locating services - various locations	$ 6,825.50
17/04/2019	Kone Elevators Pty Ltd	Lift service - BPLC	$ 855.99
17/04/2019	RPG Auto Electrics	Plant repairs and maintenance	$ 6,010.14
17/04/2019	Department of Mines, Industry Regulation and Safety	Building services levy collection	$ 10,639.50
17/04/2019	CSP Group Pty Ltd	Plant repairs and maintenance	$ 269.00

Date	Payee	Description	Amount
17/04/2019	West Australian Newspapers Limited	Newspapers for resale	$ 342.18
17/04/2019	Winc Australia Pty Ltd	Office supplies and consumables	$ 2,050.45
17/04/2019	M E McKahey	Expense reimbursement - catering and coffee for meetings	$ 184.50
17/04/2019	Western Resource Recovery Pty Ltd	Grease trap maintenance - various locations	$ 338.36
17/04/2019	Sports Turf Technology Pty Ltd	Turf inspection and report - Leederville Oval	$ 660.00
17/04/2019	J & K Hopkins	Office furniture supplies - Admin	$ 5,422.00
17/04/2019	Western Power	Streetlight installation and upgrade - Brisbane Place	$ 4,346.00
17/04/2019	ATI-Mirage	Staff training - Thinking and speaking off the cuff	$ 544.50
17/04/2019	Kennards Hire	Equipment hire - various departments	$ 247.00
17/04/2019	Cleanaway	Recycling contract	$ 213.24
17/04/2019	Modern Teaching Aids Pty Ltd	Purchase of outdoor chalkboard - Library	$ 252.95
17/04/2019	Asphaltech Pty Ltd	Asphalt supplies - various locations	$ 4,863.94
17/04/2019	Messages on Hold	'On hold' equipment and programming	$ 434.34
17/04/2019	Kerbing West	Kerbing services - various locations	$ 4,578.15
17/04/2019	International Auto Services	Plant repairs and maintenance	$ 110.00
17/04/2019	West-Sure Group Pty Ltd	Cash collection services - various locations	$ 3,489.59
17/04/2019	Blackwoods	Hardware supplies - Depot	$ 3,280.06
17/04/2019	Main Roads WA	Refund of grant for black spot project which is not proceeding	$ 17,600.00
17/04/2019	Tom Lawton - Bobcat Hire	Bobcat hire	$ 2,832.50
17/04/2019	Flexi Staff Pty Ltd	Temporary staff - various departments	$ 21,665.55
17/04/2019	Professional Tree Surgeons	Tree pruning and removal services - various locations	$ 3,184.50
17/04/2019	Officeworks Ltd	Paper supplies	$ 980.00
17/04/2019	Alsco Pty Ltd	Mat supplies	$ 316.97
17/04/2019	Bolinda Publishing Pty Ltd	Library books	$ 506.39
17/04/2019	Williams Electrical Services Pty Ltd	Refund of infrastructure bond	$ 1,000.00
17/04/2019	Protector Fire Services Pty Ltd	Fire equipment maintenance - various locations	$ 1,318.91
17/04/2019	Bullivants	Supply of chains	$ 228.80
17/04/2019	Kott Gunning	Legal services - prosecution fees	$ 2,016.96
17/04/2019	McLeods Barristers & Solicitors	Legal services - property advice	$ 13,426.27
17/04/2019	Ozscot Horticulture	Supply of plants	$ 7,725.19
17/04/2019	Tamala Park Regional Council	Account for GST for sale of land	$ 6,815.26
17/04/2019	Subaru Osborne Park	Vehicle service and repairs	$ 962.75
17/04/2019	Mount Hawthorn Primary School	Active transport grant - School bike education	$ 1,000.00
17/04/2019	Massey's Herd	Milk supplies	$ 642.60
17/04/2019	Griffiths Architects	Consultancy - SAT mediations	$ 2,227.50
17/04/2019	Replants.com Pty Ltd	Design advisory fee	$ 440.00
17/04/2019	ZIP Heaters Aust Pty Ltd	Supply of hydro tap - Admin; hydrotap maintenance - Library	$ 5,866.79
17/04/2019	Battery World Osborne Park	Supply of batteries	$ 32.70
17/04/2019	PFD Food Services Pty Ltd	Beatty Park Café supplies	$ 3,175.00

Date	Payee	Description	Amount
17/04/2019	Data 3	Citrix licence renewal	$ 1,637.02
17/04/2019	The Perth Mint	Citizenship ceremony coins	$ 762.30
17/04/2019	Australian HVAC Services Pty Ltd	Airconditioning maintenance & repairs - various locations	$ 3,751.67
17/04/2019	WC Convenience Management Pty Ltd	Maintenance exeloos - various locations	$ 22,001.75
17/04/2019	Eric Hood Pty Ltd	Painting services - Leederville Oval	$ 2,915.00
17/04/2019	MizCo	Air conditioning maintenance and repairs - DSR	$ 1,331.00
17/04/2019	The BBQ Man	BBQ, bin and pressure cleaning services - various locations	$ 7,070.68
17/04/2019	iSUBSCRiBE Pty Ltd	Library magazine subscriptions	$ 853.56
17/04/2019	Miniquip Hire	Hire of tilt tray trucks	$ 1,573.00
17/04/2019	1905 Coffee on Newcastle	Catering services - Council meetings	$ 115.00
17/04/2019	Sean Cappeau	Installation of stickers on signage - HBF Park	$ 1,218.00
17/04/2019	Orig-equip Auto Tops	Supply and fit vehicle tonneau covers	$ 935.00
17/04/2019	Bridgestone Australia LTD	Tyre services	$ 74.25
17/04/2019	APARC	Central management system and software licensing; meter and sensors maintenance	$ 13,096.87
17/04/2019	Atom Supply	Hardware supplies - shovels	$ 373.16
17/04/2019	Hudson Global Resources (Aust) Pty Ltd	Temporary staff - HR	$ 5,696.96
17/04/2019	C Wood Distributors	Beatty Park Café supplies	$ 1,503.70
17/04/2019	Steann Pty Ltd	Verge green waste and bulk waste collections	$ 139,757.65
17/04/2019	Chindarsi Architects	Design advisory fee	$ 440.00
17/04/2019	Marshall Beattie Pty Ltd	Auto door repairs - BPLC	$ 374.00
17/04/2019	Madjitil Moorna Incorporated	Choir performance - Citizenship ceremony	$ 1,100.00
17/04/2019	Canningvale Flooring Xtra	Supply and install carpet tiles - various locations	$ 12,782.00
17/04/2019	Regents Commercial	Variable outgoings - Barlee Street car park	$ 6,683.38
17/04/2019	Natural Area Holdings Pty Ltd	Weed control program - various locations	$ 8,834.10
17/04/2019	Action Logistics (WA) Pty Ltd t/a Action Couriers	Courier services - BPLC	$ 56.21
17/04/2019	Yoshino Sushi	Beatty Park Café supplies	$ 398.20
17/04/2019	Centropak	Beatty Park Café supplies	$ 424.13
17/04/2019	Worldwide East Perth	Printing services - various departments	$ 638.00
17/04/2019	Raymond Sleeman	Fitness instructor fees	$ 682.08
17/04/2019	Anna Cappelletta	Fitness instructor fees	$ 482.32
17/04/2019	Acurix Networks Pty Ltd	Public Wi Fi service - various locations	$ 2,319.90
17/04/2019	Daniela Toffali	Fitness instructor fees	$ 260.00
17/04/2019	Bent Logic	RFID card supplies	$ 1,512.50
17/04/2019	Castledine Gregory	Professional fees - SAT review	$ 2,712.69
17/04/2019	The Bin Guys	Skip bin hire - various locations	$ 1,500.00
17/04/2019	Allerding & Associates	Professional fees - SAT appeal	$ 5,188.96
17/04/2019	Rawlicious Delights	Beatty Park Café supplies	$ 272.25
17/04/2019	Synergy	Electricity and gas charges - various locations	$ 81,094.15

Date	Payee	Description	Amount
17/04/2019	CS Legal	Debt recovery services	$ 877.85
17/04/2019	ARM Security	Alarm monitoring - various locations	$ 544.54
17/04/2019	Marketforce Pty Ltd	Advertising services - various departments	$ 3,818.34
17/04/2019	Wilson Security	Security services - various locations	$ 470.96
17/04/2019	Precious Breath Yoga	Fitness instructor fees	$ 301.45
17/04/2019	Leo Heaney Pty Ltd	Street tree services - various locations	$ 17,011.50
17/04/2019	Vendpro	Vending machine hire - BPLC	$ 235.40
17/04/2019	Access Metals	Car park sign installation - Vincent Street	$ 385.00
17/04/2019	IAP2 Australasia	Staff training - Engagement essentials, methods and design	$ 2,915.00
17/04/2019	Yoga Inspiration	Fitness instructor fees	$ 482.32
17/04/2019	Charmaine Amanda Magness	Fitness instructor fees	$ 170.52
17/04/2019	MessageMedia	SMS integrating for Phoenix	$ 158.02
17/04/2019	Courtney Hahipene	Fitness instructor fees	$ 301.45
17/04/2019	Flex Fitness Equipment	Supply of fitness equipment - BPLC	$ 3,597.75
17/04/2019	Clever Patch	Library supplies	$ 274.25
17/04/2019	Paceway Mitsubishi	Vehicle service and repairs	$ 1,047.80
17/04/2019	Innovations Catering	Catering services - Council meetings	$ 1,064.00
17/04/2019	Wheelers Books	Library books	$ 753.06
17/04/2019	ID Consulting Pty Ltd	Population profile subscription fee	$ 35,200.00
17/04/2019	AWB Building Co.	Plumbing services - various locations	$ 9,874.28
17/04/2019	Work Metrics Pty Ltd	Online inductions - BPLC	$ 110.00
17/04/2019	ECE Fast	Purchase of food thermometers - Health	$ 608.30
17/04/2019	Tree Amigos	Street trees & parks pruning/removal - various locations	$ 2,809.80
17/04/2019	Colleagues Nagels	Integrated transferable parking permits	$ 176.44
17/04/2019	Boyan Electrical Services	Electrical services - various locations	$ 1,751.75
17/04/2019	AV Truck Services Pty Ltd	Plant repairs and maintenance	$ 1,322.48
17/04/2019	Apollo Plumbing and Gas Pty Ltd	Plumbing services - various locations	$ 15,208.00
17/04/2019	Club 55 Travel	Bus hire - Seniors outing	$ 2,604.00
17/04/2019	Zumba Fitness Patricia Rojo	Fitness instructor fees	$ 558.00
17/04/2019	Design Right Pty Ltd	Design services - various locations	$ 4,675.00
17/04/2019	Brownes Foods Operations Pty Ltd	Beatty Park Café supplies	$ 1,381.01
17/04/2019	Dale Alcock Homes Pty Ltd	Refund of infrastructure bond	$ 5,000.00
17/04/2019	Unilever Australia Ltd	Beatty Park Café supplies	$ 1,922.35
17/04/2019	ZOHO Corporation Pte Ltd	ManageEngine annual subscription	$ 3,581.60
17/04/2019	Bowden Tree Consultancy	Arboricultural services - Eton Street	$ 572.00
17/04/2019	Nightlife Music Pty Ltd	Crowd DJ - BPLC	$ 568.09
17/04/2019	Enigin Partners Pty Ltd	Energy monitoring service and reporting - various locations	$ 3,960.00
17/04/2019	Australia Post	Postage charges	$ 4,875.70
17/04/2019	My Media Intelligence Pty Ltd	Media monitoring	$ 702.44

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17/04/2019	Gymcare	Gym equipment repairs and maintenance	$ 746.90
17/04/2019	Cirrus Networks	Cisco Smartnet contract renewal	$ 341.86
17/04/2019	Market Creations	Website design and development - additional support	$ 2,145.00
17/04/2019	Altus Planning	Cost of planning appeals	$ 6,248.00
17/04/2019	KP Electric (Australia) Pty Ltd	Electrical services - various locations	$ 13,190.85
17/04/2019	Smoke and Mirrors AV	Supply of PA system - Perth Mosque event	$ 100.00
17/04/2019	New Dimension Mechanical Services	Refrigeration and air conditioning maintenance - BPLC	$ 2,957.90
17/04/2019	Janet Verburg	Fitness instructor fees	$ 180.00
17/04/2019	Stott Hoare	Purchase of computer and monitor - Records	$ 2,431.00
17/04/2019	Securus	Security services - various locations	$ 553.08
17/04/2019	Soils Aint Soils - Splendid Enterprises Pty Ltd	Supply of blue metal - Keith Frame Reserve	$ 38.30
17/04/2019	Vigilant Traffic Management Group Pty Ltd	Traffic management services - various locations	$ 15,083.47
17/04/2019	Signbiz WA Pty Ltd	Sign supplies - Admin	$ 3,707.00
17/04/2019	Leederville Tennis Club	Community grant - Female participation in sport	$ 2,000.00
17/04/2019	Cockburn Party Hire	Chair hire - Citizenship ceremony	$ 822.50
17/04/2019	Radiant Earth Creations	COV Composting workshop	$ 1,013.60
17/04/2019	Zimbulis Foods	Beatty Park Café supplies	$ 888.32
17/04/2019	SpacetoCo Pty Ltd	Facilities weekly reporting and financial handling	$ 660.00
17/04/2019	Ausblue Pty Ltd	Ad blue supplies - additive to reduce truck carbon emissions	$ 950.40
17/04/2019	K Roach	Fitness instructor fees	$ 170.52
17/04/2019	A Duckworth-Smith	Design advisory fee	$ 400.00
17/04/2019	L F Media	Mesh fence installation - Leederville Village Square	$ 3,948.34
17/04/2019	Department of Planning Lands and Heritage	Amended DAP fees	$ 241.00
17/04/2019	Eric Preston Pty Ltd	Print and mail out service - Share, learn and connect flyers	$ 1,213.50
17/04/2019	Conway Highbury Pty Ltd	Professional services - boundary change realignment	$ 412.50
17/04/2019	Northside Nissan	Purchase of vehicle	$ 28,534.25
17/04/2019	Sweet Thursday Community Singers	Performance - Seniors Christmas lunch	$ 50.00
17/04/2019	Aspect Studios Pty Ltd	Design advisory fee	$ 440.00
17/04/2019	B Fiebig	Fitness instructor fees	$ 113.68
17/04/2019	M Humich	Fitness instructor fees	$ 170.52
17/04/2019	Water Works and Wellness	Fitness instructor fees	$ 165.00
17/04/2019	M G Jajko	Fitness instructor fees	$ 56.84
17/04/2019	Tom's Towbars	Supply and fit rear headboard and mesh in vehicle	$ 630.00
17/04/2019	S Byford	Maintenance of sculpture - Admin	$ 1,108.00
17/04/2019	S Patchett	Fitness instructor fees	$ 371.84
17/04/2019	Kevin Bynder	Supply of indigenous shirts including design	$ 1,890.00
18/04/2019	OverDrive Inc	Supply of library books	$ 8,999.99
24/04/2019	Australian Taxation Office	Payroll deduction	$ 187,826.00
24/04/2019	Australian Services Union	Payroll deduction	$ 310.80

Date	*Payee*	*Description*	*Amount*
24/04/2019	Child Support Agency	Payroll deduction	$ 824.44
24/04/2019	L.G.R.C.E.U.	Payroll deduction	$ 20.50
24/04/2019	City of Vincent	Payroll deduction - staff contributions to vehicles	$ 1,310.06
24/04/2019	City of Vincent Staff Social Club	Payroll deduction	$ 486.00
24/04/2019	Depot Social Club	Payroll deduction	$ 76.00
24/04/2019	Health Insurance Fund of WA	Payroll deduction	$ 260.60
24/04/2019	Selectus Employee Benefits Pty Ltd	Payroll deduction	$ 1,416.60
			$ 3,228,493.45
Payroll			
02/04/2019	Pay 20		$ 617,144.18
04/04/2019	Ad hoc		$ 755.53
16/04/2019	Pay 21		$ 623,192.63
18/04/2019	Ad hoc		$ 559.81
30/04/2019	Pay 22		$ 619,603.73
Total Payroll			**$ 1,861,255.88**
Total Payments			**$ 5,089,749.33**

Creditors Report - Payments by Cheque				
01/04/2019 to 30/04/19				
Creditor	***Date***	***Payee***	***Description***	***Amount***
00082495	02/04/2019	Petty Cash - Finance	Petty cash recoup	$ 311.95
00082496	02/04/2019	Petty Cash - Library	Petty cash recoup	$ 215.50
00082497	10/04/2019	Petty Cash - Beatty Park Leisure Centre	Petty cash recoup	$ 228.55
00082498	10/04/2019	Petty Cash - Library	Petty cash recoup	$ 101.10
00082499	10/04/2019	BCITF Building & Construction Industry Training Fund	Levy collection	$ 12,198.21
00082500	24/04/2019	Petty Cash - Library	Petty cash recoup	$ 137.25
Total Nett Cheque Payments				**$ 13,192.56**

Creditors Report - Payments by Direct Debit				
01/04/2019 to 30/04/19				
Credit Card Transactions for the Period 07 March 2019 - 05 April 2019				
Card Holder	***Date***	***Payee***	***Description***	***Amount***
CEO	11/03/2019	WALGA	Councillor training - Understanding local government and conflicts of interest	$ 390.00
	22/03/2019	Manic Botanic Flowers	Wreath laying - Perth Mosque commemoration event	$ 80.00
	01/04/2019	City of Perth Parking	Parking - IPAAWA course attendance	$ 15.14
	02/04/2019	IPAAWA	Seminar registration - Generating public value through risk based regulation	$ 77.00
				$ 562.14
Director Corporate Services	17/03/2019	PSN Events Pty Ltd	Seminar registration - 2019 Local government transformation series	$ 218.75
	20/03/2019	Eman Investments Pty Ltd	Refreshments - Executive Manager ICT 2nd interview	$ 8.50
				$ 227.25
Director Development Services	09/03/2019	ASIC	Company search	**$ 9.00**
Manager Community Partnerships	12/03/2019	Booktopia	Books for library	$ 269.70
	12/03/2019	JB Hi-Fi	DVDs for library	$ 37.71
	12/03/2019	JB Hi-Fi	DVDs for library	$ 86.94
	12/03/2019	Sanity	DVDs for library	$ 136.81
	12/03/2019	Noongar Boodjar Books	Books for library	$ 57.10
	12/03/2019	Book Depository	Audio books for library	$ 435.12
	14/03/2019	Sanity	DVD for library	$ 10.56
	15/03/2019	Sanity	CD for library	$ 15.14
	17/03/2019	Planet Corroboree	Books for library	$ 371.65
	18/03/2019	Booktopia	Book and DVD for library	$ 36.35
	18/03/2019	JB Hi-Fi	DVD for library	$ 41.67
	18/03/2019	Sanity	DVDs for library	$ 28.88
	18/03/2019	Sanity	DVDs for library	$ 57.94
	19/03/2019	Planet Corroboree	Books for library	$ 31.35
	19/03/2019	Magazines Direct	Library magazine subscription	$ 172.41
	19/03/2019	International transaction fee	Library magazine subscription	$ 4.31
	21/03/2019	Sanity	DVD for library	$ 7.21
	21/03/2019	Sanity	CD for library	$ 27.14
	26/03/2019	Sanity	CDs for library	$ 237.49

Card Holder	*Date*	*Payee*	*Description*	*Amount*
	27/03/2019	Booktopia	Books for library	$ 1,234.67
	27/03/2019	Magabala Books	Books for library	$ 47.97
	27/03/2019	Eventbrite	Event - Reconciliation Australia	$ 289.84
	27/03/2019	Dymocks	Books for library	$ 41.93
	27/03/2019	Book Depository	Book for library	$ 16.64
	28/03/2019	Sanity	CD for library	$ 22.17
	29/03/2019	Sanity	CD for library	$ 20.15
	04/04/2019	Sanity	Additional cost for CD for library	$ 0.17
	05/04/2019	Booktopia	Books for library	$ 29.00
	05/04/2019	Booktopia	Books for library	$ 196.94
				$ 3,964.96
Manager Marketing and Communications	09/03/2019	Bunnings	Event supplies - St Patrick's Day festival	$ 15.84
	09/03/2019	The Butcher Shop	Event supplies - St Patrick's Day festival	$ 28.50
	10/03/2019	Mailchimp	Email campaign	$ 212.71
	11/03/2019	Vine Pride	Supplies - St Patrick's Day festival	$ 25.00
	11/03/2019	Orno Interiors Pty Ltd	Supplies - St Patrick's Day festival	$ 25.00
	11/03/2019	Empire Homewares	Supplies - St Patrick's Day festival	$ 25.00
	11/03/2019	Kuld Creamery	Supplies - St Patrick's Day festival	$ 25.00
	11/03/2019	Toroblack Co.	Supplies - St Patrick's Day festival	$ 25.00
	11/03/2019	Side Door Barbecue	Supplies - St Patrick's Day festival	$ 25.00
	11/03/2019	Planet Books	Supplies - St Patrick's Day festival	$ 25.00
	12/03/2019	Beaufort Street Book	Supplies - St Patrick's Day festival	$ 25.00
	12/03/2019	Rochelle Adonis	Supplies - St Patrick's Day festival	$ 25.00
	12/03/2019	Must Wine Bar	Supplies - St Patrick's Day festival	$ 25.00
	13/03/2019	Hootsuite Inc	Social media monitoring tool	$ 330.00
	19/03/2019	IKEA Pty Ltd	Desk organisers - workplace accommodation	$ 668.70
	19/03/2019	Leederville Camera House	Camera accessory	$ 99.95
	22/03/2019	Mooi Living	Furniture - workplace accommodation	$ 724.50
	22/03/2019	Asana.com	Marketing project management task tool subscription	$ 105.98
	22/03/2019	International transaction fee	Marketing project management task tool subscription	$ 2.65
	22/03/2019	Shutterstock	Image download subscription	$ 49.00
	25/03/2019	Shutterstock	Image download subscription	$ 108.90
	26/03/2019	IAP2 Australasian	Corporate membership	$ 220.00
	26/03/2019	IAP2 Australasian	Corporate membership	$ 220.00
	27/03/2019	Facebook	Advertising	$ 33.00
	28/03/2019	Officeworks	Citizenship ceremony gift bags	$ 43.03

Card Holder	*Date*	*Payee*	*Description*	*Amount*
	28/03/2019	Australia The Gift	Citizenship ceremony gift bags	$ 240.00
	31/03/2019	Facebook	Advertising	$ 22.00
	31/03/2019	Facebook	Advertising	$ 206.12
	01/04/2019	JPS Bakehouse	Catering - COV garden opening	$ 100.00
	01/04/2019	Createsend.com	Email campaign	$ 31.53
	01/04/2019	National Art Valuation Association	Annual subscription	$ 320.00
	03/04/2019	Ambient Lounge	Furniture - workplace accommodation	$ 718.00
				$ 4,750.41
Procurement and Contracts Officer	19/03/2019	Apple Store	Purchase of iPad and keyboard - Cr. R Harley	$ 1,855.70
	28/03/2019	Milners Pty Ltd	Wireless inner scan body analysis scale - BPLC	$ 699.00
				$ 2,554.70
Total Corporate Credit Cards				**$ 12,068.46**
Direct Debits				
Lease Fees	02/04/2019	Neopost 1659932	Franking machine	**$ 385.00**
	01/04/2019	All Leasing 279258	Parking ticket machines EMV kit	$ 38,213.92
			Beatty Park Leisure Centre LED lights	$ 16,729.74
			Beatty Park Leisure Centre two way radios	$ 1,093.42
			Beatty Park Leisure Centre CCTV cameras	$ 6,458.78
			Beatty Park Leisure Centre cleaning equipment	$ 2,462.01
			Beatty Park Leisure Centre gym equipment	$ 7,005.20
			Beatty Park Leisure Centre gym equipment	$ 1,655.78
			Beatty Park Leisure Centre gym equipment	$ 3,909.90
			Total All Leasing	**$ 77,528.75**
			Total Lease Fees	**$ 77,913.75**
Loan Repayments		Treasury Corporation	Department Sport and Recreation Building, Loftus Centre, Loftus Underground Car Park and Beatty Park Leisure Centre	**$ 149,995.51**
Bank Fees and Charges		Commonwealth Bank	Bank fees	**$ 116,895.37**
Total Direct Debits including Credit Cards				**$ 356,873.09**

7.3 LAND EXCHANGE AND RECLASSIFICATION OF LAND (AMENDMENT NO. 4 TO LOCAL PLANNING SCHEME NO. 2) - PORTION OF LOT 75 BRENTHAM STREET (BRENTHAM STREET RESERVE) FOR PORTION OF LOT 100 (NO. 20) AND LOT 37 (NO. 26) BRENTHAM STREET (ARANMORE CATHOLIC PRIMARY SCHOOL) - CONSIDERATION OF SUBMISSIONS AND CONDITIONAL CONTRACT OF SALE

TRIM Ref: D19/54666

Authors: Jordan Koroveshi, Coordinator Policy & Place

Meluka Bancroft, Manager Governance, Property and Contracts

Authoriser: David MacLennan, Chief Executive Officer

Attachments:

1. Community comments - Engagement HQ Survey ⇩
2. Submission from Rosewood Aged Care dated 1 April 2019 - Confidential
3. Submission from resident dated 6 March 2019 ⇩
4. Submission from resident dated 15 March 2019 ⇩
5. Plan of proposed land exchange ⇩
6. Subdivision application plan 415620 - prepared by Carlton Surveys ⇩
7. Feature survey showing the proposed land exchange (playground and trees) ⇩
8. Plan of connectivity between the Brentham Street Reserve and Britannia Reserve ⇩
9. Proposed Amendment No.4 Amendment Document Form 2A ⇩
10. Administration response to submissions ⇩

RECOMMENDATION:

That Council:

1. NOTES the submissions received in response to the public notice of the proposed land exchange provided for the period 12 February to 1 April 2019, at Attachments 1, 2, 3 and 4;

2. APPROVES the City and McAuley Property Limited entering into a contract to exchange a 1,671m^2 portion of Lot 100 (No. 20) Brentham Street, Leederville, and Lot 37 Brentham Street, Leederville (area of 539m^2), for an equal portion (2,210m^2) of Lot 75 Brentham Street, Leederville (Brentham Street Reserve), as shown in the plan at Attachment 5, which is conditional on:

   (a) the reclassification of the portion of Lot 75 to be transferred to McAuley Property Limited from "*public open space – restricted*" to "*public purpose – primary school*" under the City's Local Planning Scheme No. 2; and

   (b) the registration of a plan of subdivision depicting the subdivision and amalgamation of the lots to effect the proposed land exchange, and McAuley Property Limited paying all associated costs;

3. NOTES that entering into a conditional contract as set out in Recommendation 2. does not provide any indication nor guarantee that the reclassification of land will be approved by the Minister for Planning;

4. AUTHORISES the Mayor and Chief Executive Officer to affix the common seal and execute the conditional contract to exchange the land as set out in Recommendation 2;

5. PREPARES Amendment No. 4 to Local Planning Scheme No. 2, as at Attachment 9, pursuant to section 75 of the *Planning and Development Act 2005*, to reclassify a portion of Lot 100 (No. 20) Brentham Street, Leederville from "*public purpose – primary school*" to "*public open space*" and a portion Lot 75 Brentham Street Reserve, Brentham Street, Leederville from "*public open space – restricted*" to "*public purpose – primary school*";

6. CONSIDERS Amendment No. 4 to Local Planning Scheme No. 2 a standard amendment under section 34 of the *Planning and Development (Local Planning Schemes) Regulations 2015* as*;*

6.1 The amendment is consistent with the City's Local Planning Strategy which recommends that primary and secondary school facilities have dedicated zoning provisions to ensure their long term use as education providers and public open space is provided and managed appropriately;

6.2 The amendment will have minimal impact on the surrounding area as the reclassification of land does not alter the existing built form on the subject sites;

6.3 The amendment does not alter the Urban zoning under the Metropolitan Region Scheme;

6.4 The amendment would not result in any significant environmental, social, economic or governance impacts; and

6.5 The amendment is not considered to be a basic or complex amendment, as defined within the regulations;

7. NOTES:

7.1 The City will forward Amendment No. 4 to Local Planning Scheme No. 2 to the Environmental Protection Authority pursuant to section 81 of the *Planning and Development Act 2005;*

7.2 If no objection is received, the City will advertise Amendment No. 4 to Local Planning Scheme No. 2 for a period of 42 days, pursuant to section 47 of the *Planning and Development (Local Planning Schemes) Regulations 2015;*

7.3 Following consideration of submissions by Council, Amendment No. 4 would be forwarded to the Western Australian Planning Commission for consideration and approval by the Minister for Planning; and

8. Subject to the contract in Recommendation 2. becoming unconditional, AUTHORISES the Mayor and Chief Executive Officer to affix the common seal and execute the Transfer of Land.

PURPOSE OF REPORT:

To consider:

(a) the submissions received in response to the public notice of the proposed land exchange;

(b) entering into a conditional contract with McAuley Property Limited to exchange a 1,671m^2 portion of Lot 100 (No. 20) Brentham Street, Leederville, and the whole of Lot 37 Brentham Street, Leederville (area of 539m^2), for an equal portion (2,210m^2) of Lot 75 Brentham Street, Leederville (Brentham Street Reserve), to align land ownership with current land use; and

(c) the proposed amendment to Local Planning Scheme No. 2 (LPS 2) to reclassify a portion of Lot 100 (No. 20) Brentham Street, Leederville from "*public purpose – primary school*" to "*public open space*" and a portion Lot 75 Brentham Street Reserve, Brentham Street, Leederville from "*public open space – restricted*" to "*public purpose – primary school*".

BACKGROUND:

At the Ordinary Meeting of Council held on 11 December 2018 (Item 11.5), Council resolved to agree in principle to the exchange of a 1,761m^2 portion of Lot 100 (No. 20) Brentham Street, Leederville, and Lot 37 Brentham Street, Leederville (area of 539m^2), for an equal portion (2,300m^2) of Lot 75 Brentham Street, Leederville (Brentham Street Reserve), as shown in **Attachment 5**.

Council also resolved that the Aranmore Catholic Primary School Board and the Catholic Education Office agree a communication plan with the City to explain the reasons for and the benefits of the land exchange to the school community and the public.

DETAILS:

The City, the Sisters of Mercy, the Aranmore Catholic Primary School Board and the Catholic Education Office agreed on a communication strategy in January 2019. Public notice of the proposed exchange was subsequently provided in accordance with section 3.58 of the *Local Government Act 1995*. In accordance with the communication strategy, the City undertook the following community consultation:

- A media release was posted on the City's website on 12 February 2019 advising of the proposed exchange and inviting submissions until 18 March 2019 (this date was later extended to 1 April 2019);
- Public notice was provided in the Perth Voice on 16 February and 23 March and in the Guardian Express on 12 February and 26 March 2019;
- The school released an update to the school community on 8 March 2019;
- Leaflets were distributed to the properties abutting the land exchange area on 13 March 2019;
- Signs were installed on the school boundary fence on 19 March 2019; and
- Posts on the City's social media platform were provided throughout the public notice period.

The deadline for submissions was extended from 18 March 2019 to 1 April 2019 to allow the adjoining landowners to be consulted and for signs to be installed on the school fence to notify the public that access between the two portions of the Brentham Street Reserve would not be possible if the proposed land exchange proceeded.

The City received four comments via its Engagement HQ platform, as detailed at **Attachment 1**. The City also received three written submissions, at **Attachments 2, 3** and **4**. Three submissions supported the proposed land exchange. The other four submissions raised concerns with the proposed exchange.

The concerns raised related to the loss in connectivity between the two portions of the Brentham Street Reserve, the safety and visibility of the park and the impacts associated with a direct interface between the school and Rosewood Aged Care. Administrations responses to the concerns raised in the submissions are at **Attachment 10**. The plan at **Attachment 8** shows the connectivity between the two portions of the Brentham Street Reserve.

No changes are proposed to the land exchange as a result of the submissions received from the community. Administration recommends that the City proceed with the proposed exchange as it will result in:

- consolidation of the school on one lot, which allows the school to be fully fenced;
- alignment of land ownership with the current fence boundary between the school and the "oval" section of the Brentham Street Reserve;
- the school and the City being responsible for their respective land holdings, including maintenance, upgrades and liability for loss or damage;
- security of the public access to the remaining portion of Brentham Street Reserve;
- creation of two areas of public open space which are easily accessible to the public and meet different community needs (playground area and passive recreation area);
- continued access to the "oval" area of the Brentham Street Reserve by the school, through a formal shared use arrangement with the City;
- improved visibility and access to the playground via Brentham Street through the landscaping of Lot 37; and
- removal of the one metre access way between the two portions of the Brentham Street Reserve which is currently unkempt and potentially unsafe.

The subdivision application plan at **Attachment 6** has been prepared to depict the proposed subdivision and amalgamation of lots 37, 38, 39, 75 and 100. Following the survey, the size of the portions of lots 100 and 75 to be exchanged has varied slightly to the estimated size previously presented to Council. These lots would become lots 820 (consolidating the school on one lot) and 821 (comprising the full extent of the Brentham Street Reserve). The proposed land exchange now comprises:

Land details	Current ownership	Proposed ownership
1,671m^2 portion of Lot 100 (No. 20) Brentham Street, Leederville	McAuley Property Limited	City of Vincent
Lot 37 (No. 26) Brentham Street, Leederville (539m^2)	McAuley Property Limited	City of Vincent
2,210m^2 portion of Lot 75 Brentham Street, Leederville (Brentham Street Reserve)	City of Vincent	McAuley Property Limited

The feature survey at **Attachment 7** shows that the proposed land exchange would result in:

- a direct interface between the school and the Rosewood Aged Care facility located at 5 – 9 (Lot 40) Britannia Road, Leederville;
- five mature trees becoming part of the school land; and
- the older playground abutting the boundary between the proposed lots 820 and 821.

The Sisters of Mercy confirmed that the current fence on the boundary between the Brentham Street Reserve and Rosewood Aged Care would suffice as the boundary fence between the school and Rosewood Aged Care. A permeable fence consistent with the current school fence would be installed along the extent of the remaining boundary of the school lot (Lot 821). Gates would be installed to facilitate access between the school and the Brentham Street Reserve. The school would also investigate the removal of the portion of the older playground on the boundary between the lots. The newer playground would be wholly comprised within the Brentham Street Reserve (lot 820) and would remain, with the City to maintain and upgrade it as required.

As previously indicated at the 11 December 2018 Ordinary Council Meeting, the contract between the City and McAuley Property Limited would be conditional on the following:

1. The reclassification of the portion of Lot 75 (being transferred to McAuley Property Limited) from Public Open Space – Restricted to Public Purpose – Primary School; and

2. The completion of the subdivision/amalgamation process to create the new lot 821.

To commence the process of reclassification, this report seeks to prepare Amendment No. 4 to LPS 2. Amendment No. 4 would reclassify the subject lots as described below and as shown in **Attachment 9**.

Land to be exchanged	Current LPS 2 reservation	Required reservation
Portion of Lot 100 (to City)	Public Purpose – Primary School	Public Open Space
Portion of Lot 75 (to MPL)	Public Open Space – restricted	Public Purpose – Primary School

The intent of Amendment No. 4 is to reclassify the zoning of the subject lots to best suit their future intended purpose and to match the future land owner intentions. The proposed Amendment No. 4 is considered to be in accordance with the City's Local Planning Strategy as it proposes dedicated zoning provisions for primary and secondary school facilities to ensure their long term use as education providers. The reclassification of Lot 75 to Public Purpose – Primary School would allow the existing primary school to operate over the full extent of its grounds, subject to future development applications. The reclassification of the portion of Lot 100 to be transferred to the City to Public Open Space would align with the City's intention to provide public recreation areas over the full extent of the property. This process would likely take up to 18 months.

The City will commence the subdivision process to create lots 820 and 821 concurrently with Amendment No. 4. The Sisters of Mercy have agreed to pay all associated costs for the entirety of the process. This process would likely take 3-6 months.

CONSULTATION/ADVERTISING:

No further advertising is required for the proposed land swap itself. However, in accordance with Regulation 47 of the *Planning and Development (Local Planning Schemes) Regulations 2015,* the proposed Amendment No. 4 must be advertised for public consultation. Amendment No. 4 also must be referred to the Environmental Protection Authority to assess the environmental impacts of the proposal and to determine whether any formal environmental assessment is necessary.

Amendment No. 4 is considered to be a 'standard amendment' and must be advertised for public comment for a period of 42 days. Advertising is to occur in the following manner, consistent with the requirements of the City's policy No. 4.1.5 – Community Consultation and the *Planning and Development (Local Planning Schemes) Regulations 2015*.

- advertisement in a local newspaper;
- display notice of the proposal at the Administration Centre;
- referral in writing to affected persons/agencies; and
- display on the City's website.

Following the 42 day advertising period, a summary of submissions and the City's responses to those submissions will be included in a report to Council for consideration of whether to support Amendment No. 4 with or without modifications.

LEGAL/POLICY:

- *Planning and Development (Local Planning Schemes) Regulations 2015.*
- *Local Government Act 1995. Section 3.58 – Disposing of Property.*

McAuley Property Limited is a religious and educational body that is registered as a charity and its members would not receive any pecuniary profit from the proposed land exchange. As the proposed disposition is to a registered charity which falls within the scope of regulation 30(b) of the *Local Government (Functions and General) Regulations 1996* the City would not be required to comply with section 3.58.

RISK MANAGEMENT IMPLICATIONS:

Low: The proposed exchange would resolve the liability and maintenance risks for the City which currently exist due to the undefined boundary between Lot 75 and Lot 100.

STRATEGIC IMPLICATIONS:

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

Enhanced Environment

Our parks and reserves are maintained, enhanced and well utilised.
We have minimised our impact on the environment.
Our urban forest/canopy is maintained and increased.

Connected Community

Our community facilities and spaces are well known and well used.
We are an inclusive, accessible and equitable City for all.

Thriving Places

Our physical assets are efficiently and effectively managed and maintained.

Innovative and Accountable

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

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

As equal portions of land are proposed to be exchanged it is recommended that there be no exchange of funds. There are no costs to the City in connection with the amalgamation and subdivision process or preparation and registration of the transfer of land, as McAuley Property Limited has committed to covering these costs. If the City requires that the contract of sale be independently reviewed that will result in a cost to the City of approximately $1,000 - $1,500.

The proposed scheme amendment is not included in the operational budget. The scheme amendment process would likely take at least 12-18 months from commencement to final approval.

The City of Vincent

Project: Land exchange - Aranmore Catholic Primary School
Public notice provided from 12 February - 1 April 2019

engagement hq
by Bang the Table

VISITORS					
15					
CONTRIBUTORS			RESPONSES		
4			4		
4 Registered	0 Unverified	0 Anonymous	4 Registered	0 Unverified	0 Anonymous

Respondent No: 1

Responded At: Mar 08, 2019 15:08:12 pm
Last Seen: Mar 08, 2019 07:07:12 am

Q1. **Please use the space below to provide any comments you wish to make about the proposed land exchange.**

I support the land exchange

Respondent No: 2

Responded At: Mar 08, 2019 16:35:44 pm
Last Seen: Mar 08, 2019 08:25:26 am

Q1. **Please use the space below to provide any comments you wish to make about the proposed land exchange.**

I am for this proposal of the land exchange and support this. I believe this will provide my children who attend Aranmore CPS, a safer environment as it allows the school to upgrade our security measures to the children's play areas. This request by parents was made to the school on numerous occasions to provide a fully gated play area in the past has been denied due to the current land ownership rights. This successful land exchange will keep the school secure and the children safe as access can be restricted.

Respondent No: 3

Responded At: Mar 11, 2019 16:17:48 pm
Last Seen: Mar 11, 2019 06:36:13 am

Q1. **Please use the space below to provide any comments you wish to make about the proposed land exchange.**

Land Exchange - Sisters of Mercy and City of Vincent The fundamental principle upon which this land exchange is based as quoted…. 'to reflect how the school and the community currently use the land.' is disingenuous and therefore honestly questions the legitimacy of this proposal. To base a land exchange on this premise ignores the fact that the residents of Rosewood Care, who are the closest and most numerous, other than the Aranmore Catholic Primary School, with currently 112 residents have been excluded from using the Brentham Reserve. There is no paved pathway from Wavertree Place into the reserve directly adjacent to the west of their boundary. Therefore, since Rosewood opened in September 2017, the residents have been unable to use this park. While a number of residents are ambulant, many of the residents use walkers and wheel chairs for their mobility. The elderly are cautious about walking and their preference is to walk on paved, solid surfaces. Because the is no path they have not been able to use this community facility. My mother, has been a resident at Rosewood since November 2017 and has been unable to access Brentham Reserve because there is not path into the park. Excluding this cohort of the community conflicts with the City of Vincent's Strategic Priorities and 'Imagine Vincent's' philosophy of enhanced environment; an accessible ci ty; a connected community; a thriving place; of sensitive design and being innovative and accountable. An environment is 'enhanced' by being inclusive and embracing all age groups in the city. A city is 'accessible' to all age groups, children, parents pushing prams and the elderly, if paths are constructed to allow entrance into parks like Brentham Reserve. A community is 'connected' if pedestrians have a means of entry into parks and reserves. Further, if access is available, this shows that a community acknowledges, embraces and encourages the elderly in intergenerational opportunities. The elderly are too often isolated, invisible and ignored in our community. Research documents the richness of a community when the elderly are respected and 'connected'. A 'thriving' place is inclusive of all generations where happiness, joy and delight can be something as simple having access to a play ground to watch children play. Research shows that external stimulation and simply being outside in the fresh air enhances the spirit and improves ones sense of health and well-being. The local community and especially the residents of Rosewood would benefit from this. So simple, as it is, to enjoy these pleasures of life and yet, not that easy, for a cautious walker, or someone using a walker or a wheel chair. A city that is 'sensitive', designs spaces to be inclusive of all generations and levels of mobility. To be included in the simple, pleasures of life such as observing children play, listening to their laughter, being able sit on a park bench to breath the fresh air and chat with friends, to hear birds high in the trees and to smell the eucalyptus fragrance brings joy to the heart and a smile. Everyone in the City of Vincent is entitled to this opportunity. An 'innovative and accountable' city will investigate, act and report on issues to address equity and social justice in the community. I appeal to you to reconsider this land exchange in the light of the issues I have raised in this submission.

Respondent No: 4

Responded At: Mar 24, 2019 20:32:44 pm
Last Seen: Mar 24, 2019 12:31:38 pm

Q1. **Please use the space below to provide any comments you wish to make about the proposed land exchange.**

The exchange is a practical solution. I have no objections

City Of Vincent Records
RECEIVED
0 8 MAR 2019
CTN No:
REC No:

6 March 2019

RECEIVED
0 7 MAR 2019
CITY OF VINCENT

Ms Meluka Bancroft
A/Manager Governance, Property and Contracts
City of Vincent
244 Vincent St
LEEDERVILLE WA 6007

Dear Meluka,

RE LAND EXCHANGE BRENTHAM ST RESERVE - ARANMORE CATHOLIC PRIMARY SCHOOL

Thank you for providing me with the COV documents in relation to this matter. I have perused the history in the Agenda and Minutes of the OCM 11/12/2018 and the maps and wish to make the following comments, knowing that with the "agreement in principle" it will be a done deal.

Part of the deal involves Lot 37 Brentham St being "exchanged as vacant land". This well maintained weatherboard house is signposted as Aranmore "Music House". That means two things:- 1) COV residents lose another original cottage of the area, and 2) Aranmore will need to house their Music Department elsewhere. Does this signal that Aranmore's keenness to secure that section of Lot 75 between Lot 39 etc and the school is for the purpose of "future plans" for additional school buildings also capable of housing the Music Department? Does anyone know where this department is to be transferred to?

I am no tree-hugging greenie but I find myself becoming quite concerned with the number of beautiful old gumtrees etc being sacrificed in the Brentham St Reserve Pt Lot 75/Wavertree Place. In spite of COV Strategic Community Plan "enhanced environment", I do not think the continual canopy destruction every time there is a new development demonstrates this statement. We are swapping a denuded area at the rear of the school (the Oval) for that Pt of Lot 75 with the last stand of gum trees, which the school wants to then rezone and that will then give them the capacity for carrying out their "future plans".

When you walk south along Brentham St past the school Brentham Park Apartments are on that school southern boundary. I note that on the common southern boundary of the Apartments that a new development of housing Units has commenced and that Lot has again been cleared of all trees during commencement of groundworks in the last couple of weeks. What's going on COV?

I have lived in Wavertree Place for 33 years. Rosewood occupies the entire western side of the cul-de-sac and when COV permitted the old single storey facility be demolished and replaced with a three-storey building, not a single tree was left standing on that 4940m^2 block. Now we are left with a cement-rendered solid multi-storey which just radiates heat into the cul-de-sac on these hot summer days and completely blocks any westerly breezes from the coast bringing any relief. When I go for my evening walk around the block, turning the corner from Britannia Rd into Wavertree Place the heat difference is noticeable. But then, who cares?

../2

A/Manager Governance, Property and Contracts
City of Vincent 6 March 2019

RE LAND EXCHANGE BRENTHAM ST RESERVE - ARANMORE CATHOLIC PRIMARY SCHOOL Cont'd

Reading the Agenda Item 11.5 of 11/12/2018 Page 538 also confirms to me how generous we, the ratepayers, are through COV our financial support of this school. At "28/08/1995" I was bemused to read regarding the pre-primary playground area that Aranmore had rejected the annual licence fee of $2,000. Even when it was reduced to $1,000 again it was rejected. But Aranmore eventually agreed to $1 per annum. Would not the COV ratepayers cheer loudly to be able to bargain down their annual Council rates for a deal like that. In addition, this Institution by not paying any Council rates themselves are then able to offer to buy from Council that northen portion of Lot 75 Brentham St for $470,000. What?

When an Institution does not contribute financially to COV it then deprives the other ratepayers of income that could be put to good use for the community benefit through the relevant budget. I will give you an example:- During construction of the Rosewood facility extensive damage was done to the cement kerbing for the whole length of the cul-de-sac on the eastern side by the heavy construction vehicles, particularly at the corner of Britannia and at the head of Wavertree bordering the reserve. The bitumen road surface at the "T" junction is damaged also. I have twice written to COV, the first in October 2016, and the second in July 2017 when Rosewood was completed (finally!!) to bring this matter to Council attention. Not surpringly nothing has been done to date. Perhaps there is no money.

In closing I would draw your attention to a letter in the local newspaper "The Perth Voice" Saturday March 2, 2019, Page 4 by a disgruntled ratepayer criticizing the COV, under the heading "Political spin". After a lengthy text he completes the last sentence by ending "..... and they'll ask themselves why they bothered." And guess what, that's exactly how I feel.

Name and address redacted

15th March 2019

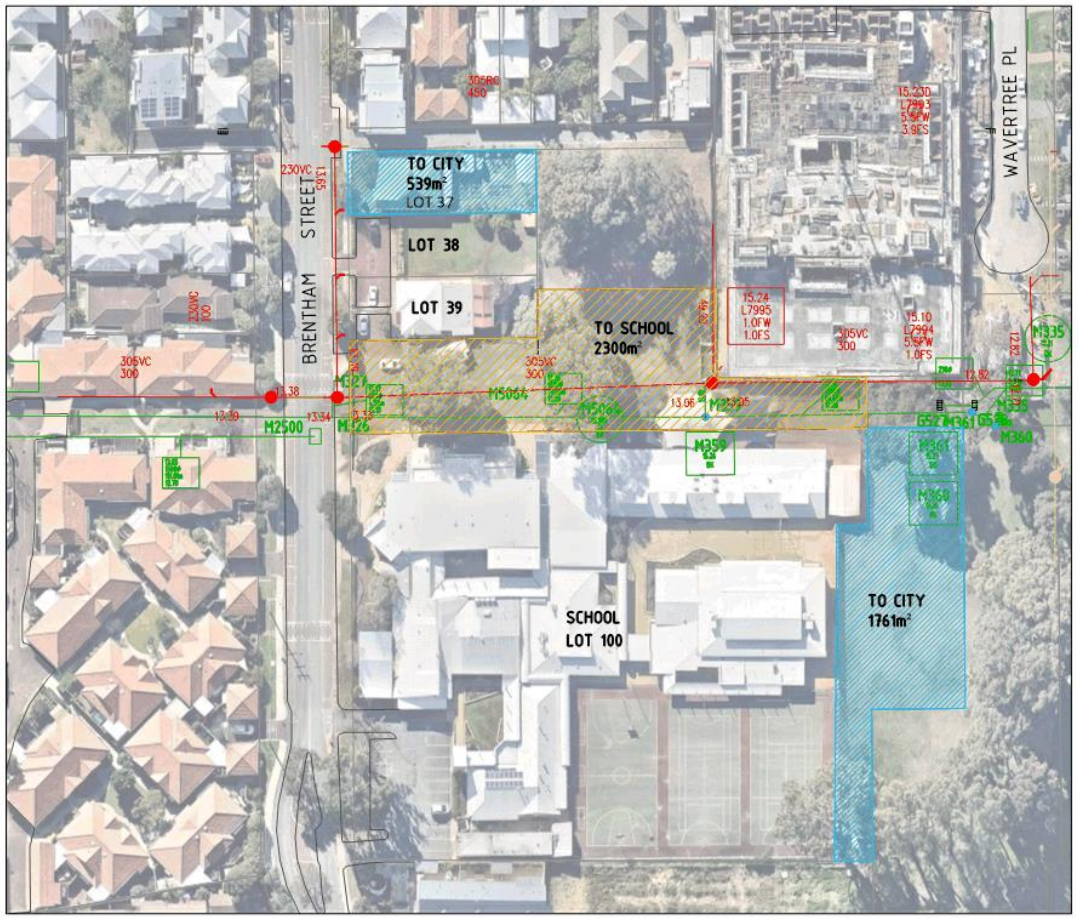
Land exchange, Brentham Street RESERVE LEEDERVILLE

With respect to the proposed land exchange between the City of Vincent and Aranmore School I make the following comments:

1. I am a resident with a property which backs onto the laneway off Brentham Street. The laneway is used for direct vehicle access by a number of residents.
2. I, along with my fellow neighbors directly impacted by this proposal were only officially contacted for comment on the 14th March, with submissions due by 9am on the 18th March.
3. This is not proper consultation and smacks of collusion.
4. I have been aware of this for a number of years and the whole thing looks like a done deal at this stage.
5. The city has shown at best professional incompetence and at worse financial ineptness in this transaction
6. It makes no sense to demolish a perfectly functional property to plant grass and trees, regardless of any POS intent.
7. The traffic in the laneway will increase. In principle this is not an issue for me as the laneway is owned by the city and used for access. My issue is that it will expose residents to egress access by undesirables, and potentially negative pedestrian/vehicle interactions.
8. It seems to me that once people have entered the proposed POS off the laneway they have no other way of moving out of the area, so again traffic will be intensified. The laneway is already illegally used for school pick-ups now, so it's anyone's guess what will happen if and when access directly off Brentham Street is intensified.

I must stress that any commercial exchange of land between the city and any other entity is not of concern to me. My fundamental issue is the optics of this deal, and the fact that residents directly impacted are treated with contempt by the City and its invisible elected officials. An article in a local newspaper is not proper consultation.

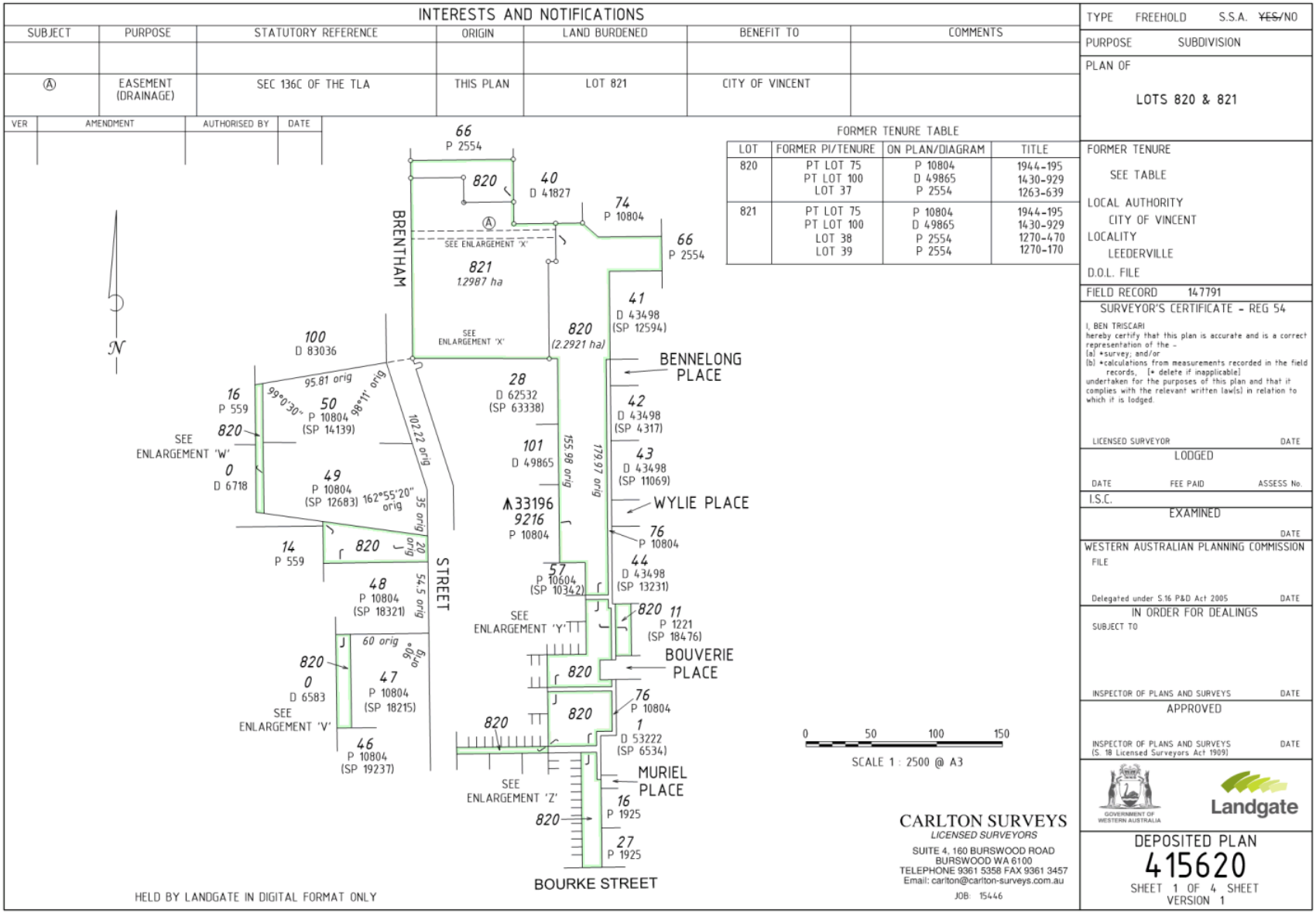
My advice is to become more transparent. The school should reach out and explain its intent and have a master plan for people to see and comment on.

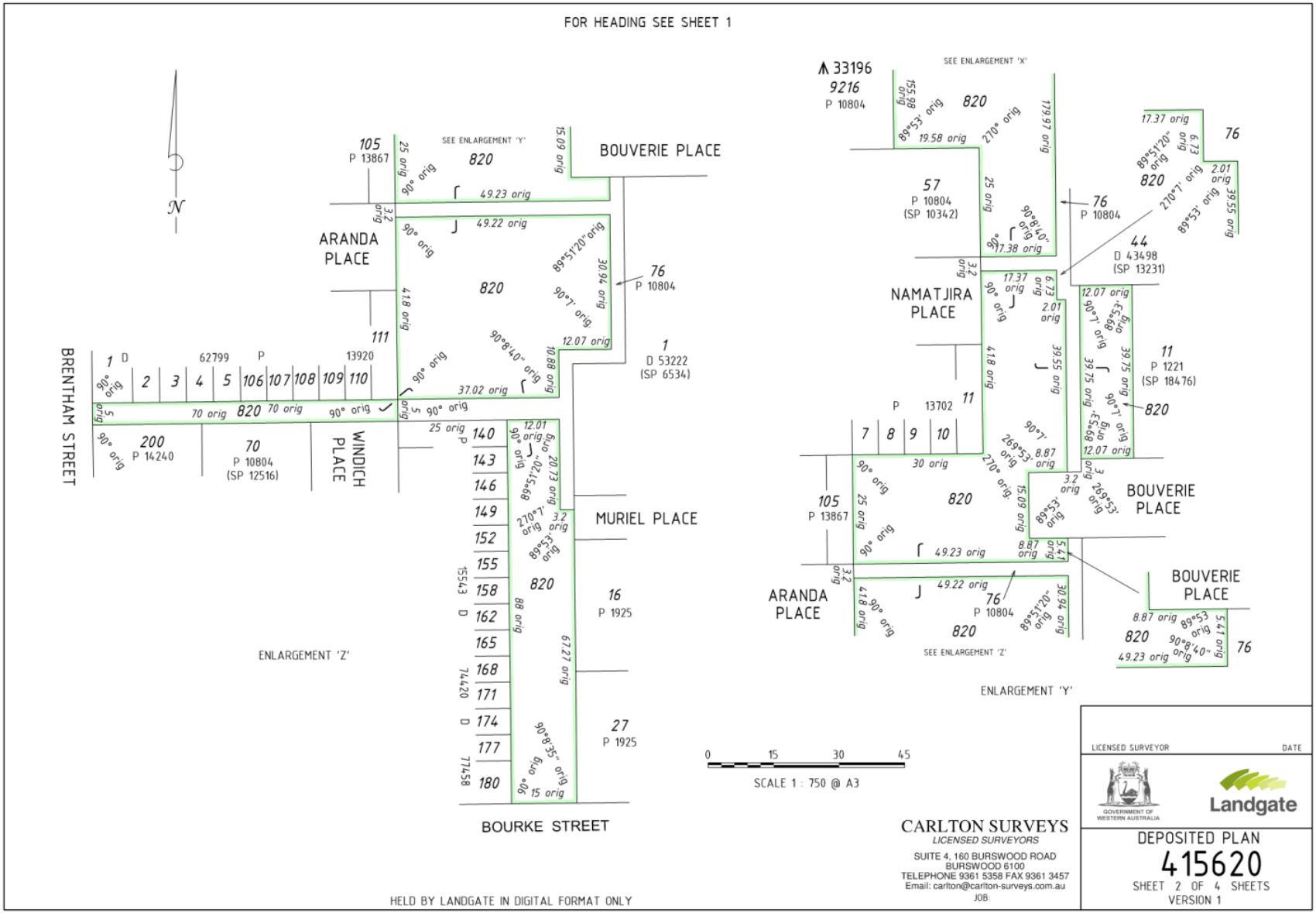


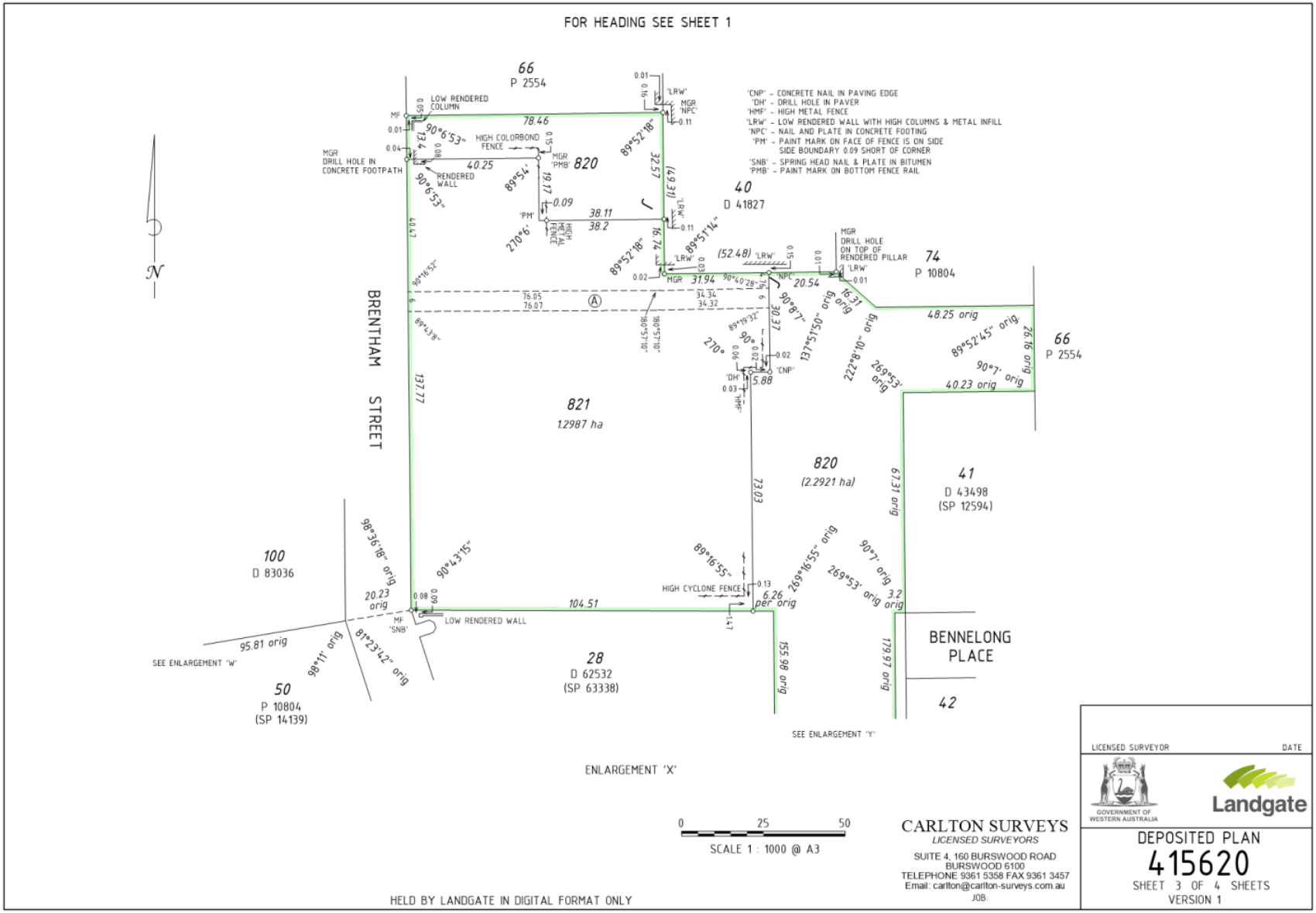
CITY OF VINCENT
244 VINCENT STREET LEEDERVILLE, 6007
TECHNICAL SERVICES

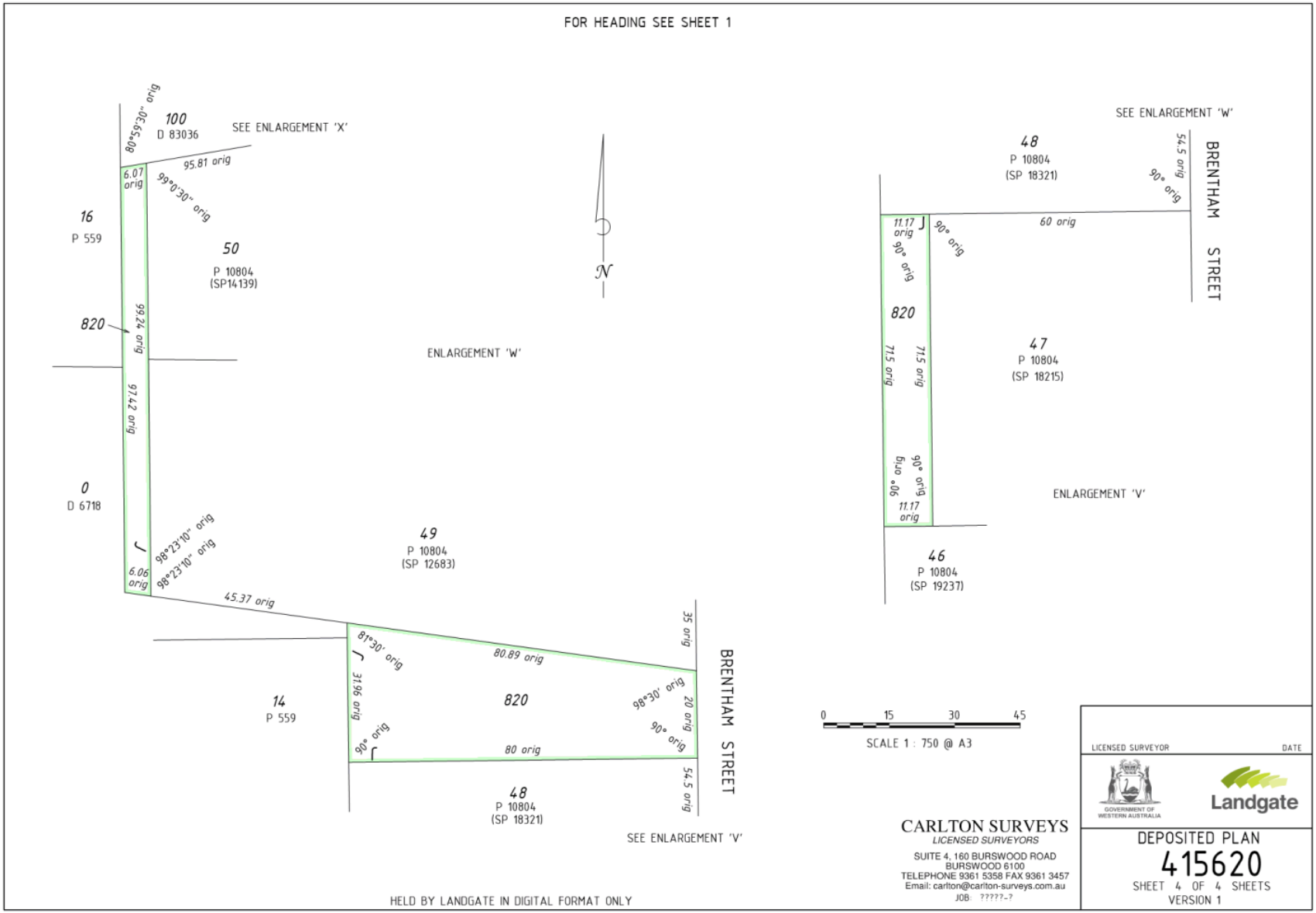
PORTION OF LAND TO BE EXCHANGED BETWEEN THE OWNERS, LOT 37, LOT 100 BRENTHAM STREET & CITY OF VINCENT OWNER OF LOT 75 BRENTHAM STREET LEEDERVILLE

SCALE:	DRAWN:	DRAWING NO:
N.T.S.	MH	3371-CP-04
DATE: NOV 2018	CHECKED: MB	SHEET 1 OF 1. A4


INTERESTS AND NOTIFICATIONS
SUBJECT | PURPOSE | STATUTORY REFERENCE | ORIGIN | LAND BURDENED | BENEFIT TO | COMMENTS
Ⓐ | EASEMENT (DRAINAGE) | SEC 136C OF THE TLA | THIS PLAN | LOT 821 | CITY OF VINCENT
VER | AMENDMENT | AUTHORISED BY | DATE
FORMER TENURE TABLE
LOT | FORMER PI/TENURE | ON PLAN/DIAGRAM | TITLE
820 | PT LOT 75 PT LOT 100 LOT 37 | P 10804 D 49865 P 2554 | 1944-195 1430-929 1263-639
821 | PT LOT 75 PT LOT 100 LOT 38 LOT 39 | P 10804 D 49865 P 2554 P 2554 | 1944-195 1430-929 1270-470 1270-170
TYPE FREEHOLD S.S.A. YES/NO
PURPOSE SUBDIVISION
PLAN OF
LOTS 820 & 821
FORMER TENURE
SEE TABLE
LOCAL AUTHORITY
CITY OF VINCENT
LOCALITY
LEEDERVILLE
D.O.L. FILE
FIELD RECORD 147791
SURVEYOR'S CERTIFICATE - REG 54
I, BEN TRISCARI
hereby certify that this plan is accurate and is a correct representation of the -
(a) *survey; and/or
(b) *calculations from measurements recorded in the field records, [* delete if inapplicable]
undertaken for the purposes of this plan and that it complies with the relevant written law(s) in relation to which it is lodged.
LICENSED SURVEYOR DATE
LODGED
DATE FEE PAID ASSESS No.
I.S.C.
EXAMINED
DATE
WESTERN AUSTRALIAN PLANNING COMMISSION
FILE
Delegated under S.16 P&D Act 2005 DATE
IN ORDER FOR DEALINGS
SUBJECT TO
INSPECTOR OF PLANS AND SURVEYS DATE
APPROVED
INSPECTOR OF PLANS AND SURVEYS (S. 18 Licensed Surveyors Act 1909) DATE
GOVERNMENT OF WESTERN AUSTRALIA
Landgate
DEPOSITED PLAN
415620
SHEET 1 OF 4 SHEET
VERSION 1
BRENTHAM STREET
BENNELONG PLACE
WYLIE PLACE
BOUVERIE PLACE
MURIEL PLACE
BOURKE STREET
SEE ENLARGEMENT 'X'
SEE ENLARGEMENT 'W'
SEE ENLARGEMENT 'Y'
SEE ENLARGEMENT 'V'
SEE ENLARGEMENT 'Z'
821 1.2987 ha
820 (2.2921 ha)
95.81 orig
99°0'30"
98°11' orig
102.22 orig
155.98 orig
119.97 orig
162°55'20" orig
35 orig
20 orig
54.5 orig
60 orig
90° orig
0 50 100 150
SCALE 1 : 2500 @ A3
CARLTON SURVEYS
LICENSED SURVEYORS
SUITE 4, 160 BURSWOOD ROAD
BURSWOOD WA 6100
TELEPHONE 9361 5358 FAX 9361 3457
Email: carlton@carlton-surveys.com.au
JOB: 15446
HELD BY LANDGATE IN DIGITAL FORMAT ONLY


FOR HEADING SEE SHEET 1
BRENTHAM STREET
ARANDA PLACE
BOURKE STREET
MURIEL PLACE
WINDICH PLACE
BOUVERIE PLACE
NAMATJIRA PLACE
ENLARGEMENT 'Z'
ENLARGEMENT 'Y'
SEE ENLARGEMENT 'Y'
SEE ENLARGEMENT 'X'
SEE ENLARGEMENT 'Z'
105 P 13867
111
200 P 14240
70 P 10804 (SP 12516)
16 P 1925
27 P 1925
1 D 53222 (SP 6534)
76 P 10804
57 P 10804 (SP 10342)
44 D 43498 (SP 13231)
11 P 1221 (SP 18476)
33196
9216 P 10804
P 13702
62799 P 13920
15543 D 74420 D 77458
0 15 30 45
SCALE 1 : 750 @ A3
CARLTON SURVEYS
LICENSED SURVEYORS
SUITE 4, 160 BURSWOOD ROAD
BURSWOOD 6100
TELEPHONE 9361 5358 FAX 9361 3457
Email: carlton@carlton-surveys.com.au
JOB:
LICENSED SURVEYOR
DATE
GOVERNMENT OF WESTERN AUSTRALIA
Landgate
DEPOSITED PLAN
415620
SHEET 2 OF 4 SHEETS
VERSION 1
HELD BY LANDGATE IN DIGITAL FORMAT ONLY


FOR HEADING SEE SHEET 1
'CNP' - CONCRETE NAIL IN PAVING EDGE
'DH' - DRILL HOLE IN PAVER
'HMF' - HIGH METAL FENCE
'LRW' - LOW RENDERED WALL WITH HIGH COLUMNS & METAL INFILL
'NPC' - NAIL AND PLATE IN CONCRETE FOOTING
'PM' - PAINT MARK ON FACE OF FENCE IS ON SIDE SIDE BOUNDARY 0.09 SHORT OF CORNER
'SNB' - SPRING HEAD NAIL & PLATE IN BITUMEN
'PMB' - PAINT MARK ON BOTTOM FENCE RAIL
66
P 2554
LOW RENDERED COLUMN
HIGH COLORBOND FENCE
MGR DRILL HOLE IN CONCRETE FOOTPATH
RENDERED WALL
820
40
D 41827
HIGH METAL FENCE
MGR DRILL HOLE ON TOP OF RENDERED PILLAR
74
P 10804
BRENTHAM STREET
821
1.2987 ha
820
(2.2921 ha)
41
D 43498
(SP 12594)
100
D 83036
LOW RENDERED WALL
HIGH CYCLONE FENCE
BENNELONG PLACE
42
28
D 62532
(SP 63338)
50
P 10804
(SP 14139)
SEE ENLARGEMENT 'W'
SEE ENLARGEMENT 'Y'
ENLARGEMENT 'X'
SCALE 1 : 1000 @ A3
CARLTON SURVEYS
LICENSED SURVEYORS
SUITE 4, 160 BURSWOOD ROAD
BURSWOOD 6100
TELEPHONE 9361 5358 FAX 9361 3457
Email: carlton@carlton-surveys.com.au
JOB:
LICENSED SURVEYOR
DATE
GOVERNMENT OF WESTERN AUSTRALIA
Landgate
DEPOSITED PLAN
415620
SHEET 3 OF 4 SHEETS
VERSION 1
HELD BY LANDGATE IN DIGITAL FORMAT ONLY


FOR HEADING SEE SHEET 1
100
D 83036
SEE ENLARGEMENT 'X'
80°59'30" orig
95.81 orig
6.07 orig
99°0'30" orig
16
P 559
50
P 10804
(SP14139)
820
99.24 orig
97.42 orig
0
D 6718
98°23'10" orig
98°23'10" orig
6.06 orig
49
P 10804
(SP 12683)
45.37 orig
81°30' orig
80.89 orig
35 orig
31.96 orig
820
98°30' orig
20 orig
90° orig
80 orig
54.5 orig
14
P 559
48
P 10804
(SP 18321)
SEE ENLARGEMENT 'V'
ENLARGEMENT 'W'
N
SEE ENLARGEMENT 'W'
48
P 10804
(SP 18321)
54.5 orig
90° orig
BRENTHAM STREET
11.17 orig
90° orig
60 orig
90° orig
90° orig
820
71.5 orig
71.5 orig
47
P 10804
(SP 18215)
90° orig
90° orig
11.17 orig
ENLARGEMENT 'V'
46
P 10804
(SP 19237)
0 15 30 45
SCALE 1 : 750 @ A3
LICENSED SURVEYOR
DATE
GOVERNMENT OF WESTERN AUSTRALIA
Landgate
DEPOSITED PLAN
415620
SHEET 4 OF 4 SHEETS
VERSION 1
CARLTON SURVEYS
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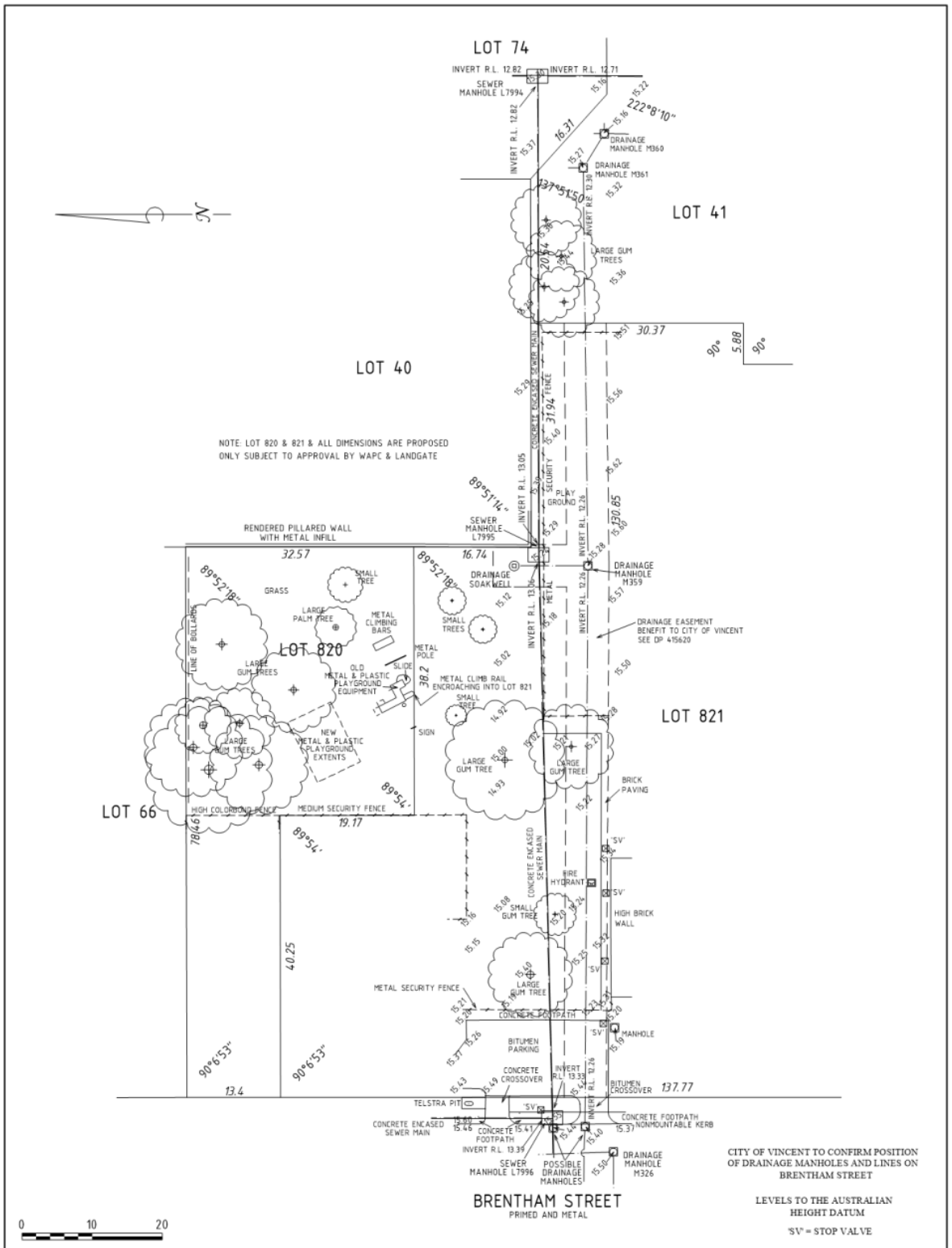
SUITE 4, 160 BURSWOOD ROAD
BURSWOOD 6100
TELEPHONE 9361 5358 FAX 9361 3457
Email: carlton@carlton-surveys.com.au
JOB: ?????-?
HELD BY LANDGATE IN DIGITAL FORMAT ONLY



PARTIAL CONTOUR & FEATURE SURVEY OF
LOT 820 & LOT 821, BRENTHAM STREET, LEEDERVILLE

DEPOSITED PLAN	415620
C/T	NOT YET ISSUED
AUTHORITY	CITY OF VINCENT
SCALE	1 : 500 @ A3
SURVEY DATE	12-04-2019 & 13-07-2016
JOB	15456 & 14434

DRAFTED BY : MSO & BST
DATE : 15 - 4 - 2019

DIAL 1100 BEFORE YOU DIG

CARLTON SURVEYS
Licensed Surveyors
SUITE 4, 160 BURSWOOD ROAD,
BURSWOOD, W.A., 6100.
TEL 9361 5358 FAX 9361 3457
E-mail : carlton@carlton-surveys.com.au

CHECK TITLE FOR EASEMENTS, RESTRICTIVE COVENANTS ETC.
THIS SURVEY DOES NOT GUARANTEE THE CORRECT POSITION OF BOUNDARY PEGS OR FENCES.
ALL FEATURES AND BUILDING POSITIONS ARE APPROXIMATE ONLY, AS THEY HAVE BEEN POSITIONED FROM MEASUREMENTS TAKEN FROM EXISTING PEGS, FENCES & WALLS.
A BOUNDARY RE-ESTABLISHMENT SURVEY IS RECOMMENDED PRIOR TO UNDERTAKING ANY SITE WORKS OR CONSTRUCTION.
INFORMATION SHOWN ON THIS SURVEY IS CURRENT AT THE DATE SHOWN. CARLTON SURVEYS ACCEPTS NO RESPONSIBILITY FOR ANY CHANGES THAT HAVE OCCURRED AFTER THIS DATE, TO SITE LEVELS AND FEATURES OR BUILDINGS.
CADASTRAL BOUNDARY DIMENSIONS SHOWN HAVE BEEN OBTAINED FROM SURVEY PLANS AND ARE SUBJECT TO FIELD SURVEY.


Britannia Rd
Britannia Rd
Matlock St
Seabrook
Brentham Street Reserve
Rosewood Aged Care
Waverlee Pl
Brentham Street Reserve
School
Brentham St
Oxford St
Bennelong Pl
Wylie Pl
Britannia Reserve

CITY OF VINCENT

LOCAL PLANNING SCHEME NO. 2

Amendment No. 4

Standard amendment to reclassify a portion of Lot 100 (No. 20) Brentham Street Leederville from Public Purpose - Primary School to Public Open Space and a portion of Lot 75 Brentham Street Reserve, Brentham Street Leederville from Public Open Space - Restricted to Public Purpose - Primary School.

CITY OF VINCENT

FORM 2A

Planning and Development Act 2005

RESOLUTION TO PREPARE AMENDMENT TO LOCAL PLANNING SCHEME

CITY OF VINCENT LOCAL PLANNING SCHEME NO. 2
AMENDMENT NO. 4

RESOLVED that the local government pursuant to section 75 of the *Planning and Development Act 2005* (as amended), amend the above Local Planning Scheme to:

1. Reclassify a portion of Lot 100 (No. 20) Brentham Street Leederville from Public Purpose - Primary School to Public Open Space and a portion Lot 75 Brentham Street Reserve, Brentham Street Leederville from Public Open Space - Restricted to Public Purpose - Primary School.

The amendment is standard under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:

- The amendment is consistent with the City's Local Planning Strategy which recommends that primary and secondary school facilities have dedicated zoning provisions to ensure their long term use as education providers and public open space is provided and managed appropriately;
- The amendment will have minimal impact on the surrounding area as the reclassification of land does not alter the existing built form on the subject sites;
- The amendment does not alter the Urban zoning under the Metropolitan Region Scheme;
- The amendment would not result in any significant environmental, social, economic or governance impacts; and
- The amendment is not considered to be a basic or complex amendment, as defined within the regulations.

CITY OF VINCENT

Modification 1 Map

Existing:



Proposed:

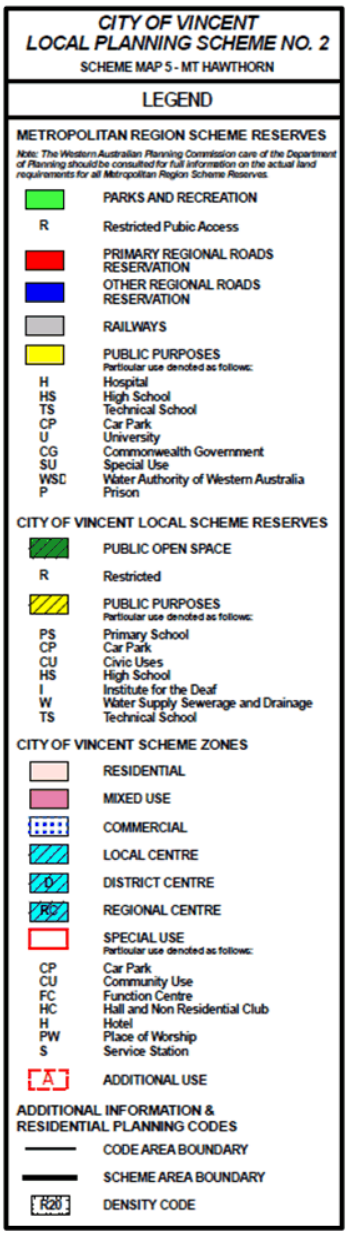


= Amendment Area

Dated this day of 2018

_____

CHIEF EXECUTIVE OFFICER



CITY OF VINCENT

LOCAL PLANNING SCHEME NO. 2

Amendment No. 4

COUNCIL RECOMMENDED/SUBMITTED FOR APPROVAL

Supported for submission to the Minister for Planning for approval by resolution of the City of Vincent at the Ordinary Meeting of the Council held on the 16th of October 2018 and the Common Seal of the City of Vincent was hereunto affixed by the authority of a resolution of the Council in the presence of:

.....
MAYOR

.....
CHIEF EXECUTIVE OFFICER

WAPC RECOMMENDED/SUBMITTED FOR APPROVAL

.....
DELEGATED UNDER S.16 OF
THE *PLANNING AND DEVELOPMENT ACT 2005*

DATE.....

APPROVAL GRANTED

.....
MINISTER FOR PLANNING
S.87 OF THE *PLANNING AND DEVELOPMENT ACT 2005*

DATE.....

Administration Response to Submissions

Comment	***Administration's response***
If Lot 37 is transferred as vacant land, where will the school's music house be located?	The school will find an alternative building within the school to locate the "music house". The exact location is yet to be determined, but it is not anticipated to impact the existing trees within the acquired portion of Lot 75.
The land exchange may allow the school to increase its building footprint which will result in a loss of trees.	The school has no current intention to increase its building footprint or remove any trees from the acquired land. The school is a two stream primary school which is considered the capacity for the site, and has no intention to increase its student intake. Any change to the building footprint will require development approval.
The removal of the pedestrian access way between the two portions of Lot 75 will restrict the movements of the Rosewood Aged Care patrons, particularly in an emergency (and will restrict emergency personnel access).	Access to the Brentham Street Reserve is possible from both sides of the Rosewood Aged Care building (from Wavertree Place and also Brentham Street), and connectivity from the Brentham Street Reserve to Brentham Street and Britannia Reserve is still possible. The proposed land exchange will improve the connectivity between Brentham Street and the Brentham Street Reserve, adjacent to the school (portion with the playground), as it will no longer be via a gate within a car park or via a laneway. It may be necessary for Rosewood Aged Care's emergency evacuation plan to be revised so that the meeting point and access routes are within the public open space.
The creation of a portion of Lot 75 as a "pocket park" is unsafe.	The portion of the Brentham Street Reserve adjacent to the right of way will be accessible via the current lot 37, which will be landscaped. This will provide easy access from Brentham Street and increased surveillance of the playground by local traffic. The total area of the "pocket park" would be approximately 1,784m^2, which aligns with the requirements for a local park.
The land exchange reduces the amount of functional and usable public open space in the area.	The exchange is for equal land areas, and therefore there is no actual loss of public open space. There may be a perceived loss of public open space as a portion of Lot 100 (owned by McAuley Property Limited) is currently unfenced and appears to form part of the Brentham Street Reserve (see the blue shaded area in the plan at **Attachment 5**). The land exchange will align land ownership with land use and result in better accessibility to the playground portion of the Brentham Street Reserve.
The land exchange will result in interface issues between the school and Rosewood Aged Care relating to security patrols, crime, emergency access and interaction with the Brentham Street Reserve.	Lot 75 owned in freehold by the City. The land is reserved as "*urban*" under the MRS and "*public open space – restricted*" under the City's LPS2. There is no legal requirement that the land continues to be used for its current purpose (public open space). As such, access and use of this land by Rosewood Aged Care cannot be guaranteed. Notwithstanding this, the land exchange proposes that the Brentham Street Reserve will remain as public open space. To the extent that the land exchange would impact the Rosewood Aged Care's current use of the Brentham Street Reserve (including for security patrols and emergency access) it would be necessary for Rosewood Aged Care to seek alternative ways to provide these services (for example relocate the emergency evacuation point and organise security patrols within its lot boundary).

	It is noted that the Development Approval (ref 5.2010.596.2) required that semi-permeable fencing was used between Rosewood Aged Care and lot 75 to facilitate surveillance of the Brentham Street Reserve and interaction between the land uses. This semi-permeable fencing is supported by the property owner of the school and the operator of the school and the City, and it is proposed that the current fence would form the boundary fence between the school and Rosewood Aged Care. The more recent fencing installed by the school has been similar semi-permeable fencing, and any additional fencing installed will be of a similar type.
Concern that Rosewood Aged Care was not involved in early discussions in respect to the land exchange.	There is no legislative requirement for the City to notify adjoining land owners of the proposed land exchange as this is an exempt disposition (explained in the 'legal/policy' section of this report). Notwithstanding this, the City has undertaken an extensive community consultation process to ensure all stakeholders are informed of the proposal. This included a meeting on site with representatives of Rosewood Aged Care.
The land exchange ignores the needs of the residents of Rosewood Aged Care, particularly the right to access the Brentham Street Reserve.	Access to the Brentham Street Reserve is possible from both sides of the Rosewood Aged Care facility, and connectivity from the Brentham Street Reserve to Brentham Street (via Lot 37 which would be landscaped) and Britannia Reserve is still possible, as shown in the plan at **Attachment 8**.

7.4 LATE REPORT: FINANCIAL STATEMENTS AS AT 30 APRIL 2019

REPORT TO BE ISSUED PRIOR TO COUNCIL BRIEFING 21 MAY 2019

7.5 REALIGNMENT OF CITY OF VINCENT DISTRICT BOUNDARY AT THE INTERSECTION OF CHARLES, GREEN AND WALCOTT STREETS, NORTH PERTH AND DEDICATION OF ADJOINING PRIVATE RIGHT OF WAY

TRIM Ref: D18/152272

Authors: Caroline Ngunjiri, Property Officer

Meluka Bancroft, Manager Governance, Property and Contracts

Authoriser: David MacLennan, Chief Executive Officer

Attachments:
1. Plan of proposed district boundary realignment at intersection of Charles, Green and Walcott Streets, North Perth
2. Plan of lots 305, 231 and 232
3. Analysis of criteria in clause 5.2 of Schedule 2.1 of the Act

RECOMMENDATION:

That Council

1. **AUTHORISES the Chief Executive Officer to make a request to the Local Government Advisory Board to realign the City of Vincent district boundary at the intersection of Charles, Green and Walcott Streets, North Perth, as shown as "option 2" at Attachment 1, subject to the City of Stirling supporting this request;**

2. **REQUESTS the Minister for Lands to dedicate the portion of the right of way that lies within the area of the proposed intersection upgrade, described as Lot 305 on Plan 28281 and being part of the land comprised in Certificate of Title Volume 2217 Folio 814 (Lot 305), as road, pursuant to section 56(1)(c) of the *Land Administration Act 1997* (LAA);**

3. **REQUESTS the Minister for Lands to acquire the balance of Lot 305 as Crown land pursuant to section 52(1)(b) of the *Land Administration Act 1997* subject to*:***

   3.1 advertising the proposed acquisition in the local paper;

   3.2 advising all suppliers of public utility services to Lot 305 of the proposed acquisition;

   3.3 stating in the notices referred to in 3.1 and 3.2 above that submissions must be lodged within 31 days of the date of the notice;

   3.4 considering and responding to any submissions and objections received;

   3.5 referring the proposed acquisition to the Department of Planning, Lands and Heritage (Planning Division) for comment;

4. **NOTES that any objections received in 3 above will be considered by Administration and incorporated into the request to the Minister for Lands; and**

5. **REQUESTS the Minister for Lands to reserve the balance of Lot 305 as a reserve for the purpose of a public right of way and place the care, control and management of the reserve in the City pursuant to sections 41 and 46(1) of the *Land Administration Act 1997*.**

PURPOSE OF REPORT:

For Council to consider the realignment of the City of Vincent district boundary at the intersection of Charles, Green and Walcott Streets, North Perth, as shown as "option 2" at **Attachment 1**.

BACKGROUND:

Council at its Ordinary Meeting of Council held on 18 September 2018 resolved in part as follows:

"That Council:

5. REQUESTS the Chief Executive Officer to review and present a report back to Council on the prospective realignment of the City's boundary at the intersection of Charles, Green and Walcott Streets, North Perth."

In accordance with recommendation 5 Administration has contacted the City of Stirling in respect to the realignment of the district boundary so that it aligns with the road centrelines and cadastral information as required by the *Policies and Standards for Geographical Naming in Western Australia*.

DETAILS:

District boundary realignment

The district boundary between the Stirling and Vincent local government areas at the intersection of Charles, Green and Walcott Streets in North Perth follows an earlier alignment of Walcott Street and does not align with the present layout of the road. The City is currently responsible for managing the footpath and verge along Charles Street (Wanneroo Road) north of Green and Walcott Streets. Realigning the district boundary would formalise the control and management of the road reserve and would not impact local government rates as the affected land is road reserve and City freehold land which is non-rateable.

No infrastructure would be affected by the proposed boundary realignment. The City of Stirling would take on the responsibility for the maintenance of the small grass area within the intersection. The bore used to water this grass area is located within the City of Stirling.

Dedication of portion of Lot 305 and reservation of the balance as a public right of way

During the course of considering the realignment, it came to the City's attention that there is a private right of way that will be partially comprised within the proposed intersection realignment. The right of way is described as lot 305 on plan 28281, and being the land comprised in Certificate of Title Volume 2217 Folio 814 (Lot 305) and is highlighted in pink in **Attachment 2**. Lot 305 is owned by the City in freehold and is currently used as a rear access way by the lots abutting it, as shown in the plan at Attachment 2. These lots have an implied right of access over Lot 305 pursuant to section 167A of the *Transfer of Land Act.* Lot 305 is sealed, 5 metres wide and has no lighting.

Lots 231 and 232, highlighted blue in **Attachment 2,** are being transferred to the State of Western Australia for the purpose of dedication as a road. As a portion of Lot 305 will form part of the proposed intersection, it is recommended that this portion is dedicated as road pursuant to section 56 of the *Land Administration Act 1997* (LAA).

The process for the Minister for Lands to acquire Lot 305 as Crown land is as follows:

- Council resolves that Lot 305 should be acquired by the Minister as Crown land pursuant to section 52(1)(b) of the LAA, subject to Administration advertising its intention to make the request and considering any objections;
- The City advertises its intention in the local paper and notifies the adjoining land owners and occupiers and the relevant utility providers, and invites submissions and objections for a 31 days period from the date of the notice;
- The City considers and responds to any submissions / objections received;
- The City makes a request to the Minister for a portion of Lot 305 to be acquired as Crown land, which includes the following details, as required by regulation 6 of the *Land Administration Regulations 1998*:
  - written confirmation that the City has resolved to make this request;
  - details of the reasons for the City making this request;
  - plan of Lot 305;
  - written confirmation that the City has taken all reasonable steps to identify and notify the adjoining land owners and the utility providers, as specified in section 52(3)(a) of the LAA;
  - copies of any submissions / objections received in response to the public notice, and the City's comments on these submissions / objections; and

  - written confirmation that the City has complied with section 52(3) of the LAA.
- The City pays the document lodgement costs, which are approximately $169.

If the Minister grants the City's request, the portion of Lot 305 not dedicated as a road will become unallocated Crown land. Unallocated Crown land is not under the local authority's care, control and management and does not have a particular purpose. The City is requesting that the unallocated Crown land is reserved as a public right of way pursuant to section 41 of the LAA.

Once the land is reserved, the Minister would place the care, control and management of the reserve with the City pursuant to section 46(1) of the LAA. This means that Lot 305 would become Crown land vested in the City for the purpose of a public right of way. Administration would be responsible for the management and maintenance of the ROW and will monitor its use to determine when lighting should be installed. Once lighting is installed and the width increased to 6m the City could relinquish its management order and request that it be dedicated as a road pursuant to section 56 of the LAA.

CONSULTATION/ADVERTISING:

The City of Stirling is supportive of the proposal and is presenting it at the 4 June Community and Resources Committee meeting and to Council on 11 June. The Local Government Advisory Board will determine if the proposed realignment is a "minor" change in accordance with Schedule 2.1 of the *Local Government Act 1995* (Act). Administration has reviewed the criteria and believe it is a minor change and as such no public consultation is required. The analysis of the criteria in clause 5.2 of Schedule 2.1 of the Act is set out in **Attachment 3.**

It is necessary for Administration to provide public notice of the acquisition and dedication process for Lot 305 and allow 31 days for submissions and objections to be provided.

LEGAL/POLICY:

District boundary realignment

Section 2.1(1) of the Act provides that:

"(1) *The Governor, on the recommendation of the Minister, may make an order –*
(a) declaring an area of the State to be a district; or
(b) changing the boundaries of a district; or
(c) abolishing a district; or
(d) as to a combination of any of those matters.

(2) *Schedule 2.1 has effect*.

Schedule 2.1 of the Act provides that:

- A local government may make a submission to the Local Government Advisory Board (LGAB) clearly setting out reasons for the request and including a plan showing the proposed boundary change;
- If the proposal is considered to be of a minor nature then the LGAB may simply make a recommendation to the Minister to accept or reject the proposal, and if accepted the change comes into effect on the date set out in a Governors Order;

Policies and Standards for Geographical Naming in Western Australia

Section 6.1.5 of the *Policies and Standards for Geographical Naming in Western Australia* provides that:

- *boundaries shall align with road centrelines (major highways, divided carriageways and railways), cadastral information or obvious topographical features such as rivers, shorelines, creeks.*

Request for the acquisition and dedication of the private right of way (Lot 305)

Section 52 of the LAA sets out the process for requesting the Minister to acquire Lot 305 as Crown land.

Regulation 6 of the *Land Administration Regulations 1998* sets out the requirements for a local government to make a request pursuant to section 52(1)(b) of the Act.

Section 56 of the LAA sets out the process for dedicating acquired land as road.

Section 41 of the LAA provides that the Minister may by order reserve Crown land and place care, control and management in any person (local authority) for one or more purposes in the public interest.

RISK MANAGEMENT IMPLICATIONS:

Low: Realigning the district boundary and the dedication and reservation of Lot 305 as proposed will resolve maintenance and liability issues associated with the management of the intersection and the adjoining private right of way.

STRATEGIC IMPLICATIONS:

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

"*Thriving Places*

- *Our physical assets are efficiently and effectively managed and maintained.*"

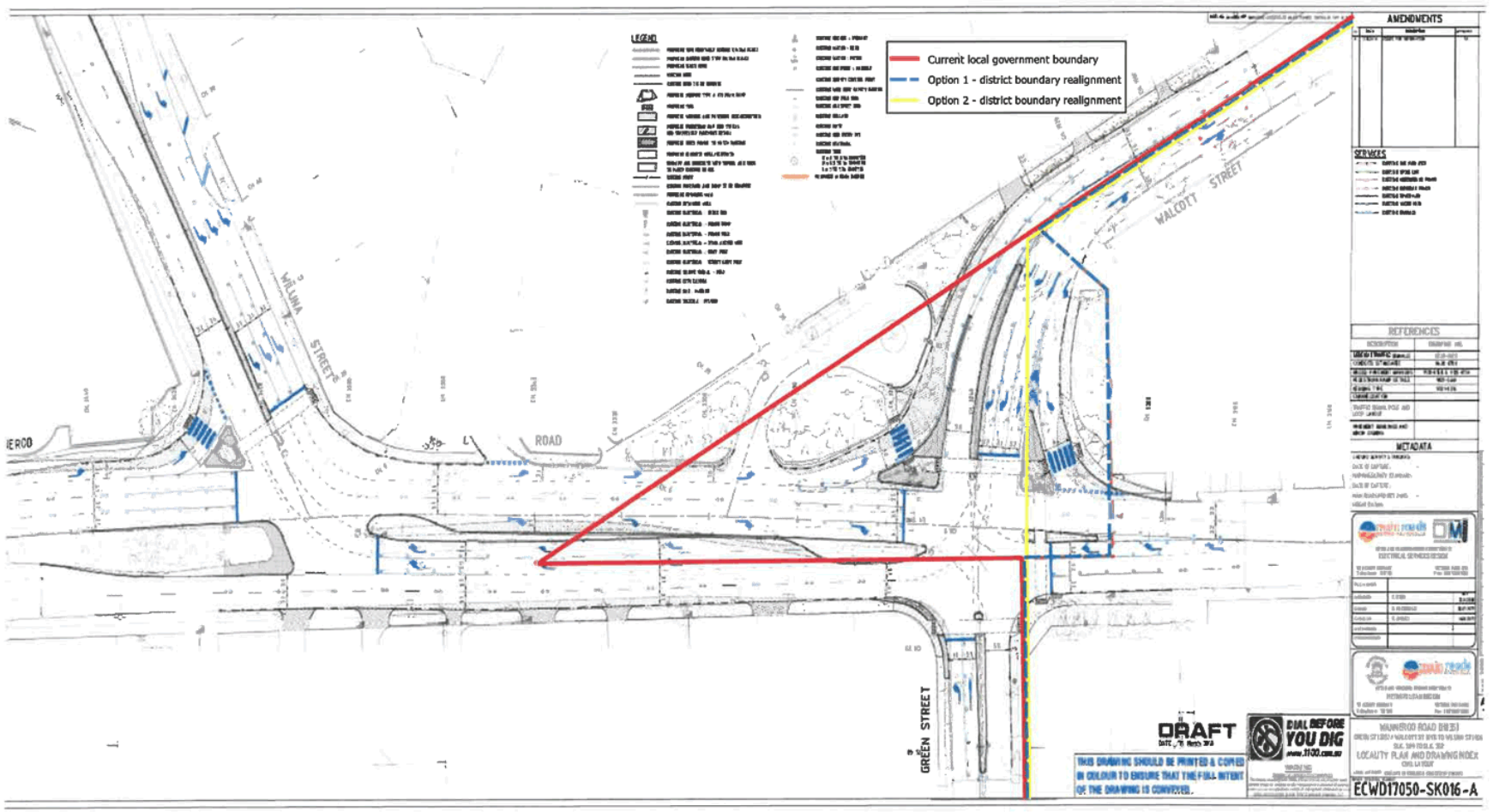
SUSTAINABILITY IMPLICATIONS:

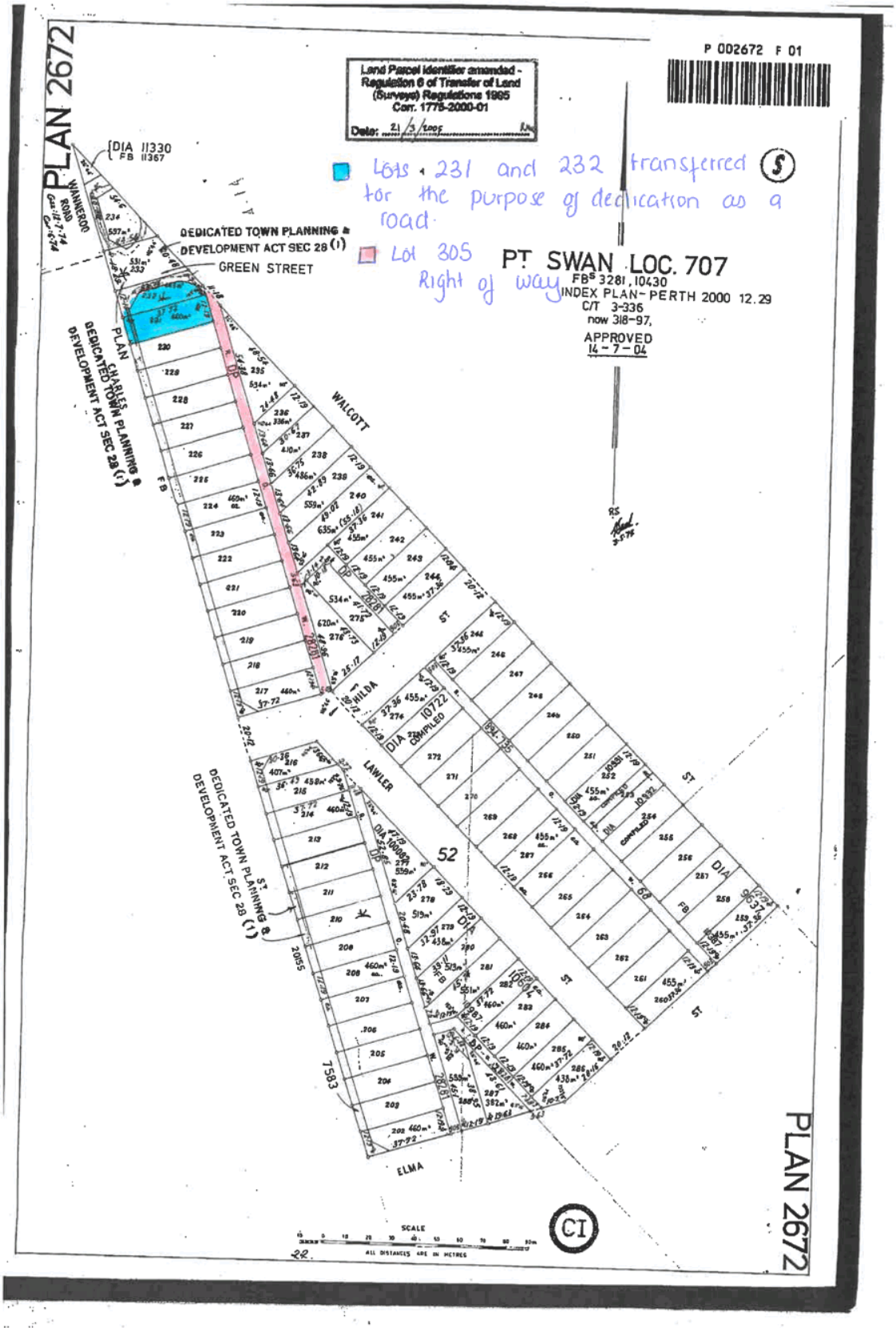
Nil.

FINANCIAL/BUDGET IMPLICATIONS:

There are no financial implications associated with the realignment of the boundary. Realigning the local government boundary does not impact local government rates as the affected land is not rateable.

The City has engaged a consultant to assist with this process, with the total estimated cost being $2,000 including GST.


Current local government boundary
Option 1 - district boundary realignment
Option 2 - district boundary realignment
WILLIAM STREET
WALCOTT STREET
ROAD
GREEN STREET
AMENDMENTS
SERVICES
REFERENCES
METADATA
DRAFT
DIAL BEFORE YOU DIG
LOCALITY PLAN AND DRAWING INDEX
ECWD17050-SK016-A



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www.landgate.wa.gov.au

Analysis of criteria in clause 5.2 of Schedule 2.1 of the Act.

Criteria	Meaning	How it relates to this proposal
Community of Interest	Community of interests include parts of a district that share common interests, values, characteristics and issues, giving rise to a separate sense of identity or community. Factors contributing to a sense of identity or community include shared interests and shared use of community facilities. For example sporting, leisure, religious and library facilities create a focus for the community. The use of shopping areas and the location of schools also act to draw people together with similar interests. This can also give indications about the direction that people travel to access services and facilities. The external boundaries of a local government need to reflect distinct communities of interest wherever possible. Neighbourhoods, suburbs and towns are important units in the physical, historical and social infrastructure and often generate a feeling of community and belonging. The Board believes that wherever possible, it is inappropriate to divide these units between local governments.	There is no effect on communities of interest.
Physical and topographical features	Physical and topographic features may be natural or man-made and will vary from area to area. They may include: • Water features (such as rivers) • Catchment boundaries • Coastal plains and foothills • Parks and reserves • Man-made features (such as railway lines or freeways). These features can form identifiable boundaries and can also act as barriers to movement between adjoining areas. In many cases physical and topographic features are appropriate district and ward boundaries. The Board supports local government structures and boundaries that facilitate the integration of human activity and land use.	The current boundary does not reflect the alignment of Walcott Street in particular in this area. The proposed boundary will make for a better defined boundary between the local governments.
Demographic trends	Local governments should consider the following characteristics when determining the demographics within their locality: • Population size • Population trends • Distribution by age • Gender • Occupation. Current and projected population factors will be relevant as well as similarities and differences between areas within the local government.	There are no persons living in the affected area. There is no effect on demographic trends for either local government.
Economic factors	Economic factors can include any factor that reflects the character of economic activities and resources in the area including: • Industries within the local area • Distribution of community assets • Infrastructure.	There is no effect on economic factors.

Criteria	Meaning	How it relates to this proposal
History of the area	The history of an area can be a relevant consideration, although the Board believes that in the majority of cases this will not be a primary justification for changing or retaining local governments and local government boundaries. The nature of historical ties between communities is important to understand, irrespective of where the local government boundaries lie. A community within a local government may have a strong historical identity; alternatively there may be strong historical links between two or more communities in adjacent local governments. It is important to note that historical identity is not lessened if an area does not have its own local government.	The current boundary reflects the historical alignment of Walcott Street in the area but has no relevance to the current situation or this proposal.
Transport and communication	The transport and communication linkages between towns and other areas may be a significant barrier to movement and therefore an appropriate boundary between local governments. Consideration of the following factors is important in any assessment of local government boundaries: • Port access • Neighbouring towns • Railways • Major roads.	Almost all of the area affected is part of land under the control of Main Roads WA. There is no effect on transport and communication in the area,
The effective delivery of local government services	Local governments should have a significant resource base: • To be able to efficiently and effectively exercise its proper functions and delegated powers and operate facilities and services • To be flexible and responsive in the exercise of its functions and powers and operation of its facilities and services • To employ appropriate professional expertise and skills • To be capable of embracing micro-economic reform. Each local government should have a diverse and sufficient rate base to ensure that general purpose grants do not represent the major revenue source.	There is no effect on the effective delivery of local government services in the area. Both local governments are more than capable of maintaining the area affected.
Matters affecting the viability of local governments	Local governments should have a significant resource base: • To be able to efficiently and effectively exercise its proper functions and delegated powers and operate facilities and services • To be flexible and responsive in the exercise of its functions and powers and operation of its facilities and services • To employ appropriate professional expertise and skills • To be capable of embracing micro-economic reform. Each local government should have a diverse and sufficient rate base to ensure that general purpose grants do not represent the major revenue source.	There is no effect on the viability of either local government.

7.6 TERMINATION OF SUB LEASE - PORTION OF WOODVILLE RESERVE, 10 FARMER STREET, NORTH PERTH - MULTICULTURAL SERVICES CENTRE OF WA INC.

TRIM Ref: D19/60434

Authors: Caroline Ngunjiri, Property Officer
Meluka Bancroft, Manager Governance, Property and Contracts

Authoriser: David MacLennan, Chief Executive Officer

Attachments: 1. Plan of the Premises, 10 Farmer Street, North Perth

RECOMMENDATION:

That Council APPROVES by mutual agreement the termination of the Multicultural Services Centre of WA Inc.'s sub lease of a portion of the building located at Woodville Reserve, 10 Farmer Street, North Perth, effective 28 May 2019.

PURPOSE OF REPORT:

To consider the request from Multicultural Services Centre of WA Inc. (MSCWA) to terminate its sub lease over a portion of the building located at Woodville Reserve, 10 Farmer Street, North Perth, which is used as a wellness centre (Premises).

BACKGROUND:

The City leases the portion of Woodville Reserve which comprises the Premises from the Crown pursuant to a lease dated 13 June 1925. The City may sub lease portions of Woodville Reserve for a period not exceeding 20 years, subject to the approval of the Minister for Lands.

The City has sub leased the Premises as shown at **Attachment 1** to the MSCWA since 2004. The current sub lease dated 12 February 2015 is due to expire on 31 August 2019. There is no further term.

MSCWA is a non-governmental organisation which was established in 1980 in North Perth to meet the settlement, welfare, education and training, cultural, legal and related needs of culturally and linguistically diverse Western Australians and to undertake research and community education activities in relation to their needs.

MSCWA uses the Premises to provide day care facilities and activities for the elderly.

DETAILS

On 4 April 2019, MSCWA advised the City that it wished to terminate the sub lease as it is relocating this service. In requesting the early termination of the sub lease, the MSCWA further submitted that:

"1. the premises have been used to provide a much needed service for residents of City of Vincent and adjoining Local Government Authorities for more than 20 years.

2. we have spent considerable amount of money upgrading/installing assets such as air conditioning, patio, gazebo, curtains etc."

The sub lease does not contemplate the early termination of the sub lease, except if the lessee is in breach of the terms of the sub lease or if the Premises is damaged to the extent that it becomes substantially unfit for use. MSCWA is not in breach of the sub lease and the Premises has not become unfit for use.

Given the nature of service provided by MSCWA, the current level of return being achieved from the Premises and the ongoing relationship between MSCWA and the City, Administration recommends that Council accept the termination of the sub lease over the Premises effective 28 May 2019.

The City has no immediate plans for the Premises but will look to secure a short term tenant in the interim to the development and implementation of the Woodville Reserve Masterplan which is proposed to be prepared in 2019/2020. Accordingly, the Lessee has not been asked to undertake any capital works prior to the end of

the sub lease term, including repainting as required pursuant to clause 5.2 of the sub lease. The Premises is in a good condition consistent with its age. The Premises comprises three offices, an open plan activities area and a kitchen. The Premises would be suitable for use as an office or as a meeting space.

CONSULTATION/ADVERTISING:

Administration has discussed the proposed termination with the MSCWA. MSCWA is agreeable to the sub lease terminating on 28 May 2019.

LEGAL/POLICY:

The sub lease does not contemplate the early termination of the sub lease, except if the lessee is in breach of the terms of the sub lease or if the Premises is damaged to the extent that it becomes substantially unfit for use.

RISK MANAGEMENT IMPLICATIONS:

Medium There are a number of risks associated with the Premises being left vacant following the termination of the sub lease, including vandalism and increased maintenance and upkeep costs for the City. As the City also leases portions of Woodville Reserve to a number of community organisations including the North Perth Tennis Club (adjacent portion of the building), the North Perth Community Garden and the Vincent Men's Shed, a level of passive surveillance over the Premises will occur which mitigates this risk.

STRATEGIC IMPLICATIONS:

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

Thriving Places

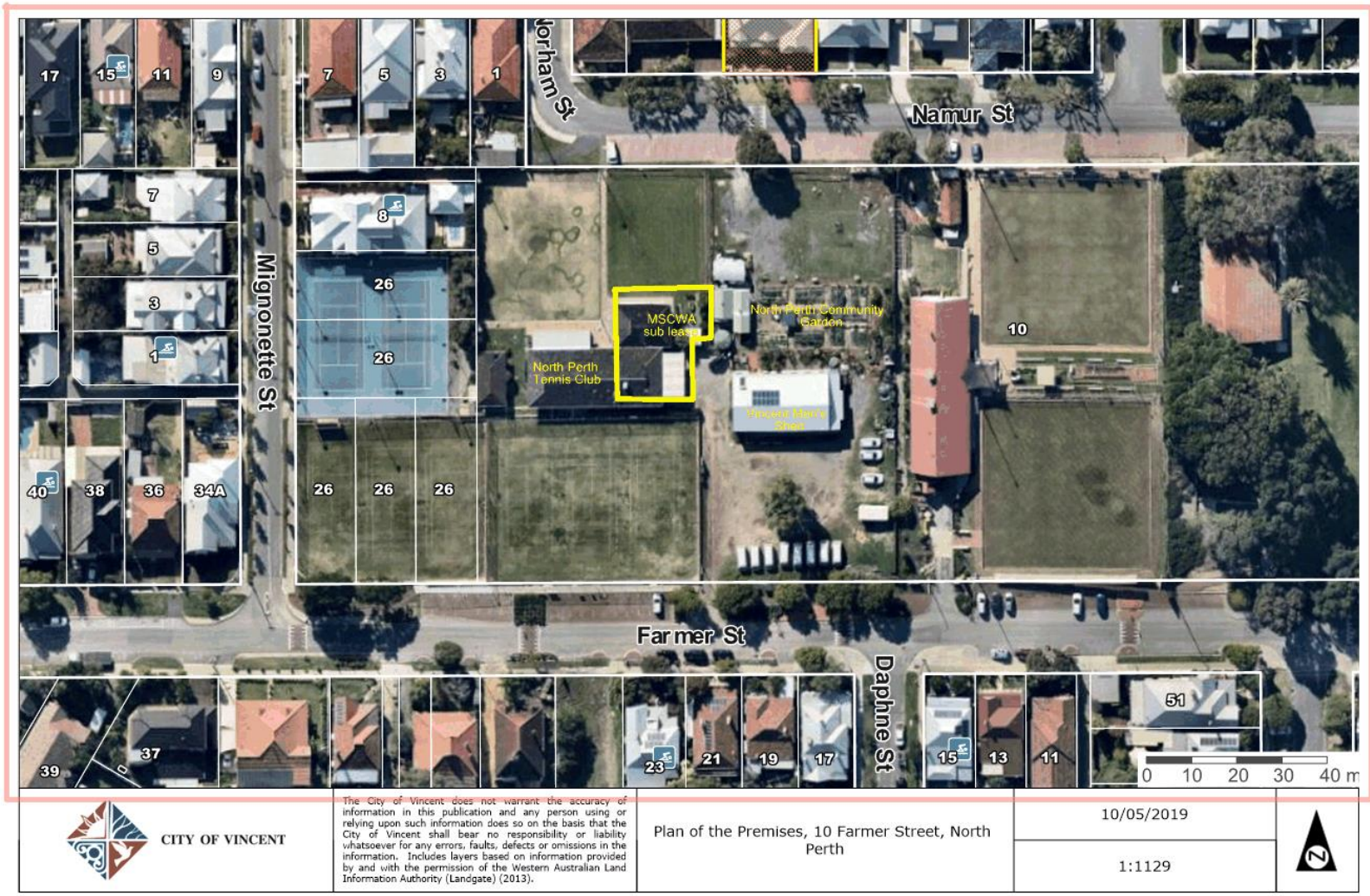
Our physical assets are efficiently and effectively managed and maintained

Innovative and Accountable

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

FINANCIAL/BUDGET IMPLICATIONS:

The City currently receives an annual rent of $4,405. The utility, general maintenance, minimum level of service, pest inspection and insurance costs total approximately $2,000 to date this financial year, and have been recouped from the MSCWA. The annual depreciation is $13,227.


Jorham St
Namur St
Mignonette St
Farmer St
Daphne St
MSCWA sub lease
North Perth Community Garden
North Perth Tennis Club
Vincent Men's Shed
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15
11
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Plan of the Premises, 10 Farmer Street, North Perth
10/05/2019
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7.7 PUBLIC OPEN SPACE PROPOSAL FOR SYDNEY AND HAYNES STREET SITE, NORTH PERTH

TRIM Ref: D19/56422

Author: Meluka Bancroft, Manager Governance, Property and Contracts

Authoriser: David MacLennan, Chief Executive Officer

Attachments:
1. Haynes Sydney Street Site Plan
2. Kidz Galore Pty Ltd Proposal for Haynes Sydney Street Site (March 2019) - Confidential
3. Deed of Trust Legal Advice (November 2016) - Confidential
4. Correspondence to Kidz Galore Pty Ltd (December 2017) - Confidential
5. Deed of Trust Variation Legal Advice (April 2019) - Confidential
6. Haynes Sydney Street Site Valuation Report - Confidential

RECOMMENDATION:

That Council:

1. **NOTES that the City's Public Open Space strategy identifies a shortfall of public open space in the North Perth area and includes a key action of repurposing City land as public open space in strategic locations, including North Perth;**

2. **REQUESTS that the Chief Executive Officer prepares a development plan by 2020/2021 for 25 and 31 (lots 93 and 100) Sydney Street, North Perth and 15 (lot 9) Haynes Street, North Perth, identifying the type and size of public open space suitable for the site and the level of amenities required;**

3. **NOTES that the current tenure arrangements for 25 and 31 (lots 93 and 100) Sydney Street, North Perth and 15 (lot 9) Haynes Street, North Perth will expire on:**

Lot:	Lessee / Licensee:	Tenure:	Expiry:
9	Kidz Galore Pty Ltd	Lease	31 Dec 2020
	North Perth Playgroup Inc (portion)	Lease	30 June 2021
100	North Perth Playgroup Inc (portion)	Lease	30 June 2021
	Department of Health (Dental Health Services)	Lease	30 June 2021
93 (car park)	Kidz Galore Pty Ltd	Licence	30 June 2021
	Department of Health (Dental Health Services)	Licence	30 June 2021

4. **NOTES that the tenure arrangements specified in 3. above provide that the lessee / licensee may continue to occupy their respective premises following the expiry date pursuant to the holding over provision of their respective lease / licence.**

5. **ADVISES the North Perth Playgroup Inc, Department of Health (Dental Health Services) and Kidz Galore Pty Ltd that the City does not intend to require that the lessee/ licensee vacate the premises until the implementation of the development plan in Recommendation 2. above, which is not anticipated to occur prior to 30 June 2022; and**

6. **RECEIVES Kidz Galore Pty Ltd's proposal for the purchase and conversion to public open space of a 2,384m^2 portion of 31 (Lot 100) Sydney Street and 15 (Lot 9) Haynes Street, North Perth, at Attachment 2, and ADVISES Kidz Galore Pty Ltd that:**

   6.1 **this proposal will be considered as part of the development plan in Recommendation 2. above;**

   6.2 **there is no commitment that the City will progress with this proposal or accommodate a commercial child care centre within this site;**

6.3 15 (Lot 9) Haynes Street, North Perth is encumbered by a Deed of Trust which provides that the land is to be used for the purpose of public recreation and a commercial child care centre is inconsistent with this purpose; and

6.4 any disposal of a portion of the site would be subject to compliance with section 3.58 of the *Local Government Act 1995*.

PURPOSE OF REPORT:

To consider the conversion of the City's freehold land at 15 (lot 9) Haynes Street and 25 and 31 (lots 93 and 100) Sydney Street, North Perth (Haynes Sydney street site), to public open space, in order to achieve one of the key actions in the City's Public Open Space strategy (POS Strategy).

BACKGROUND:

The Haynes Sydney street site, as shown in **Attachment 1**, comprises the following lots:

Lot	*Area*	
Lot 9 (No. 15) Hayes Street	2,026m^2	
Lot 100 (No. 31) Sydney Street	1,367m^2	
Lot 93 (No. 25) Sydney Street	562m^2	
TOTAL	**3,955m^2**	**(0.4ha)**

The background to each of these lots is discussed in turn below:

Lot 9 (No. 15) Haynes Street, North Perth

Lot 9 was transferred to the City of Perth by James Ewart on 2 March 1927. The land was originally used by the City as a park. At the City of Perth Council meeting held on 13 October 1941, Council resolved that lot 9 be included in a Deed of Trust for '*the purpose of recreation for the people'*. The Deed of Trust dated 2 October 1941 (Trust) is secured by a Registrar's caveat over the land.

Lot 100 (No. 31) Sydney Street, North Perth

Lot 100 is an amalgamation of lots 94, 95 and 96 Sydney Street. These three lots were resumed for public work by the City of Perth in 1945. The 8 June 1945 government gazette states that these lots were *"compulsorily taken and set apart for the purposes of the following public works, namely:-Recreation Ground, Sydney and Haynes Streets, North Perth"*.

Lot 93 (No. 25) Sydney Street, North Perth

This lot was purchased in 1958 from Joseph Samuel Foulkes.

The lots listed below currently comprise a child care centre, a playgroup, a dental health clinic and a car park. The lots are subject to the following leases and licences:

Lot	*Lessee/ Licensee*	*Expiry*
9	Kidz Galore Pty Ltd	31 December 2020
	North Perth Playgroup Inc (portion)	30 June 2021
100	North Perth Playgroup Inc (portion)	30 June 2021
	Department of Health (Dental Health Services)	30 June 2021
93	Kidz Galore Pty Ltd (car park licence)	30 June 2021
	Department of Health (Dental Health Services) (car park licence)	30 June 2021

Kidz Galore Pty Ltd (Kidz Galore) has leased lot 9 since 2004. Kidz Galore contacted the City in 2016 requesting to purchase lot 9. Lot 9 cannot be sold without removal of the Registrar's caveat. The City obtained legal advice on 18 November 2016 to determine if the Registrar's caveat could be permanently withdrawn and the lot sold. The legal advice is at **Attachment 3.** The key points are:

- the current use of lot 9 (commercial child care centre) is in breach of the Trust; and

- to remove the caveat from the certificate of title for lot 9, so that lot 9 can be sold or used for an alternative purpose (commercially leased), the Trust must be varied so that lot 9 is no longer comprised within the Trust. This can be done in accordance with a scheme approved pursuant to the Charitable Trusts Act 1962.

The City has discussed the implications of the Trust with Kidz Galore. By letter dated 18 December 2017 (at **Attachment 4**) the City formally advised Kidz Galore that it was unlikely to sell lot 9 to Kidz Galore given that the land was acquired for the purpose of public recreation.

On 12 December 2018 representatives of Kidz Galore met with the City to present a proposal to purchase a portion of the Haynes Sydney street site from the City, with the remainder of the site to be converted to public open space. Following discussions with Administration, Kidz Galore submitted a revised proposal on 5 April 2019, at **Attachment 2**. The proposal is that a portion of the Haynes Sydney Street site be sold to Kidz Galore for the construction of a child care centre (2,384m^2), with the remainder of the site (1,571m^2) plus a portion of the adjacent road reserve (1,879m^2) being converted to a local park with an area of 3,450m^2.

DETAILS:

Trust implications

As the current use of lot 9 is in breach of the Trust, the City must either:

- vary the Trust so that lot 9 is no longer comprised within the Trust; or
- convert lot 9 to public open space so that the land use complies with the Trust.

The process for varying the Trust is detailed in the legal advice at **Attachment 3**. The City has received a quote to proceed with varying the Trust, at **Attachment 5**. The estimated cost is $20,000 and the time frame is likely to be in excess of six months. For the variation of the Trust to succeed the City would need to show that it is "*impossible, impracticable or inexpedient*" for lot 9 to remain subject to the Trust. To satisfy this, the City would need to demonstrate that lot 9 is excess to the City's public recreation requirements. This position does not align with the POS findings and key actions, as detailed below.

POS Strategy implications

The key findings of the POS Strategy are that:

- the level of POS in the City is relatively low compared to surrounding local government areas – 3.37ha per 1000 people compared to City of Stirling - 4.38ha per 1000 people (2011 census data);
- If no additional POS is provided the City will see a gradual decline in POS provision per head of population (forecast to decline to 2.05ha per 1000 people by 2036 based on current POS supply);
- The level of local open space provision is low in the City (only 0.65 per cent of land is local open space);
- Local open space is typically 0.4 – 1.0 hectare in size;
- North Perth has only 0.92 ha of local open space; and
- A 10 per cent level of functional POS should be achieved across the City.

Key actions proposed in the POS Strategy to address the POS shortfall in North Perth are:

No.	***Key Action***	***Tasks***	***Priority***
4.	Repurpose City owned or controlled land as POS in strategic locations where gaps have been identified within the network.	Identify opportunities to repurpose land upon expiry or cessation of existing leases or other similar changes in land management, with specific focus on ley locations in Vincent: • Within the suburbs of Mt Hawthorn, North Perth and West Perth.	Medium term
6.	Initiate a POS development and land acquisition reserve fund	• Investigate the sale of underperforming and/or surplus City owned land and facilities. • Specifically ring-fence any land disposal proceeds for the purposes of the POS Reserve Fund.	Medium term

		• Implement a program of regular contributions to these reserve funds to ensure the availability of sufficient funding over the long-term. • Follow the appropriate planning process for rezoning, subdivision, and development applications to optimise value prior to sale. • Investigate the feasibility of attracting developer contributions for community infrastructure (POS) in accordance with State Planning Policy 3.6.	
7.	Assess the effectiveness of converting road reserves (or part of) to POS, and identify further opportunities in strategic locations where gaps have been identified within the network	• Assess the effectiveness of converting underperforming and/or surplus road reserves to POS. • Identify further sites of unused road reserve and re-purpose as POS. • Establish a high quality civic open space within each Town Centre: o Implement North Perth Common o Implement Axford Park improvements o Maintain and manage Oxford Street Reserve and Mary Street Piazza. o Identify opportunities within remaining Town Centres	Short – medium term

While these are medium term priorities, the POS Strategy recommends that these key actions should be undertaken as the opportunities arise. In respect to the Haynes Sydney street site, the above key actions indicate the following outcomes as appropriate for the site:

- the whole site is converted to local open space – total area of 3,955m2 (approximately 5,834m2 if a portion of the adjacent road reserve is also converted to POS);
- lot 9 is converted to local open space – total area of 2,026m2; or
- a portion of the site is sold to fund the conversion of the remainder of the site to local open space, with any additional funds used to create a POS development and land acquisition reserve fund.

Administration has obtained land valuations for the whole or various portions of the site, as summarised below. The valuation report is at **Attachment 6**.

Option	*Details*	*Area*	*Land valuation (excluding GST)*
1	Whole site (lots 9, 93 and 100)	3,955m^2	$4 million
2	Lot 93 and portion of lot 100	1,300m^2	$1.69 million
3	Lot 93 and small portion of lot 100	770m^2	$960,000
4	Lot 93	562m^2	$785,000

In order to determine whether the whole or a portion of the site is converted to local open space, and whether any of the site is sold to fund the conversion to local open space and/or fund POS acquisition and development more broadly within the City, a development plan for the site is required. A development plan is a vision for the site which focuses on more effectively utilising the existing infrastructure and land to achieve the City's strategic vision for the site. It is anticipated that the development plan would take 12 months to prepare and as it is yet to be listed in the City's Corporate Business Plan, it is proposed that it would be prepared in the 2020/2021 financial year. This is subject to funding being secured in the 2020/2021 budget to enable a consultant to be engaged to prepare the development plan. If the development plan is prepared in the 2020/2021 financial year, the recommendations of the development plan could be implemented in 2021/2022.

Implications for current users of the site

Administration recognises the community service and connection with this site provided by the North Perth Playgroup Inc, Kidz Galore and the Dental Health Services. Based on the proposed time frame for the development and implementation of the development plan, Administration supports the status quo for the

site being maintained until the development plan can be implemented. If Council supports the proposed recommendation this is estimated to occur in after 30 June 2022.

The current leases and licenses are due to expire on 31 December 2020 (Kidz Galore) and 30 June 2021 (North Perth Playgroup Inc and the Dental Health Services). The three leases include a holding over provision which provides that the lessee may continue to occupy the premises pursuant to the terms of the current lease, and that the lease may be terminated at any time by either party by providing one month's written notice. The two licences contain the same holding over provision, except that only one day's written notice is required.

Due to the holding over provision in the leases and licences it is possible for the status quo to be maintained if the City does not exercise its right to terminate the lease / licence. This does not prevent the lessees terminating the lease / licence at any time by providing a month / days' notice.

It is not possible for the City to grant a new lease to Kidz Galore without complying with section 3.58 of the *Local Government Act 1995*, as discussed below. Furthermore, it would not be in accordance with the Trust for a new lease for the purpose of a child care service to be granted over lot 9. A commitment to not terminate Kidz Galore's lease until the implementation of the development plan or until 30 June 2022, whichever occurs later, could be construed as an agreement to extend the term of the lease or a new lease. On this basis it is not recommended that the City provide this level of commitment to Kidz Galore.

Administration recommends that Council advises the lessees that it does not intend to exercise its right to terminate the monthly tenancies until the implementation of the development plan. This should provide the lessees with sufficient security of tenure to apply for grant funding, secure membership or enrolments and undertake maintenance and improvements at the premises.

CONSULTATION/ADVERTISING:

Administration has consulted with the North Perth Playgroup Inc, Kidz Galore and the Dental Health Services in respect to the implications of the Trust for the site, the POS implications and the proposed future use of the site.

LEGAL/POLICY:

In considering the options for the Haynes Sydney street site regard must be had to the POS Strategy and also the *Local Government Act 1995* (Act) requirements in respect to the disposal of land.

Section 3.58 of the Act - Disposing of Property, provides that, at sub section (2), a local government can only dispose of property (which includes to lease) to:

"(a) the highest bidder at public auction; or
(b) the person who at a public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender."

A local government can also dispose of property by complying with sub section (3), if, before agreeing to dispose of the property –

"(a) *it gives local public notice of the proposed disposition –*
(i) describing the property concerned; and
(ii) giving details of the proposed disposition; and
(iii) inviting submissions to be made to the local government before the date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;
(b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made."

If complying with sub section (3), the details required to satisfy sub section (3)(a)(ii) include –

"*(a) the names of all parties concerned; and*
(b) the consideration to be received by the local government for the disposition; and
(c) the market value of the disposition –
(i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or

(ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition."

Section 3.58(5) provides that section 3.58 does not apply to certain types of dispositions, including dispositions which are provided by the *Local Government (Functions and General) Regulations 1996* to be exempt. A disposition to a commercial child care operator, such as Kidz Galore Pty Ltd, does not fall within the scope of an exempt disposition.

RISK MANAGEMENT IMPLICATIONS:

Low: The recommendation would facilitate the transition of the use of the Haynes Sydney street site to compliance with the Trust and would align with the POS Strategy.

STRATEGIC IMPLICATIONS:

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

○
Enhanced Environment

Our parks and reserves are maintained, enhanced and well utilised.
Our urban forest/canopy is maintained and increased.
We have minimised our impact on the environment.

Connected Community

We have enhanced opportunities for our community to build relationships and connections with each other and the City.
Our community facilities and spaces are well known and well used.
We are an inclusive, accessible and equitable City for all.

Thriving Places

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

Our physical assets are efficiently and effectively managed and maintained.

Innovative and Accountable

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

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

The City's expenses to date in respect to this matter are as follows:

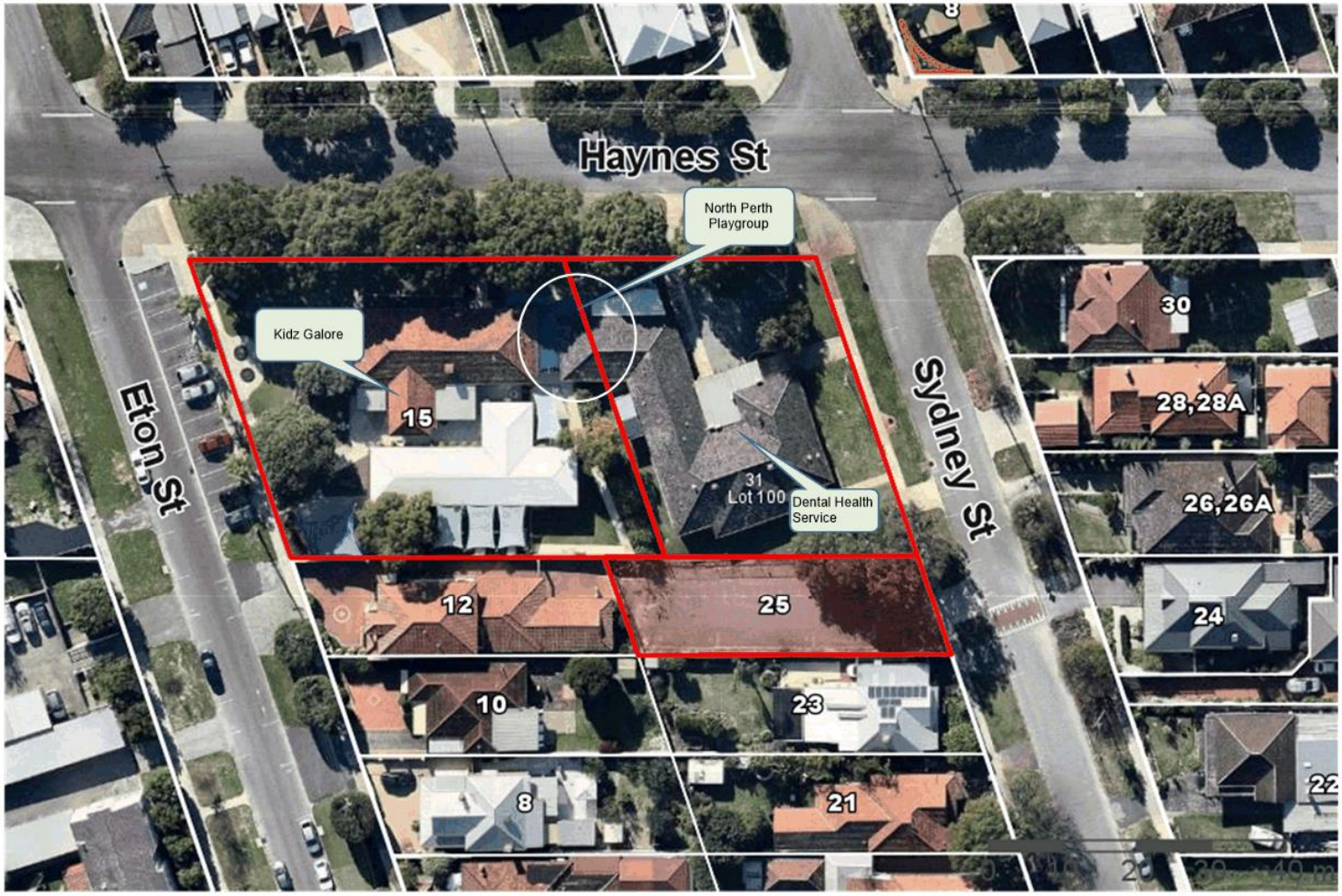
• Legal advice on the Trust	$2,325 excluding GST
• Valuation report	$4,500 excluding GST
	$6,825 excluding GST

The cost of engaging a consultant to prepare a development plan for the Haynes Sydney street site is estimated at $20,000 excluding GST. This cost would need to be budgeted for in the 2020/2021 financial year.

The cost of converting the site to local open space is estimated to range from $250,000 – $320,000, dependant on whether the whole or only a portion of the site is converted, and the level of amenities provided. This cost will include the demolition of the two current buildings on the site which are owned by the

City. The third building was installed by Kidz Galore and is required to be removed at Kidz Galore's cost, pursuant to the lease.

The cost of preparing the development plan and converting a portion of the site to local open space could be covered by selling a portion of the site. Depending on the portion of the site sold, the income from the site is estimated to be between $785,000 and $1.69 million.


Haynes St
North Perth Playgroup
Kidz Galore
Eton St
Sydney St
15
31
Lot 100
Dental Health Service
25
12
10
8
23
21
30
28,28A
26,26A
24

7.8 REPORT AND MINUTES OF AUDIT COMMITTEE MEETING HELD ON 9 APRIL 2019

TRIM Ref: D19/71252

Author: Natasha Brooks, Governance and Council Support Officer

Authoriser: Meluka Bancroft, Manager Governance, Property and Contracts

Attachments:
1. **Minutes from the Audit Committee meeting of 9 April 2019**
2. **Confidential Attachment 1 to Minutes - Item 5.1 - Jackson McDonald's legal advice dated 5 April 2019 - Confidential**

RECOMMENDATION:

That Council RECEIVES this report from the Audit Committee meeting of 9 April 2019 and the minutes of that meeting at Attachment 1.

PURPOSE OF REPORT:

To report to Council the proceedings of the Audit Committee at its meeting held on 9 April 2019 in accordance with clause 2.21(1) of the City's Meeting Procedures Local Law 2008.

BACKGROUND:

The City's Audit Committee is a statutory committee of Council, established in accordance with section 7.1A of the *Local Government Act 1995*. The primary objectives of the Audit Committee are to:

- accept responsibility for the annual external audit; and
- liaise with the local government's internal and external auditors so that Council can be satisfied with
- the performance of the local government in managing its affairs.

The Audit Committee meets approximately every two months and comprises of two external independent members and four Council Members.

DETAILS:

At its meeting on 9 April 2019, the Audit Committee considered five agenda items as follows:

5.1 Legal advice regarding Asbestos;
5.2 City's accounting treatment of assets valued less than $5,000;
5.3 Interest on trust monies;
5.4 Summary of Auditor General's Audit Results Report 2017-18; and
5.5 Review of the City of Vincent audit log.

A summary of the discussion relating to several of the above items is included below:

Item 5.1 - Legal advice regarding asbestos

The Audit Committee considered legal advice from Jackson McDonald with respect to asbestos related liability, particularly relating to liability and risks associated with the City being aware of, or identifying asbestos containing material on private property, including fences abutting City freehold and Crown land. Based on this advice, the Audit Committee requested Administration to report to the Audit Committee meeting no later than October 2019 detailing how the City's asbestos management framework will meet legislative requirements.

Item 5.3 - Interest on trust monies

The City has been investing monies held in trust since 2002. The interest earned on these investments has been incorrectly recognised as municipal income. Section 6.9(3) of the *Local Government Act 1995* stipulates that any trust funds invested by the City needs to be returned to the person entitled to the interest. The individual trust holders are "entitled" to the interest.

The Audit Committee requested Administration to determine how the City will address its responsibility to refund the interest revenue on its trust investments and the associated financial implications.

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

Clause 2.21 of the City's Meeting Procedures Local Law 2008 states:

"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."

Regulation 16(c) of the *Local Government (Audit) Regulations 1996* states:

*"**16. Audit committee, functions of***

An audit committee —

(c) is to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to —
(i) report to the council the results of that review; and
(ii) give a copy of the CEO's report to the council.

Regulation 17 of the *Local Government (Audit) Regulations 1996* states:

RISK MANAGEMENT IMPLICATIONS:

Low: Reporting the outcomes of the Audit Committee meeting on 9 April 2019 to Council aligns with good corporate governance.

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

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

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

CITY OF VINCENT

MINUTES

Audit Committee

9 April 2019

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MINUTES OF CITY OF VINCENT
AUDIT COMMITTEE
HELD AT THE COMMITTEE ROOM, ADMINISTRATION AND CIVIC CENTRE
244 VINCENT STREET, LEEDERVILLE
ON TUESDAY, 9 APRIL 2019 AT 1PM

PRESENT:	**Ms Elizabeth Hunt (Deputy Chair)**	**Presiding Member**
	Mayor Emma Cole	
	Mr Conley Manifis	
	Cr Susan Gontaszewski (until 1.45pm)	
	Cr Joshua Topelberg	
IN ATTENDANCE:	**David MacLennan**	**Chief Executive Officer**
	Kerryn Batten	**Executive Director Corporate Services**
	Vanisha Govender	**Manager Finance**
	Andrew Murphy	**Executive Director Infrastructure and Environment (for Item 5.1)**
	John Corbellini	**Executive Director Development Services (for Item 5.1)**
	Prue Reddingius	**Coordinator Environmental Health (for Item 5.1)**
	Erica Thuijis	**Jackson McDonald (for Item 5.1)**
	Meluka Bancroft	**Manager Governance, Property and Contracts**
	Natasha Brooks	**Governance and Council Support Officer**

1 INTRODUCTION AND WELCOME

The Presiding Member, Elizabeth Hunt, declared the meeting open at 1.04pm and read the following Acknowledgement of Country statement:

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

2 APOLOGIES / MEMBERS ON APPROVED LEAVE OF ABSENCE

Cr Dan Loden on approved leave of absence from 9 April 2019 to 25 April 2019.

3 DECLARATIONS OF INTEREST

Nil

4 CONFIRMATION OF MINUTES

COMMITTEE DECISION

Moved: Cr Topelberg, Seconded: Cr Gontaszewski

That the minutes of the Audit Committee held on 26 February 2019 be confirmed.

CARRIED UNANIMOUSLY (5-0)

For: Mr Manifis, Ms Hunt, Mayor Cole, Cr Gontaszewski and Cr Topelberg

Against: Nil

(Cr Loden was on approved leave of absence for the Meeting.)

5 BUSINESS ARISING

5.1 LEGAL ADVICE REGARDING ASBESTOS

TRIM Ref: D19/42210

Author: Meluka Bancroft, Manager Governance, Property and Contracts

Authoriser: Kerryn Batten, Executive Director Corporate Services

Attachments:
1. Jackson McDonald's legal advice dated 5 April 2019 (Confidential)
2. Code of practice for the management and control of asbestos in workplaces

RECOMMENDATION:

That the Audit Committee RECEIVES the legal advice, at Attachment 1, detailing the liability and risks for the City of Vincent in the management of asbestos containing materials.

Moved: Mr Manifis, Seconded: Cr Topelberg

That the recommendation be adopted.

AMENDMENT

Moved: Cr Topelberg, Seconded: Mayor Cole

That the recommendation be amended as follows:

That the Audit Committee:

1. ~~That the Audit Committee~~ **RECEIVES the legal advice, at Attachment 1, detailing the liability and risks for the City of Vincent in the management of asbestos containing materials; and**
2. **REQUESTS Administration to report back to the Audit Committee no later than October 2019 detailing how the City's asbestos management framework will meet legislative requirements.**

AMENDMENT CARRIED (5-0)

For: Mr Manifis, Ms Hunt, Mayor Cole, Cr Gontaszewski and Cr Topelberg

Against: Nil

(Cr Loden was on approved leave of absence for the Meeting.)

COMMITTEE DECISION ITEM 5.1

Moved: Mr Manifis, Seconded: Cr Topelberg

That the Audit Committee:

1. **RECEIVES the legal advice, at Attachment 1, detailing the liability and risks for the City of Vincent in the management of asbestos containing materials; and**
2. **REQUESTS Administration to report back to the Audit Committee no later than October 2019 detailing how the City's asbestos management framework will meet legislative requirements.**

CARRIED UNANIMOUSLY (5-0)

For: Mr Manifis, Ms Hunt, Mayor Cole, Cr Gontaszewski and Cr Topelberg

Against: Nil

(Cr Loden was on approved leave of absence for the Meeting.)

At 1.45pm Cr Susan Gontaszewski left the meeting.



Australian Government

National Occupational
Health and Safety Commission

CODE OF PRACTICE FOR THE MANAGEMENT AND CONTROL OF ASBESTOS IN WORKPLACES [NOHSC: 2018 (2005)]

CANBERRA
APRIL 2005

NATIONAL OCCUPATIONAL HEALTH AND SAFETY COMMISSION

CODE OF PRACTICE FOR THE MANAGEMENT AND CONTROL OF ASBESTOS IN WORKPLACES [NOHSC: 2018 (2005)]

CANBERRA
APRIL 2005

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FOREWORD

The National Occupational Health and Safety Commission (NOHSC) leads and coordinates national efforts to prevent workplace deaths, injury and disease in Australia.

Through the quality and relevance of the information it provides, the NOHSC seeks to influence the awareness and activities of every person and organisation with a role in improving Australia's occupational health and safety (OHS) performance.

More specifically, the NOHSC aims to:

- support and enhance the efforts of the Australian Government and State and Territory governments to improve the prevention of workplace deaths, injury and disease;
- work in alliances with others to facilitate the development and implementation of better preventative approaches; and
- ensure the needs of small business are integrated into these approaches.

The NOHSC's *National OHS Strategy 2002-2012*, which was endorsed by the Workplace Relations Ministers' Council on 24 May 2002, records a commitment by all Australian, State and Territory governments, the Australian Chamber of Commerce and Industry and the Australian Council of Trade Unions to share in the responsibility of ensuring Australia's performance in work-related health and safety is continuously improved.

This *National OHS Strategy* sets out five 'national priorities' to achieve short-term and long-term improvements.

These priorities are to:

- reduce high incidence and high severity risks;
- improve the capacity of business operators and workers to manage OHS effectively;
- prevent occupational disease more effectively;
- eliminate hazards at the design stage; and
- strengthen the capacity of government to influence OHS outcomes.

In line with these priorities, the NOHSC declares national codes of practice under section 38 of the National Occupational Health and Safety Commission Act 1985 (Cth).

In common with other NOHSC documents, these national codes of practice are advisory instruments only, unless they are made mandatory by a law other than the National Occupational Health and Safety Commission Act or by an award or instrument made under such a law.

The application of a national code of practice in any particular State or Territory is the prerogative of that State or Territory.

The Australian Government and the NOHSC expect, however, that national codes of practice will be adopted by all State and Territory governments.

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PREFACE

Asbestos is a hazardous material that poses a risk to health by inhalation if the asbestos fibres become airborne and people are exposed to these airborne fibres.

Exposure to asbestos fibres is known to cause mesothelioma, asbestosis and lung cancer.

Asbestos-containing materials were used extensively in Australian buildings and structures, plant and equipment and in ships, trains and motor vehicles during the 1950s, 1960s and 1970s, and some uses, including some friction materials and gaskets, were only discontinued on 31 December 2003.

Appendix A lists materials that have historically contained asbestos, and ***Appendix B*** provides further information on historical uses of asbestos and the Australian Mesothelioma Register.

National ban on the use of asbestos

On 17 October 2001, the National Health and Safety Commission (NOHSC) declared a prohibition on all uses of chrysotile (white) asbestos from 31 December 2003, subject to a very limited range of exemptions.

This prohibition, originally set out in the *Amendments to Schedule 2 of the National Model Regulations for the Control of Workplace Hazardous Substances (Prohibition of Asbestos) 2001* and subsequently reflected in Australian Government, State and Territory occupational health and safety and hazardous substances legislation, also confirmed earlier prohibitions of the use of amosite (brown) and crocidolite (blue) asbestos.

(There are no known current uses in Australia of the other three forms of asbestos: actinolite, anthophyllite and tremolite.)

Under the *National Model Regulations for the Control of Workplace Hazardous Substances* the chrysotile asbestos ban prohibits the use (i.e. manufacture, supply, storage, sale, use, re-use, installation and replacement) of chrysotile asbestos except for:

- *bona fide* research or analysis;
- removal, handling and storage for disposal;
- chrysotile asbestos encountered during non-asbestos mining; and
- a small number of time-limited exemptions for particular, specified uses for which substitution by an alternative to chrysotile asbestos is technically impossible or would create significantly *greater* health, safety and environmental risks.

Similarly, the use of brown and blue asbestos is prohibited except for:

- removal and disposal purposes; and
- situations where brown or blue asbestos occurs naturally and is not used for any new application.

The prohibition also includes a small number of time-limited exemptions which are restricted to specific products and uses where currently it is not:

- technically possible to substitute an alternative to chrysotile; or
- possible to substitute an alternative to chrysotile without creating a safety problem that has significantly greater health, safety and environmental risks than those presented by the use of chrysotile.

The prohibition does not extend to the removal of asbestos products *in situ* at the time prohibition took effect. These *in situ* asbestos containing materials (ACM) must be appropriately managed to ensure that the risks of exposure to airborne asbestos fibres are minimised.

The ultimate goal is for all workplaces to be free of ACM. Where practicable, consideration should be given to the removal of ACM during renovation, refurbishment, and maintenance, rather than other control measures such as enclosure, encapsulation or sealing.

Asbestos products which were *in situ* on 31 December 2003 may only be replaced by products which do not contain asbestos

Even when the use of asbestos is still permitted, in the very narrow circumstances listed above, it is subject to hazardous substances legislation, under which manufacturers, importers, other suppliers and employers must ensure that specified measures are properly

Preventing health risks from* in situ *asbestos-containing materials

Strong management and control of all *in situ* asbestos-containing materials (ACM) is essential.

The well-known adverse health consequences of exposure to airborne asbestos fibres can be prevented if precautions are taken and appropriate procedures are followed.

The risks posed by ACM depend on the nature and condition of the materials and the potential for exposure.

The main elements of managing the risks of ACM in workplaces are to:

- identify all ACM in the workplace, as far as practicable;
- assess the risks associated with all ACM; and
- introduce control measures to prevent, as far as practicable, the generation of airborne asbestos fibres and any exposure to airborne asbestos fibres.

A number of approaches for the control of ACM are outlined in this *National Code of Practice for the Management and Control of Asbestos in Workplaces*, but there may be specific applications where special approaches are required.

The removal and disposal of asbestos-containing materials

The removal of ACM poses significant additional hazards.

Accordingly, a separate *National Code of Practice for the Safe Removal of Asbestos* [NOHSC:2002 (2005)] has been developed by NOHSC to supplement and support this *Code of Practice for the Management and Control of Asbestos in Workplaces*.

The transport and disposal of removed ACM are controlled by Australian Government, State Territory legislation and a range of authorities, including but not limited to environmental, waste disposal and occupational health and safety authorities. All relevant authorities should be consulted before transporting and disposing of ACM wastes.

PART 1. TITLE

This code of practice may be cited as the *Code of Practice for the Management and Control of Asbestos in Workplaces* [NOHSC:2018 (2005)].

PART 2. OBJECTIVE

This national code of practice has been developed to assist persons with control of premises and/or plant to control the risks of asbestos-containing materials (ACM) in workplaces.

It sets out the steps to be taken to eliminate or otherwise minimise the risks of exposure to airborne asbestos fibres, including the identification of ACM, risk assessments and the implementation of control measures.

The objective of these measures is to prevent workplace exposure to airborne asbestos fibres and thereby reduce the incidence of asbestos-related diseases such as mesothelioma, asbestosis and lung cancer.

PART 3. SCOPE AND APPLICATION

This code of practice applies to all workplaces where ACM remain, or are likely to remain, *in situ*.

It has been written primarily for persons with control of premises (including government departments and statutory authorities), workers at the premises and their representatives.

However, it is also intended to be used by government inspectors, asbestos removalists and others involved in managing and controlling risks from ACM in buildings, structures, plant and equipment, and friction materials.

All work involving a potential exposure of people to asbestos should be carried out in conformity with this code of practice and the *Code of Practice for the Safe Removal of Asbestos* [NOHSC:2002(2005)].

This should ensure that the exposure of workers and other persons to asbestos is either eliminated or kept as low as reasonably practicable, and in all circumstances is kept below the National Exposure Standard (NES).

It will also ensure that asbestos work is restricted to areas accessible only by persons who are adequately protected.

The appendices in this code of practice provide examples of how the code may be used to develop work methods for eliminating exposure to asbestos. Other methods may be used if they are found to be more suitable in particular circumstances or provide better protection than the methods described in this code, *provided* they never compromise the health and safety of those involved.

PART 4. DEFINITIONS

Accredited Laboratory	means a testing laboratory accredited by the National Association of Testing Authorities, Australia (NATA) or a similar accreditation authority, or otherwise granted recognition by NATA, either solely or in conjunction with one or more other persons.
Air Monitoring	means airborne asbestos fibre sampling to assist in assessing exposures and the effectiveness of control measures. Air monitoring includes exposure monitoring, control monitoring and clearance monitoring. Note: *Air monitoring should be undertaken in accordance with the Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres* [NOHSC:3003 (2005)]
Airborne Asbestos Fibres	means any fibres of asbestos small enough to be made airborne. For the purposes of monitoring airborne asbestos fibres, only respirable asbestos fibres (those fibres less than 3 μm wide, more than 5 μm long and with a length to width ratio of more than 3 to 1) are counted. Note: *Airborne asbestos fibres are generated by the mechanical disintegration of Asbestos-Containing Materials (ACM) and subsequent dispersion of the fibres into the air from activities such as mining and the use, removal and disposal of asbestos and ACM. Airborne dust has the potential to contain respirable asbestos fibres.*
ALARP	means As Low As Reasonably Practicable. The exposure of workers and others to asbestos must be eliminated or otherwise kept as low as reasonably practicable, and in all circumstances must be kept below the NES.
Asbestos	means the fibrous form of mineral silicates belonging to the serpentine and amphibole groups of rock-forming minerals, including actinolite, amosite (brown asbestos), anthophyllite, chrysotile (white asbestos), crocidolite (blue asbestos), tremolite, or any mixture containing one or more of the mineral silicates belonging to the serpentine and amphibole groups.
Asbestos Cement (AC)	means products consisting of sand aggregate and cement reinforced with asbestos fibres (e.g. asbestos cement pipes and flat or corrugated asbestos cement sheets).

Asbestos-Containing Material (ACM)	means any material, object, product or debris that contains asbestos. Note: *Information for determining if a material contains asbestos is provided in Part 9.*
Asbestos Removalist	means a competent person who performs asbestos removal work. Note: *An asbestos removal licence is required in all State and Territory jurisdictions for the removal of friable ACM. Some States and Territories also require a licence for removal of specified quantities of ACM, regardless of whether they are friable, and relevant OHS authorities should be consulted prior to any removal work.*
Asbestos Vacuum Cleaner	means a vacuum cleaner that is fitted with a High Efficiency Particulate Air (HEPA) Filter and complies with Australian Standard 3544-1988 *Industrial Vacuum Cleaners for Particulates Hazardous to Health*. A domestic vacuum cleaner is not suitable for use with asbestos.
Asbestos Waste	means all removed ACM and disposable items used during the asbestos work, such as plastic sheeting used to cover surfaces in the asbestos work area, disposable coveralls, disposable respirators, rags used for cleaning.
Asbestos Work Area	means the immediate area in which work on ACM is taking place. The boundaries of the asbestos work area must be determined by a risk assessment. Note: *The asbestos work area should include the boundaries of an enclosure or barriers set up to warn or restrict access to the area where the asbestos work is being undertaken.*
Breathing Zone	means a hemisphere extending in front of a person's face, with a radius of 300 mm from the midpoint of an imaginary line between the ears.
Clearance Inspection	means an inspection, carried out by a competent person, to verify that an asbestos work area is safe to be returned to normal use after work involving the disturbance of ACM has taken place. A clearance inspection must include a visual inspection, and may also include clearance monitoring and/or settled dust sampling. Note: *A clearance inspection should only be carried out when the asbestos work area is dry.*

Clearance Monitoring	means air monitoring using static or positional samples to measure the level of airborne asbestos fibres in an area following work on ACM. An area is 'cleared' when the level of airborne asbestos fibres is measured as being below 0.01 fibres/mL. Note: *Static or positional samples are taken at fixed locations which are usually between one and two metres above floor level*,
Competent Person	means a person possessing adequate qualifications, such as suitable training and sufficient knowledge, experience and skill, for the safe performance of the specific work. Note: *A licence may be required for some of the tasks described in this document as requiring a competent person.*
Control Level	means the airborne concentration of a particular substance which, if exceeded, indicates a need to implement a control, action or other requirement. Control levels are generally set at no more than half the NES for the substance. Control levels are occupational hygiene 'best practice', and are *not* health-based standards. Note: *The first Control Level for Asbestos is set at 0.01 fibres/mL of air.*
Control Monitoring	means air monitoring, using static or positional to measure the level of airborne asbestos fibres in an area during work on ACM. Control monitoring is designed to assist in assessing the effectiveness of control measures. Its results are not representative of actual occupational exposures, and should not be used for that purpose. Note: *Static or positional samples are taken at fixed locations which are usually between one and two metres above floor level*,
Dust and Debris	means visible particles, fragments or chunks of material, large and heavy enough to have settled in the work area, that are likely to have originated from ACM.
Exposure Monitoring	means air monitoring to determine a person's likely exposure to a hazardous substance. Exposure monitoring is designed to reliably estimate the person's exposure, so that it may be compared with the NES.

	Note: *Exposure monitoring includes airborne asbestos fibre sampling, analysis, estimation of time-weighted average exposure and interpretation. Samples are taken within the breathing zone and are usually obtained by fastening the filter holder to the worker's jacket lapel.*
Friable (Asbestos)	means asbestos-containing material which, when dry, is or may become crumbled, pulverised or reduced to powder by hand pressure. Note: *This may include ACM that have been subjected to conditions that leave them in a state where they meet the above definition, such as weathering, physical damage, water damage etc.*
Hazard	means any matter, thing, process or practice that may cause death, injury, illness or disease.
Health Surveillance	means the monitoring of a person to identify any changes in their health as a result of exposure to a hazardous substance. It does not include exposure monitoring.
High Efficiency Particulate Air (HEPA) Filter	means a disposable, extended media, dry type filter, in a rigid frame, with a minimum filtration efficiency of 99.97% for nominal 0.3 μm diameter thermally generated dioctylphthalata (DOP) particles or an equivalent efficiency for a specified alternative aerosol and with an initial maximum resistance to airflow of 250 pa when tested at its rated airflow capacity (see Australian Standard 4260-1997 *High Efficiency Particulate (HEPA) Filters – Classification, Construction and Performance*).
In situ	means fixed or installed in its original position, not having been moved.
Inaccessible Areas	means areas which are difficult to access, such as wall cavities and the interiors of plant and equipment.
Membrane Filter Method (MFM)	means the technique outlined in the NOHSC *Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres* [NOHSC:3003 (2005)]
National Exposure Standard (NES)	means an airborne concentration of a particular substance, within the worker's breathing zone, which according to current knowledge, should not cause adverse health effects or undue discomfort to nearly all workers. NES are established, from time to time, by the National Occupational Health and

	Safety Commission (NOHSC) and are published on the NOHSC website (see ***Appendix J***). Note: *The NES for all forms of asbestos is 0.1 fibres/mL of air, measured using the Membrane Filter Method (MFM).*
Person with Control	means, in relation to premises, a person who has control of premises used as a workplace. The person with control may be: (a) the owner of the premises; (b) a person who has, under any contract or lease, an obligation to maintain or repair the premises; (c) a person who is occupying the premises; (d) a person who is able to make decisions about work undertaken at the premises; or (e) an employer at the premises.
Personal Protective Equipment (PPE)	means equipment and clothing that is used or worn by an individual person to protect themselves against, or minimise their exposure to, workplace risks. It includes items such as facemasks and respirators, coveralls, goggles, helmets, gloves and footwear (see ***Appendix C***).
Respirable Asbestos Fibre	means a fibre of asbestos small enough to penetrate into the gas exchange regions of the lungs. Respirable asbestos fibres are technically defined as fibres that are less than 3 μm wide, more than 5 μm in length and have a length to width ratio of more than 3 to 1.
Risk	means the likelihood of a hazard causing harm to a person. Note: *In this code of practice, Risk relates to illness or disease arising from exposure to Airborne Asbestos Fibres.*
Settled Dust Sampling	means the sampling and analysis of settled surface dust to provide an indication of cleanliness following disturbance of ACM. Settled dust sampling does *not* provide an indication of risk to health. Sampling techniques include the use of adhesive tape, wipe or micro-vacuum (using an air sampling pump and filter). Analysis can be by polarised light microscopy (PLM) or transmission electron microscopy (TEM).

	Note: *Contamination may occur as a result of deterioration of, or work processes involving ACM.*
Shadow Vacuuming	means the operation of an asbestos vacuum cleaner that is either directly attached to a tool or hand-held by a second worker as close as possible to the source of released asbestos fibres throughout the use of the tool.
Structure	means any construction, whether temporary or permanent. Note: *A structure includes a bridge, erection, edifice, wall, chimney, fence, earth works, reclamation, ship, floating structure or tunnel.*
Work	means any activity, physical or mental, carried out in the course of a business, industry, commerce, an occupation or a profession.
Worker	means a person who does work, whether or not for reward or recognition. Note: *'Workers' include persons working under contracts of employment, apprenticeships, traineeships and other contracts of service, but they also include other persons subject to direction by persons with control, such volunteers and work experience students.*
Workplace	means any place where a person works.

PART 5. INTRODUCTION

As discussed in the Preface to this code of practice, the prohibition on the use of chrysotile asbestos that has applied since 31 December 2003 does not require the removal of asbestos materials that were *in situ* at the time the prohibition took effect. It is only when these materials are replaced that non-asbestos alternatives *must* be used.

Asbestos and asbestos-containing materials (ACM) may still be found *in situ* in workplaces, including:

- buildings and structures;
- plant and equipment;
- friction materials; and
- debris from ACM.

Appendix A lists common examples of ACM in Australia, and ***Appendix B*** provides further, historical information which is relevant to the types of situations in which ACM may be encountered.

5.1 A hierarchy of controls

The management and control of *in situ* ACM in workplaces, in compliance with the national prohibition, should be based on:

- identifying ACM (see **Part 9** of this code of practice);
- assessing the risks posed by the ACM identified (see **Part 10**); and
- implementing control measures to eliminate the risks arising from ACM and prevent exposure to airborne asbestos fibres (see **Part 11**).

These control measures should reflect the following **hierarchy of controls**:

1) Elimination/removal (most preferred);
2) Isolation/enclosure/sealing;
3) Engineering controls;
4) Safe Work Practices (administrative controls); and
5) Personal Protective Equipment (PPE) (least preferred).

A combination of these techniques may be required in order to adequately manage ACM.

A key tool in managing asbestos is the development and maintenance of an Asbestos Register (see section 9.3) and an Asbestos Management Plan (see **Part 8**).

PART 6. HEALTH ASPECTS OF EXPOSURE TO AIRBORNE ASBESTOS FIBRES

Asbestos is a known carcinogen. The inhalation of asbestos fibres is known to cause mesothelioma, lung cancer and asbestosis.

Malignant mesothelioma is a cancer of the outer covering of the lung (the pleura) or the abdominal cavity (the peritoneum). It is usually fatal.

Mesothelioma is caused by the inhalation of needle-like asbestos fibres deep into the lungs where they can damage mesothelial cells, potentially resulting in cancer.

The latency period is generally between 35 and 40 years, but it may be longer, and the disease is very difficult to detect prior to the onset of illness.

Mesothelioma was once rare, but its incidence is increasing throughout the industrial world as a result of past exposures to asbestos. Australia has the highest incidence rate in the world.

Lung cancer has been shown to be caused by all types of asbestos. The average latency period of the disease, from the first exposure to asbestos, ranges from 20 to 30 years. Lung cancer symptoms are rarely felt until the disease has developed to an advanced stage.

Asbestosis is a form of lung disease (pneumoconiosis) directly caused by inhaling asbestos fibres, causing a scarring (fibrosis) of the lung tissue which decreases the ability of the lungs to transfer oxygen to the blood. The latency period of asbestosis is generally between 15 and 25 years.

Asbestos poses a risk to health by inhalation whenever asbestos fibres become airborne and people are exposed to these fibres.

Accordingly, exposure should be prevented. The NES of 0.1 fibres/mL should *never* be exceeded, and control measures should be reassessed whenever air monitoring indicates the 'control level' of 0.01 fibres/mL has been reached. The *Code of Practice for the Safe Removal of Asbestos* [NOHSC:2002(2005)] provides additional information on control levels.

ACM can release asbestos fibres into the air whenever they are disturbed, and especially during the following activities:

- any direct action on ACM, such as drilling, boring, cutting, filing, brushing, grinding, sanding, breaking, smashing or blowing with compressed air (State and Territory legislation prohibits most of these actions, and the relevant laws should be checked before performing *any* activity on ACM);
- the inspection or removal of ACM from workplaces (including vehicles, plant and equipment);
- the maintenance or servicing of materials from vehicles, plant, equipment or workplaces;
- the renovation or demolition of buildings containing ACM.

Non-friable ACM that has been subjected to extensive weathering or deterioration also has a higher potential to release asbestos fibres into the air.

6.1 Health surveillance

Health surveillance is an important part of the monitoring of exposure to hazardous substances, including asbestos, to ensure the health and safety of people in workplaces.

The main purposes are to ensure that control measures are effective and to provide an opportunity to reinforce specific preventive measures and safe work practices.

The need for asbestos-related health surveillance should be determined by an assessment of the potential for exposure to asbestos, in accordance with the requirements of the NOHSC *Model Regulations for the Control of Workplace Hazardous Substances* [NOHSC:1005 (1994)], and consultations with relevant State or Territory OHS authorities to identify any specific health surveillance requirements.

Additional guidance on health surveillance may be obtained from the NOHSC *Guidelines for Health Surveillance* [NOHSC: 7039 (1995)], which set out, in a very practical manner, the minimum requirements for health surveillance for persons engaged in work that may expose them to asbestos or other hazardous substances.

PART 7. RESPONSIBILITIES

Persons with control of premises have a duty of care to:

- develop and implement and maintain an asbestos management plan (see **Part 8** of this code of practice);
- investigate the premises for the presence or possible presence of ACM (see **Part 9**);
- develop and maintain a register of the identified or presumed ACM, including details on their locations, accessibility, condition, risk assessments and control measures (see **Part 9**);
- assess the condition of any ACM that are found and the associated asbestos risks (see **Part 10**);
- develop measures to remove the ACM or otherwise to minimise the risks and prevent exposure to asbestos (see **Part 11**); and
- ensure the control measures are implemented as soon as possible and are maintained as long as the ACM remain in the workplace (see **Part 11**).

State and Territory legislation sets out specific requirements concerning ACM. Before commencing any work that may disturb ACM in the workplace, the relevant legislation should be checked to ensure there will be full compliance with these legal obligations.

7.1 Consultation

Australian Government, State, Territory occupational health and safety legislation requires persons with control of premises to consult with health and safety representatives and other workers at the workplace on occupational health and safety issues. This legislation sets out requirements for establishing these consultative processes.

As with all occupational health and safety issues, if ACM are present or thought to be present in a workplace, there must be full consultation, information-sharing and involvement by everyone in the workplace, including employers, workers, contractors and others, throughout the processes of identifying ACM, developing an asbestos management plan, assessing the risks and developing and implementing control measures.

Persons with control of premises must also consult with any other person who may be affected by the presence of ACM. For example, building owners must consult with their building's occupants and all relevant contractors.

7.2 Awareness training for workers, contractors and others

Information and training must be provided to workers, contractors and others who may come into contact with ACM in a workplace, either directly or indirectly.

Depending on the circumstances this asbestos awareness training may include:

- the purpose of the training;

- the health risks of asbestos;
- the types, uses and likely occurrence of ACM in buildings, plant and/or equipment in the workplace;
- the trainees' roles and responsibilities under the workplace's asbestos management plan (see **Part 8**);
- where the workplace's register of ACM (see **Part 9**) is located and how it can be accessed;
- the timetable for removal of ACM from the workplace;
- the processes and procedures to be followed to prevent exposure, including exposure from any accidental release of asbestos dust into the workplace;
- where applicable, the correct use of maintenance and control measures, protective equipment and work methods to minimise the risks from asbestos, limit the exposure of workers and limit the spread of asbestos fibres outside any asbestos work area;
- the NES and control levels for asbestos; and
- the purpose of any air monitoring or health surveillance that may occur.

PART 8. DEVELOPMENT OF AN ASBESTOS MANAGEMENT PLAN

The purpose of an asbestos management plan is to help persons with control of premises to comply with the asbestos prohibition and prevent exposure to airborne asbestos fibres while ACM remain in the workplace.

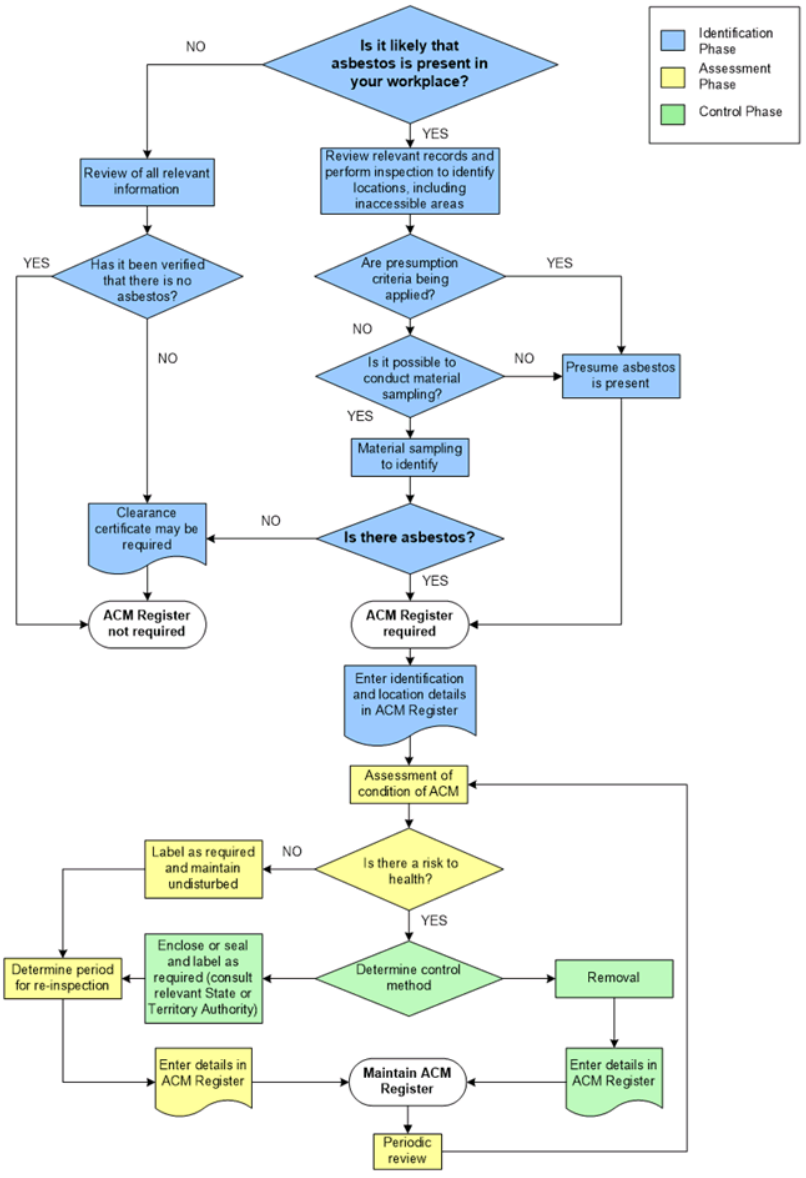
8.1 General principles

The following general principles must be applied in developing an asbestos management plan:

- The ultimate goal is for all workplaces to be free of ACM. Accordingly, consideration should be given to the removal of ACM during renovation, refurbishment and/or maintenance, where practicable, in preference to other control measures such as enclosure, encapsulation or sealing.
- Reasonable steps must be taken to label all identified ACM. Where ACM are identified or presumed, the locations must be recorded in a register of ACM (see **Part 9**).
- A risk assessment must be conducted for all identified or presumed ACM (see **Part 10**).
- Control measures must be established to prevent exposure to airborne asbestos fibres and should take into account the results of risk assessments conducted for the identified or presumed ACM (see **Part 11**)
- If ACM are identified or presumed, there must be full consultation, involvement and information sharing during each step of the development of the asbestos management plan – i.e. during the identification, risk assessment and establishment of control measures (see **Part 7**).
- The identification of ACM and associated risk assessments should only be undertaken by competent persons.
- All workers and contractors on premises where ACM are present or presumed to be present, and all other persons who may be exposed to ACM as a result of being on the premises, must be provided with full information on the occupational health and safety consequences of exposure to asbestos and appropriate control measures. The provision of this information should be recorded.

Figure 1 summarises how these general principles should be applied in the workplace.

Figure 1. General principles of an asbestos management plan



8.2 Contents

The asbestos management plan should be broad-ranging, and should include the following information components:

- the workplace's register of ACM (see section 9.3 of **Part 9**);
- details of any maintenance or service work on the ACM, including:
    - the company who is performing, or performed, the work;
    - the date/s the maintenance or service work was undertaken;
    - the scope of work undertaken; and
    - any clearance certificates.
- mechanisms for providing all relevant people with information about the location, type and condition of the ACM, the risks they pose and the control measures adopted to eliminate or minimise these risks;
- decisions about management options (i.e. to maintain the ACM or replace them with non-asbestos alternatives), including the reasons for these decisions;
- a timetable for action, including priorities and date(s) for reviewing the risk assessment(s) and specific circumstances and activities that may impact timings (i.e. plant shut-down periods);
- monitoring arrangements;
- the responsibilities of all persons involved and the sections of the plan they are responsible for;
- training arrangements for workers and contractors;
- a procedure for reviewing and updating the management plan and the register of ACM, including a timetable; and
- safe work methods.

The asbestos management plan should be clear and unambiguous.

It should set out the aims of the plan, what is going to be done, when it's going to be done and how it is going to be done.

There should be clear lines of responsibility, with each person involved understanding their roles and responsibilities.

Relevant Australian Government, State or Territory OHS legislation should be checked for further information on individual obligations relevant to the management plan.

8.3 Reviews of the asbestos management plan

The asbestos management plan should be reviewed whenever the register of ACM is reviewed (see section 9.3.1 of **Part 9**).

These reviews should critically reassess all asbestos management processes and their effectiveness in:

- preventing exposure to airborne asbestos fibres;
- controlling maintenance workers and contractors;
- highlighting the need for action to maintain or remove ACM;
- raising awareness among all workers; and
- maintaining the accuracy of the register of ACM.

PART 9. IDENTIFICATION OF ACM IN THE WORKPLACE

Persons with control of premises must ensure all ACM in their workplaces are identified, as far as practicable.

More specifically, there is a need to:

- identify the locations of all ACM and determine whether any inaccessible areas are likely to contain ACM; and
- identify the types (e.g. asbestos cement sheet, asbestos lagging on pipes and flues, ACM gaskets in plant or machinery) and condition (i.e. damaged or intact) of ACM.

Only persons competent in the identification of ACM are permitted to carry out these tasks.

Appendix A lists common examples of ACM in Australian workplaces. It is obvious from this list that asbestos is commonly found not only in the buildings and structures of premises but also in plant, gaskets, exhausts, brakes, insulation around ovens, etc. Even in recently constructed buildings and structures, which may themselves generally be regarded as free of ACM, there is a potential for second-hand plant and other installed items to have asbestos components.

Some State and Territory OHS authorities require a clearance certificate to be obtained to certify that ACM is *not* present, regardless of the age of the building, structure, plant or equipment. Your State or Territory OHS authority should be consulted about this requirement.

The minimum respiratory protective equipment to be worn when conducting an inspection of ACM is a class P2 half face respirator, but a risk assessment may show additional personal protective equipment (PPE), including higher-level respiratory protective equipment, is required. This is particularly important when a person is entering areas where friable ACM may not be immediately visible, such as a ceiling cavity where sprayed asbestos insulation materials may be present. The use of disposable coveralls should also be considered in these circumstances (see section 11.7 of **Part 11** and ***Appendix C***).

Care should be taken not to disturb any materials suspected of containing asbestos, except for the purposes of sampling.

The presence or absence of asbestos in a material cannot be definitively determined without the aid of a microscope or a similar visual aid.

If reliable information such as a manufacturers warning label or the results of material sampling indicates that asbestos is present in a material, the precautions outlined later in this code should be followed.

If the person with control is uncertain about whether a material contains asbestos, they should either arrange for a sample to be taken for analysis (see section 9.1) or apply the presumption criteria (see section 9.2).

9.1 Material sampling and analysis

It is important that samples of materials suspected of containing asbestos are taken only by competent persons and are analysed only by accredited laboratories.

The sample should be representative of the suspected ACM (e.g. for the walls of multi-storey buildings, at least one sample should be taken on each floor). If there are any variations in the appearance, texture or colour of the material, additional samples should be taken.

The samples should be adequately labelled to enable identification of the address and specific location from which the material was sampled and should include the date of sampling and the batch identification number.

Where necessary, any damage caused by the sampling of a suspected ACM should be repaired without causing further disturbance to the ACM.

If there are inaccessible areas that are likely to contain ACM, the person with control should *presume* that asbestos is present (see section 9.2).

9.2 Presuming that materials contain asbestos

Rather than taking samples to determine whether a material contains asbestos, the person with control may simply *presume* the material contains asbestos.

Once such a presumption has been made, the material must be treated as an ACM, with work practices and disposal criteria as required for the presence of asbestos, until the material is removed or testing has confirmed that it does not, in fact, contain asbestos.

The list of common ACM in ***0*** may be used as an aid in determining which materials, if any, may be presumed to contain asbestos.

As indicated above, if there are inaccessible areas that are likely to contain ACM the person with control should presume that asbestos is present in these areas. For example, it may be reasonable to presume that wall cavities or ceiling spaces contain ACM such as asbestos insulation.

It may also be more cost effective in other circumstances to apply the presumption instead of sampling and analysing suspected ACM, as would otherwise be required to rule out the presence of asbestos.

The workplace's register of ACM must state all the presumptions made about materials in the workplace.

This can be done through a simple, generic statement relating to all occurrences of a specific type of product or situation. For example, a generic presumption statement in the register might read, 'All wall cavities are presumed to contain asbestos' or 'All underground conduits are presumed to contain asbestos.'

9.3 Register of ACM

Persons with control of premises must keep an accurate register of ACM on the premises.

The register should contain the following information:

- Identification:
    - the date(s) on which the inspection/identification was made and details on the competent person(s) who carried out the inspection/identification;
    - details on the locations, types (i.e. friable or non-friable) and condition (i.e. damaged or intact) of any ACM identified on the premises, including ACM in items of plant and equipment, and the type of asbestos involved (i.e. blue, brown or white);
    - details on any material presumed to contain asbestos (see section 9.2);
    - any inaccessible areas that are likely to contain ACM (see section 9.2); and
    - the results of any analysis that has confirmed a material in the workplace is or is not an ACM.
- Risk assessment (see **Part 10**):
    - the date when the risk assessment was made, and details on the competent person(s) who carried out the assessment;
    - the findings and conclusions of the risk assessment, including any reviews or revisions of the risk assessment; and
    - the results of any air monitoring for airborne asbestos fibres and an assessment of these results.
- Control measures (see **Part 11**):
    - the control measures recommended and decided upon as a result of the risk assessment;
    - any maintenance or service work on an ACM, including the company or persons involved, the date and scope of the work undertaken and details on clearance certificates.

The person with control should ensure workers at the workplace are informed about the register of ACM. Before any work that may expose persons to airborne asbestos fibres is performed, the register should be made readily accessible to:

- workers and their representatives;
- any other employers within the premises;
- any person removing ACM;

- any person engaged to perform work that may disturb ACM, including presumed ACM (see section 9.2); and
- any other person who might be exposed.

9.3.1 Reviewing the register of ACM

The register of ACM, including any risk assessments, should be reviewed every 12 months or earlier where:

- a risk assessment indicates the need for reassessment (see section 10.1); or
- any ACM has been disturbed or removed.

A visual inspection of identified ACM should be undertaken as part of any review.

9.4 Identifying ACM at domestic premises

All contracting businesses that perform work which may involve exposure to asbestos, including work at domestic premises, should establish an asbestos management plan for the work they are contracted to carry out (see **Part 8**).

Although many domestic premises contain ACM, they are unlikely to have a register of ACM for reference.

Accordingly, before commencing any work in domestic premises precautions should be taken to identify the likelihood that ACM are present. Although particular caution needs to be taken when working on buildings built prior to 1990, recycled materials in later buildings may also contain asbestos.

The list of common ACM in Appendix A includes many materials found in domestic premises.

Work at domestic premises that may involve exposure to ACM includes:

- demolition and renovation;
- electrical maintenance or installation, including work on electrical meter boards;
- the maintenance or installation of walls, roofing, ceilings or flooring; and
- plumbing maintenance or installation.

If there are any known or suspected ACM on the premises the owner, occupier and/or resident should be informed. Before work continues, the presence of asbestos should either be confirmed or ruled out through sampling and analysis (see section 9.1) or presumed (see section 9.2).

For confirmed or presumed ACM the work should then proceed only in accordance with the risk assessment and control measures outlined in **Part 10 and Part 11** of this code of practice. The NOHSC *Code of Practice for the Safe Removal of Asbestos* [NOHSC:2002 (2005)] should also be referred to if removal is identified as the best control measure.

The owner, occupier and/or residents of the premises should be informed of the nature of any work to be undertaken and the reasons for the precautions.

If ACM remain is to remain *in situ*, the owner of the premises should be provided with a report outlining the location of the ACM and any work carried out on the ACM.

9.5 Warning signs and labels

All warning signs and labels should comply with Australian Standard 1319 *Safety Signs for the Occupational Environment*.

Examples of warning signs and labels are shown in ***Figure 2***.

9.5.1 Warning signs

Any areas of a workplace which contain ACM, including plant, equipment and components, should be signposted with warning signs to ensure that the asbestos is not unknowingly disturbed without the correct precautions being taken.

These signs should be placed at all of the main entrances to the work areas where asbestos is present.

9.5.2 Labels

All identified or presumed ACM — or their enclosures if the ACM are inaccessible — should be clearly labelled.

In conjunction with warning signs and the register of ACM (see section 9.3), these labels should warn people of the presence of ACM.

A competent person should determine the number and positions of the labels required.

The location of labels should be consistent with the location of the ACM as outlined by information in the register of ACM.

Labels used for this purpose must identify the material as containing asbestos.

If a risk assessment suggests an ACM might be disturbed or persons might be exposed and it is not practical to label the ACM (e.g. floor tiles or a friable ACM such as lagging), a prominent warning sign, specifying the ACM, should be posted in its immediate vicinity.

For example, if floor tiles have been identified as containing asbestos, an appropriate warning sign, displayed on an adjacent wall, might read, 'WARNING. FLOOR TILES CONTAIN ASBESTOS. DO NOT DISTURB WITHOUT PROPER TRAINING AND EQUIPMENT.'

Note: The examples of warning signs and labels in ***Figure 2*** provide only an indication of the words that may be used to alert persons to the presence of ACM and asbestos hazards. *The wording is not mandatory.* Other warning signs and labels may be used, provided they meet the requirements of AS 1319.

Figure 2 – Examples of warning signs and labels



PART 10. RISK ASSESSMENT

If ACM are identified in a workplace, the person with control must ensure the associated risks are assessed, in consultation with workers and/or their representatives.

Where the risk assessment relates to repetitive work practices in the one location, such as the inspection and removal of friction products in vehicles, the risk assessment should relate to the overall work practice, taking account of the repetitive nature of the task.

The purpose of this risk assessment is to allow informed decisions to be made about control measures, induction and training, air monitoring and health surveillance requirements.

Only competent persons should perform risk assessments or any subsequent reviews or revisions of risk assessments.

Decisions about control measures to protect workers will depend on the assessed risks to health.

The risk assessment should take account of the identification information in the register of ACM, including:

- the condition of the ACM (e.g. whether they are friable or bonded and stable, and whether they liable to damage or deterioration);
- the likelihood of exposure;
- whether the nature or location of any work to be carried out is likely to disturb the ACM; and

The results from **air monitoring** by a competent person may assist in assessing the risks. The need for air monitoring will depend on the particular circumstances. For further information on air monitoring procedures, refer to the NOHSC *Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres* [NOHSC: 3003 (2005)].

The results of the risk assessment should be documented in the register of ACM (see section 9.3 of **Part 9**), which will be included in the asbestos management plan (see **Part 8**).

10.1 Reviewing risk assessments

Risk assessments should be **reviewed** regularly in accordance with Australian Government, State and Territory legislative requirements.

More specifically, the person with control, in consultation with workers and/or their representatives, should review the risk assessment, and any measures adopted to control the risks, whenever:

- there is evidence that the risk assessment is no longer valid;
- there is evidence that any control measures are not effective;
- a significant change is proposed for the workplace or for work practices or procedures relevant to the risk assessment;

- there is a change in the condition of the ACM; or
- the ACM have been removed, enclosed or sealed.

PART 11. CONTROL MEASURES

11.1 Implementing the asbestos management plan

Notwithstanding the ultimate goal of a workplace free of ACM, priorities should be set for effective control of the risks in the short term.

Control measures should be implemented in accordance with the hierarchy of controls shown in **Part 5** of this code of practice, with elimination of the ACM being the first choice and PPE the least preferred approach.

The NOHSC *Code of Practice for the Safe Removal of Asbestos* [NOHSC:2002(2005)] should be referred to whenever removal is identified as the best control measure.

The control measures required for identified and presumed ACM should be determined from the risk assessment and should follow the following principles:

- If the ACM are friable and not in a stable condition, and there is a risk to health from exposure, they should be removed by an asbestos removalist as soon as practicable.
- If the ACM are friable but are in a stable condition and are accessible, serious consideration should be given to their removal. If removal is not immediately practicable, short-term control measures, such as sealing and enclosure, may be able to be used until removal is possible, although some State and Territory OHS authorities do not permit the sealing or encapsulation of ACM.
- If the ACM are not friable and are in a good, stable condition, minimising disturbance and encapsulation may be appropriate controls. Again, however, some State and Territory authorities do not permit sealing or encapsulation, so the relevant authority should be consulted before these measures are considered.
- Any remaining ACM should be clearly labelled, where possible, and regularly inspected to ensure they are not deteriorating or otherwise contributing to an unacceptable health risk.
- ACM need to be removed before demolition, partial demolition, renovation or refurbishment if they are likely to be disturbed by those works, in accordance with the NOHSC *Code of Practice for the Safe Removal of Asbestos* [NOHSC:2002 (2005)].

If a material is proven or presumed to contain asbestos, it is essential to determine whether maintenance or service work can be done without disturbing the ACM.

For example, rather than drilling a hole through an AC sheeting wall to install electrical wiring, the wiring might be able to be routed over the wall. Similarly, if a ventilation flue or pipe has to be installed in an AC ceiling or roof, an alternative might be to run the flue or pipe through a non-asbestos wall.

Some States and Territories do not allow certain maintenance and service tasks to be carried out if identified or presumed ACM are present. The relevant State or Territory legislation should be checked to ensure that any proposed tasks are not prohibited.

11.2 Controlling maintenance work

The person with control should develop a system to control any maintenance work within a workplace that contains ACM.

Particular attention should be paid to controlling work activities that affect inaccessible areas listed in the register of ACM, such as wall cavities and ceiling spaces.

The control system may take one of several forms, depending on the size and complexity of the organisation. For example,

- smaller organisations may prefer in-house controls, with one person being nominated to control all work carried out by maintenance workers and all contractors; and
- formal, written safe systems of work, incorporating permits-to-work, may be used to control both maintenance workers and contractors.

Whatever the method used, it should be effective in making all maintenance workers and contractors aware of the presence of ACM and preventing any work activity that might expose them, or others nearby, to airborne asbestos fibres.

There should be full consultation concerning any maintenance and service work that might disturb ACM. All people performing the work should receive all necessary training, and the work should be documented and supervised.

The asbestos work area must be isolated and access restricted to essential workers only. Barriers and warning signs may be required.

Personal protective equipment needs to be selected to prevent the contamination of clothing and provide adequate respiratory protection. The level of respiratory protection required will depend on the risk assessment. Respirators should be selected, used and maintained according to the relevant Australian Standard (see ***Appendix C***).

Thorough decontamination of PPE, equipment and the asbestos work area should be carried out at the completion of the tasks. Section 11.9.3 provides more information on personal decontamination procedures.

Under the asbestos prohibition, wherever an asbestos component requires replacement the replacement product must be non-asbestos. It is illegal to reinstall or reuse any ACM.

All ACM must be disposed of correctly, in accordance with State and Territory laws (see section 11.11.3). PPE used during maintenance and service work must also be disposed of in this way.

11.3 Types of maintenance and service work likely to disturb ACM

While the ultimate goal is for all workplaces to be free of ACM, in some limited circumstances control measures other than removal may be necessary.

As already indicated, some States and Territories do not allow certain maintenance and service tasks to be carried out if ACM are present. The relevant State or Territory legislation should be checked to ensure that any proposed tasks are not prohibited.

The following typical maintenance and service tasks are likely to disturb ACM, and may be performed, only after a risk assessment has been conducted and only after control measures have been implemented to prevent exposure to airborne asbestos fibres:

- drilling asbestos cement products (see ***Appendix D***);
- sealing, painting , coating and cleaning asbestos cement products (see ***Appendix E***);
- cleaning leaf litter from the gutters of asbestos cement roofs (see ***Appendix F***);
- replacing cabling in asbestos cement conduits or boxes (see ***Appendix G***);
- working on electrical mounting boards (switchboards) containing asbestos (see ***Appendix H***); and
- inspections of asbestos friction materials or seals (see ***Appendix I***).

If other maintenance or service tasks are assessed by a competent person as involving similar levels of risk, they, too, may be performed only after the risks for that task have been assessed and appropriate control measures implemented.

11.4 Preparation for maintenance and service work

This is an important part of any task potentially disturbing ACM.

It is essential to have the correct tools, personal protective equipment, decontamination materials, barricades, warning signs, etc ready at the workplace before any work commences, and to minimise the number of people in the area.

11.4.1 Establishing barriers

The asbestos work area should be clearly defined to ensure that non-essential people do not enter and warn persons that asbestos work is being carried out (e.g. through the placement of barriers and signs or other warning devices).

All barriers and warning signs should remain in place until a clearance to re-occupy has been granted (see section 11.10 of this code of practice).

Potential entry points to the asbestos work area should be signposted or labelled in accordance with AS1319-1994 *Safety Signs for the Occupational Environment*. ***Figure 2*** provides examples of asbestos warning labels and signs.

These signs should be weatherproof, constructed of light-weight material and adequately secured.

Tape can be used as a barrier to define an asbestos work area for some types of asbestos work of short duration. If a sign is not feasible, tape with the words 'asbestos hazard' along its length can be used instead to communicate the hazard.

In determining the distance between barriers and the asbestos work area the risk assessment should take account of:

- whether the ACM are friable or non-friable;
- activity around the asbestos work area (other workers, visitors, the public, etc);
- the work methods used (see section 11.5);
- any existing barriers (walls, doors, etc);
- the amount of work to be done; and
- the type of barrier used (e.g. boarding or tape).

11.4.2 Preparing the work area

Before commencing the task plastic sheeting may need to be placed on the floor and any other surfaces that may become contaminated with asbestos dust. At a minimum, heavy-duty 200 μm thick plastic sheeting should be used for this purpose.

Wet wiping or vacuuming of the surface that is to be worked on may also be necessary before commencing the task, to minimise the disturbance of asbestos fibres on the surface (see sections 11.8 and 11.9.1).

11.5 Safe maintenance and service work techniques

Wherever possible, dry ACM should not be worked on.

Techniques that prevent or minimise the generation of airborne asbestos fibres include:

- the wetting of ACM using surfactants or wetting agents, such as detergent water;
- the use of thickened substances, pastes and gels, such as hair gel and shaving cream, to cover the surfaces of ACM that are being worked on (these substances should be compatible with the conditions of use, including the temperature, and should not pose a risk to health);
- the use of shadow vacuuming; and
- performing the task in a controlled environment (i.e. a ventilated enclosure).

When selecting the best technique, the work should first be assessed for any electrical hazards that might result from the use of water or other liquids. If an electrical hazard exists, primary consideration should be given to removing the ACM, rather than relying on dry work methods.

11.6 Tools

It is important to select the correct tools to minimise the generation of airborne asbestos fibres.

Manually operated (non-powered) hand tools should be used wherever possible. If they will not provide sufficient physical force to perform the required operation, low-speed battery-powered tools which are able to be used in conjunction with wet methods for dust control are preferred.

Battery-powered tools should be fitted with a local exhaust ventilation (LEV) dust control hood wherever possible. If a LEV dust control hood cannot be attached and other dust control methods – such as pastes and gels – are unsuitable then shadow vacuuming techniques should be used (requirements for asbestos vacuum cleaners are set out in section 11.8)

Appendix D and ***Appendix H*** provide guidance on safe work methods for drilling ACM.

Some State and Territory OHS authorities prohibit the use of power tools in certain circumstances, and the relevant authority should be consulted before power tools are used.

At the end of the asbestos maintenance or service work, all tools used should be:

- Decontaminated (i.e. fully dismantled and cleaned under controlled conditions as described in section 11.9.2);
- Placed in sealed containers (and used only for asbestos work); or
- Disposed of as asbestos waste.

Warning: High-speed abrasive power and pneumatic tools such as angle grinders, sanders and saws and high-speed drills *must never* be used.

11.7 Personal protective equipment (PPE)

The risk assessment should determine the need for, and appropriate types and levels of, PPE for the task to be undertaken, including respiratory protection equipment. It is important that personal clothing does not become contaminated with asbestos fibres.

Appendix C provides more detailed information on the selection and use of PPE, and section 11.9.3 provides information on personal decontamination.

All respiratory protection equipment should meet the requirements of AS/NZS 1716-2003 *Respiratory Protective Devices*.

In general, the selection of suitable respiratory protective equipment depends on the nature of the asbestos work, the probable maximum concentrations of asbestos fibres that would be encountered in this work and any personal characteristics of the wearer that may affect the facial fit of the respirator (e.g. facial hair and glasses). All respirators should be worn in accordance with the manufacturer's instructions. AS/NZS 1715-1994 *Selection, Use and Maintenance of Respiratory Protective Devices* provides further advice on these matters.

More comprehensive advice on the selection of respirators for particular tasks is provided in the NOHSC *Code of Practice for the Safe Removal of Asbestos* [NOHSC:2002 (2005)].

11.8 Asbestos vacuum cleaners

Asbestos vacuum cleaners should comply with the requirements of AS 3544-1988 *Industrial Vacuum Cleaners for Particulates Hazardous to Health* and AS 4260-1997 *High Efficiency Particulate Air Filters (HEPA) – Classification, Construction and Performance*.

Warning: Household vacuum cleaners *must never* be used where asbestos is or may be present, even if they have a HEPA filter.

Procedures should be established for the general maintenance of asbestos vacuum cleaners in a controlled environment. They should be cleaned externally with a wet cloth after each task, the hose and attachments should be stored in a labelled impervious bag and a cap should be placed over the opening to the asbestos vacuum cleaner when the attachments are removed.

PPE should be worn whenever an asbestos vacuum cleaner is opened to change the bag or filter or to perform other maintenance.

The emptying of asbestos vacuum cleaners can be hazardous if the correct procedures are not followed. Asbestos vacuum cleaners should only be emptied by a competent person with the correct PPE, in a controlled environment and in compliance with the manufacturer's instructions.

Whenever possible, asbestos vacuum cleaners should not be hired, as they can be difficult to fully decontaminate.

Hiring may be more viable, however, in some instances, such as when a one-off maintenance task is required for an ACM.

Asbestos vacuum cleaners should be hired only from organisations that provide vacuum cleaners specifically for work with asbestos.

The asbestos vacuum cleaner should be decontaminated, as outlined above, before it is returned. Alternatively, the hire organisation may undertake the decontamination and maintenance of the filters and bags of the asbestos vacuum cleaner itself. In these cases, the asbestos vacuum cleaner should be hired out in a sealed storage container, with instructions that it may be removed from the container only when it is inside the asbestos work area and users are wearing appropriate PPE (see section 11.7). When the minor maintenance work is completed the asbestos vacuum cleaner should be re-sealed in the storage container provided, and the sealed storage container should then be decontaminated, by wet wiping (see section 11.9.1), before it is removed from the asbestos work area and returned to the hire organisation for decontamination and maintenance.

Organisations that hire out asbestos vacuum cleaners should ensure that all their asbestos vacuum cleaners are maintained in good working order and that the hirers are competent in their safe use.

11.9 Decontamination

The type of decontamination required will depend on the type of asbestos (i.e. friable or non-friable); the work method used (see section 11.5), and site conditions

All contaminated materials, including cleaning rags, plastic sheeting and PPE etc, must be disposed of as asbestos waste.

11.9.1 Workplace decontamination

Any asbestos dust or debris must be collected in a safe manner and the asbestos work area decontaminated, paying attention to all walls, ledges, fittings and furnishings.

Two types of decontamination procedures may be used: wet and dry decontamination:

Wet decontamination, or **wet wiping**, involves the use of damp rags to wipe down contaminated areas. Cleaning rags should only be used once, although they may be re-folded to expose a clean surface. The rags should be used flat and should not be wadded. If a bucket of water is used, the rags should not be re-wetted in the bucket, as this will contaminate the water. Care should be taken to avoid any potential electrical hazards when using this procedure.

Dry decontamination should be only used where wet methods are not suitable or pose a risk because of other hazards such as electricity or slipping. Dry decontamination procedures include carefully rolling or folding up and sealing plastic sheeting and/or vacuuming the asbestos work area with an asbestos vacuum cleaner. Large pieces of asbestos debris should be wetted and picked up by hand rather than vacuumed.

Whenever the asbestos work area cannot be decontaminated using either the wet or dry method — for example, if there is rough sawn wood that cannot be fully decontaminated by wet wiping or vacuuming — pigmented polyvinyl acetate (PVA) may be used to seal the contaminated sections of the asbestos work area, including any plant or equipment where practicable.

If extensive contamination has occurred, an asbestos removalist should be engaged to perform the decontamination and clearance monitoring may be required (see section 11.10.2). The relevant State or Territory OHS authority should be contacted regarding any licensing requirements.

11.9.2 Decontamination of equipment and tools

All tools, equipment and reusable respirators used during the maintenance or service task should be dismantled (where appropriate) and decontaminated, using either the wet or dry decontamination procedures described above, before they are removed from the asbestos work area. The method chosen should depend on its practicality and the presence of any electrical hazards.

If tools and equipment cannot be decontaminated in the asbestos work area, or are to be reused at another asbestos work area, they should be tagged to indicate asbestos contamination and double bagged in asbestos waste bags before being removed from the asbestos work area. This equipment and tools must remain sealed until decontamination or

the commencement of the next asbestos maintenance or service task where the equipment can be taken into the work area and reused under full control conditions.

PPE should be worn when opening the bag to clean or re-use the equipment or tools, and decontamination should only be performed in a controlled environment.

Bags containing asbestos contaminated equipment and tools should be clearly labelled with an appropriate warning statement.

11.9.3 Personal decontamination

Personal decontamination must be undertaken each time workers leave the asbestos work area and at the completion of the asbestos maintenance or service work. Personal decontamination should be done within the asbestos work area where re-contamination cannot occur.

Asbestos-contaminated PPE should not be transported outside the asbestos work area except for disposal purposes.

Before work clothes and footwear worn during asbestos work are removed from the asbestos work area for any reason, they should be thoroughly vacuumed with an asbestos vacuum cleaner to remove any asbestos fibres (see section 11.8), and the footwear should also be wet wiped.

Respiratory protective equipment should be used until all contaminated disposable coveralls and clothing has been vacuum cleaned and/or removed and bagged for disposal, and personal washing has been completed.

Any PPE used while carrying out asbestos work must not be taken home.

Personal hygiene and careful washing are essential. Particular attention should be paid to the hands, fingernails, face and head.

A competent person may decide, on the basis of a risk assessment, that the following personal decontamination procedure can safely be used:

- First, all visible asbestos dust/residue is removed from protective clothing, using an asbestos vacuum cleaner and/or wet wiping.
- Second, the disposable coveralls are taken off (while still using a respirator), placed in an asbestos waste bag and disposed of as asbestos waste (see section 11.2).
- Third, clothing and footwear worn during the asbestos work should be vacuumed using an asbestos vacuum cleaner, and the footwear should also be wet wiped.
- Disposable respirators should then be discarded as asbestos waste. Non-disposable respirators should be removed and thoroughly cleaned.
- After removing the respirator, workers should wash their head, face and hands, paying particular attention to their fingernails.

11.10 Clearance inspections

The need for clearance monitoring should be assessed as part of planning and undertaking any maintenance work involving ACM.

Clearance to re-occupy an asbestos work area is determined by a thorough clearance inspection.

The clearance inspection must be conducted by a competent person.

All barriers and warning signs (see section 11.4.1) should remain in place until the clearance to re-occupy has been granted.

11.10.1 Visual inspections

Visual inspections involve an examination of the asbestos work area, prior to the resumption of normal work in the area by unprotected personnel, to confirm that the asbestos maintenance work has been completed and there is no visual evidence of dust and debris.

Particular attention should be paid to ledges, the tops of air-conditioning ducts, cracks in the floor, folds in plastic sheeting and crevices or other areas which may have been overlooked during the initial clean-up.

11.10.2 Clearance monitoring

Monitoring results and experience with similar maintenance work in the past will assist in determining whether clearance monitoring will be required.

Clearance monitoring should be undertaken by competent person, independent to the person responsible for the asbestos work, after cleaning has been completed and the area dried.

Air samples should be taken in the asbestos work area. For jobs involving an enclosed area, this should be done within the enclosed area, following the completion of the work but prior to the removal of the enclosure, and again after the removal of the enclosure (for a final clearance inspection).

The maintenance work should not be considered completed until an airborne fibre level of less than 0.01 fibres/mL has been achieved, as determined by the clearance monitoring.

11.10.3 Settled dust sampling

Settled dust sampling may be considered as part of the clearance to reoccupy an asbestos work area.

Settled dust sampling can, however, only provide an *indication* of cleanliness following disturbance of ACM.

Settled dust sampling should *not* be used as an indicator of risk to health.

Any settled dust sampling requirements should be determined by the competent person undertaking the visual inspection.

11.11 Waste removal and disposal

Asbestos waste, including contaminated PPE and cleaning materials (e.g., cleaning rags and plastic sheeting used to cover surfaces in the asbestos work area), should always be removed and disposed of by a competent person.

It may be collected and disposed of in asbestos waste bags (see section 11.11.1) and/or in a solid, sealable asbestos waste container, such as a bin or drum (see section 11.11.2), if storage is required.

Controlled wetting of asbestos waste should be used to reduce the possibility of dust emissions during the bagging or containment of the waste.

11.11.1 Waste bags

Asbestos waste should be collected in heavy-duty 200 μm (minimum thickness) polythene bags that are no more than 1,200 mm long and 900 mm wide.

The bags should be labelled with an appropriate warning, clearly stating that they contain asbestos and that dust creation and inhalation should be avoided.

An example of a warning statement which might be used is:

CAUTION – ASBESTOS
DO NOT DAMAGE OR OPEN BAG
DO NOT INHALE DUST
CANCER AND LUNG DISEASE HAZARD

Controlled wetting of the waste should be employed to reduce asbestos dust emissions during bag sealing or any subsequent rupture of a bag.

Only unused bags should be used, and bags marked for asbestos waste should not be used for any other purpose.

Hard and sharp asbestos waste requires preliminary sealing or a protective covering before it is placed in the waste bags, to minimise the risk of damage to the bags.

In order to further minimise the risk of a bag's tearing or splitting, and also to assist in manual handling, asbestos waste bags should not be filled more than half full and excess air should be gently evacuated from the waste bag, in a manner that does not cause the release of dust.

The bags should then be twisted tightly, folded over and the neck secured in the folded position with adhesive tape or any other effective method.

The external surface of each bag should be cleaned to remove any adhering dust before the bag is removed from the asbestos work area.

All asbestos waste should be double bagged outside the work area immediately following the decontamination process.

If asbestos waste cannot be disposed of immediately (e.g. because of volume requirements for disposal, or if several tasks are to be completed on consecutive days), the asbestos waste bags should be stored in a solid waste drum or bin, which should be secured upon the completion of each day's work so that unauthorised access is prevented.

11.11.2 Waste drums and bins

All drums or bins used for the storage and disposal of asbestos waste should be in a good condition, with lids and rims in good working order, and free of hazardous residues.

The drums or bins should be lined with plastic (minimum 200 μm thickness), and labels warning of the asbestos waste should be placed on the top and side of each drum or bin, with the words, 'Danger: asbestos. Do not break seal' or a similar warning (see section 9.5).

If the drum or bin is to be re-used, the asbestos waste must be packed and sealed so that when the drum or bin is emptied there is no residual asbestos contamination.

Controlled wetting of the waste should be used to reduce asbestos dust emissions.

Where possible, the drums or bins should be placed in the asbestos work area before work on ACM begins and should remain there until the clearance inspection has been completed. At the completion of the maintenance or service work the drums or bins should have their rims sealed and their outer surfaces wet wiped and inspected as part of the clearance procedure (see section 11.10) before they are removed from the asbestos work area.

If it is not possible to locate the drums or bins inside the asbestos work area, they should be located as close to the work area as possible. Routes for moving the waste from the asbestos work area to the waste drums or bins should be designated prior to the commencement of each task. A competent person should decide the best means of moving the waste through the building. In occupied buildings, all movement of bags from the work area to the waste drums or bins should be performed out of normal working hours.

Drums or bins used to store asbestos waste should be stored in a secure location when they are not in use.

Drums or bins should not be moved manually once they have been filled. Trolleys or drum lifters should be used.

11.11.3 Disposal

All asbestos waste should be removed from the workplace by a competent person and transported and disposed of in accordance with all relevant State or Territory legislation and guidelines for the transport and disposal of asbestos waste.

In some States and Territories a licence from environmental and/or waste disposal authorities is required for the transport and disposal of asbestos waste.

Further information on the transport and disposal of asbestos waste, including licensing requirements and designated asbestos waste dumps, may be obtained from local councils or the relevant environmental protection authority or waste disposal authority.

APPENDIXES

APPENDIX A. EXAMPLES OF ASBESTOS-CONTAINING MATERIALS

(This is not an exhaustive list)

A

Air-conditioning ducts: exterior or interior acoustic and thermal insulation

Arc shields in lift motor rooms or large electrical cabinets

Asbestos-based plastics products - as electrical insulates and acid-resistant compositions or aircraft seat

Asbestos ceiling tiles

Asbestos cement conduit

Asbestos cement electrical fuse boards

Asbestos cement external roofs and walls

Asbestos Cement in the use of form work when pouring concrete

Asbestos cement internal flues and downpipes

Asbestos cement moulded products such as gutters, ridge cappings, gas meter covers, cable troughs and covers

Asbestos cement pieces for packing spaces between floor joists and piers

Asbestos cement (underground) pits, as used for traffic control wiring, telecommunications cabling, etc

Asbestos cement render, plaster, mortar and coursework

Asbestos cement sheet

Asbestos cement sheet behind ceramic tiles

Asbestos cement sheet internal over exhaust canopies such as ovens, fume cupboards, etc.

Asbestos cement sheet internal walls and ceilings

Asbestos cement sheet underlays for vinyl

Asbestos cement storm drain pipes

Asbestos cement water pipes (usually underground)

Asbestos-containing laminates (e.g. formica) used where heat resistance is required, e.g. ships

Asbestos-containing pegboard

Asbestos felts

Asbestos marine board, e.g. marinate

Asbestos mattresses used for covering hot equipment in power stations

Asbestos paper used variously for insulation, filtering and production of fire resistant laminates

Asbestos roof tiles

Asbestos textiles

Asbestos textile gussets in air-conditioning ducting systems

Asbestos yarn

Autoclave / steriliser insulation

B

Bitumen-based water proofing such as malthoid, typically on roofs and floors but also in brickwork

Bituminous adhesives and sealants

Boiler gaskets

Boiler insulation, slabs and wet mix

Brake disc pads

Brake linings

C

Cable penetration insulation bags (typically Telecom)

Calorifier insulation

Car body filters (not common)

Caulking compounds, sealant and adhesives

Cement render

Chrysotile wicks in kerosene heaters

Clutch faces

Compressed asbestos cement panels for flooring, typically verandas, bathrooms and steps for demountable buildings

Compressed asbestos fibres (CAF) used in brakes and gaskets for plant and automobiles

D

Door seals on ovens

E

Electric heat banks - block insulation

Electric hot water services - normally not asbestos but some millboard could be present

Electric light fittings, high wattage, insulation around fitting (and bituminised)

Electrical switchboards – *see* Pitch-based

Exhausts on vehicles

F

Filler in acetylene gas cylinders

Filters - beverage; wine filtration

Fire blankets

Fire curtains

Fire door insulation

Fire-rated wall rendering containing asbestos with mortar

Fire-resistant plaster board, typically on ships

Fire-retardant material on steel work supporting reactors on columns in refineries in the chemical industry

Flexible hoses

Floor vinyl sheets

Floor vinyl tiles

Fuse blankets and ceramic fuses in switchboards

G

Galbestos™ roofing materials (decorative coating on metal roof for sound proofing)

Gaskets - chemicals, refineries

Gaskets - general

Gauze mats in laboratories / chemical refineries

Gloves - asbestos

H

Hairdryers - insulation around heating elements

Header (manifold) insulation

I

Insulation blocks

Insulation in electric reheat units for air-conditioner systems

L

Laboratory bench tops

Laboratory fume cupboard panels

Laboratory ovens - wall insulation

Lagged exhaust pipes on emergency power generators

Lagging in penetrations in fireproof walls

Lifts shafts - asbestos cement panels lining the shaft at the opening of each floor, and asbestos packing around penetrations

Limpet asbestos spray insulation

Locomotives - steam; lagging on boilers, steam lines, steam dome and gaskets

M

Mastics

Millboard between heating unit and wall

Millboard lining of switchboxes

Mortar

P

Packing materials for gauges, valves, etc., can be square packing, rope or loose fibre

Packing material on window anchorage points in high rise buildings

Paint, typically industrial epoxy paints

Penetrations through concrete slabs in high rise buildings

Pipe insulation including moulded sections, water-mix type, rope braid and sheet

Pitch-based (e.g. zelemite, ausbestos, lebah) electrical switchboard

Plaster and plaster cornice adhesives

R

Refractory linings

Refractory tiles

Rubber articles - extent of usage unknown

S

Sealant between floor slab and wall, usually in boiler rooms, risers or lift shafts

Sealant or mastik on windows

Sealants and mastics in airconditioning ducting joints

Spackle or plasterboard wall jointing compounds

Sprayed insulation - acoustic wall and ceiling

Sprayed insulation - beams and ceiling slabs

Sprayed insulation - fire retardant sprayed on nut internally, for bolts holding external building wall panels

Stoves - old domestic type; wall insulation

T

Tape and rope - lagging and jointing

Tapered ends of pipe lagging, where lagging is not necessarily asbestos

Tilux sheeting in place of ceramic tiles in bathrooms

Trailing cable under lift cabins

Trains - country - guards vans - millboard between heater and wall

Trains - Harris cars - sprayed asbestos between steel shell and laminex

V

Valve, pump, etc. insulation

W

Welding rods

Woven asbestos cable sheath

APPENDIX B. ASBESTOS USE, PRODUCTION AND SURVEILLANCE IN AUSTRALIA

Historical uses of asbestos

Asbestos is the fibrous form of mineral silicates belonging to the serpentine and amphibole groups of rock-forming minerals.

The most significant types are crocidolite (blue asbestos), amosite (brown or grey asbestos) and chrysotile (white asbestos). Other mineral forms of asbestos include actinolite, anthophyllite and tremolite, but these were not widely used.

As a naturally occurring mineral fibre, asbestos is mined and then broken down from mineral clumps into groups of loose fibres.

Asbestos has excellent fire resistance, insulation properties, fibre strength, durability and flexibility. As a result, it was used in more than 3,000 products, including heat-resistant textiles (cloth, padding and board), asbestos cement products (sheets and pipes), special filters for industrial chemicals, thermal insulation products (pipe and boiler insulation), friction materials (clutch plates, brake linings), gaskets, floor tiles, roofing materials, packing materials, paints and protective paper (see ***Appendix A***).

A major historical use was as sprayed thermal insulation on steel beams for fire protection. This sprayed or 'limpet' asbestos poses the greatest health risk, because of its highly friable nature.

Asbestos-containing materials (ACM) may still be encountered throughout public and private buildings and structures, especially those built between the 1950s and the late 1970s to early 1980s. Some uses of ACM continued until 2003, notably in friction materials (brakes) and gaskets.

Asbestos production and use in Australia

In Australia, more chrysotile than amphibole asbestos was mined until 1939.

With the commencement of mining at Wittenoom in Western Australia in 1937, crocidolite dominated production until the final closure of this mine in 1966.

New South Wales, the first State to mine asbestos, produced the largest tonnages of chrysotile (until 1983), as well as smaller quantities of amphibole (until 1949).

Australian asbestos production and exports declined after the closure of the Wittenoom mine, and imports of chrysotile also started to decline. Consumption peaked in about 1975, at 70,000 tonnes/year.

The main sources of raw asbestos imports were Canada (chrysotile) and South Africa (crocidolite and amosite). Australia also imported many manufactured asbestos products, including asbestos cement articles, asbestos yarn, cord and fabric, asbestos joint and millboard, asbestos friction materials and gaskets. The main sources of these products were the United Kingdom, the USA, the Federal Republic of Germany and Japan.

In Australia, the asbestos cement manufacturing industry was responsible for over 60% of all production and 90% of all consumption of asbestos fibre. From about 1940 to the late 1960s all three types of asbestos were used in this industry. The use of crocidolite was gradually phased out from 1967, but amosite was used until the mid-1980s. Much of this industry output remains in service today in the form of 'fibro' houses and water and sewerage piping.

Between 1945 and 1954, 70,000 asbestos cement houses were built in New South Wales alone (52% of all the houses built in that State). In Australia as a whole, until the 1960s, 25% of all new housing was clad in asbestos cement.

By 1954 Australia was number four in the Western world in gross consumption of asbestos cement products, after the USA, the UK and France, and clearly first on a per capita basis.

Exposures to asbestos dust

In the past exposure to airborne asbestos fibres was very high in some industries and jobs. For asbestos pulverisers and disintegrators in the asbestos cement industry exposure levels were up to 25 million particles per cubic foot (150 fibres/mL), and baggers at the crocidolite mine at Wittenoom experienced exposures of up to 600 fibres/mL.

In comparison, State and Territory laws now apply a NES of 0.1 fibres/mL for all forms of asbestos.

National ban on the use of asbestos

On 17 October 2001, the National Health and Safety Commission (NOHSC) declared a prohibition on all uses of chrysotile from 31 December 2003, subject to a very limited range of exemptions.

This prohibition also confirmed earlier prohibitions of the use of amosite and crocidolite asbestos.

Under the *National Model Regulations for the Control of Workplace Hazardous Substances* the chrysotile asbestos ban prohibits the use (i.e. manufacture, supply, storage, sale, use, re-use, installation and replacement) of chrysotile asbestos except for:

- *bona fide* research or analysis;
- removal, handling and storage for disposal;
- chrysotile asbestos encountered during non-asbestos mining; and
- a small number of time-limited exemptions for particular, specified uses for which substitution by an alternative to chrysotile asbestos is technically impossible or would create significantly *greater* health, safety and environmental risks.

Similarly, the use of brown and blue asbestos is prohibited except for:

- removal and disposal purposes; and
- situations where brown or blue asbestos occurs naturally and is not used for any new application.

The prohibition also included a small number of time-limited exemptions which are restricted to specific products and uses where currently it is not:

- technically possible to substitute an alternative to chrysotile; or
- possible to substitute an alternative to chrysotile without creating a safety problem that has significantly greater health, safety and environmental risks than those presented by the use of chrysotile.

The prohibition does not extend to the removal of asbestos products *in situ* at the time prohibition took effect. These *in situ* asbestos containing materials (ACM) must be appropriately managed to ensure that the risks of exposure to airborne asbestos fibres are minimised.

The ultimate goal is for all workplaces to be free of ACM. Where practicable, consideration should be given to the removal of ACM during renovation, refurbishment, and maintenance, rather than other control measures such as enclosure, encapsulation or sealing.

Asbestos products which were *in situ* on 31 December 2003 may only be replaced by products which do not contain asbestos

Even when the use of asbestos is still permitted, in the very narrow circumstances listed above, it is subject to hazardous substances legislation, under which manufacturers, importers, other suppliers and employers must ensure that specified measures are properly used, installed and maintained to control the risks associated with exposure to asbestos.

The Australian Mesothelioma Surveillance Program and Register

Mesothelioma is a malignant cancer of the outer covering of the lung (the pleura) or the abdominal cavity (the peritoneum). Once rare, mesothelioma is increasing in incidence throughout the industrial world and is most often associated as a result of past exposures to asbestos. It is usually fatal. Australia has the world's highest incidence rate of mesothelioma.in the world.

The first reported case of mesothelioma, from Wittenoom, was in 1962 (McNulty, 1962). A retrospective search later identified 658 cases (535 male, 123 female) occurring in Australia from between 1945- and 1979 (Musk et al, 1989).

The Australian Mesothelioma Surveillance Program (Ferguson et al, 1987) began on 1 January 1980. (Ferguson et al 1987). Formal but voluntary notification of cases was actively sought from a network of respiratory physicians, pathologists, general and thoracic surgeons, medical superintendents, medical records administrators, State and Territory departments of occupational health, cancer registries, compensation authorities or any other source. A full occupational and environmental history was obtained for each case, either from the patient or from their next-of-kin. The history taking was non-directive but included specific questions on asbestos exposure. Estimates of occupational and environmental exposure were based on the opinions of two experienced hygienists. The diagnosing pathologist was requested to provide slides and/or tissue specimens and these were circulated among a pathology expert panel for a confirmation of the original diagnosis. Post-mortem examination was actively sought in every case, in order to confirm the diagnosis and to obtain lung tissue free of tumour for lung fibre content analysis.

From 1 January 1986, a less detailed notification system has operated, with a short questionnaire on exposure history, which is followed up by mail. In the case of all WA and most of the NSW notifications (comprising— constituting 60% of the total all Australian notifications), — detailed occupational and environmental exposure histories from interviews are available from the WA Mesothelioma Register and the NSW Dust Diseases Board. Only histologically confirmed cases are accepted, but there is no pathology panel diagnosis confirmation.

This is now known as the 'Australian Mesothelioma Register' and is a continuation of the Australian Mesothelioma Surveillance Program. Cross checks with State cancer registries are regularly carried out. Annual incidence reports are published (NIOHS (AGPS) 1989-00). These reports include data on cases notified to the register and diagnosed since 1986 (NIOHS (AGPS) 1989–1996; NOHSC (AGPS) 1997-2003). Full reconciliation with all State cancer registries has been carried out. Recent reviews are available (Leigh 2004a, 2004b; Leigh and Driscoll, 2003; and Leigh et al, 2002a,2002b). Full analysis of incidence in 2002, 2003 and 2004 awaits reconciliation checks with State cancer registries. However, notifications for 2002, 2003 and 2004 were 322, 331 and 219 respectively (to 30 June 2004).

APPENDIX C. SELECTION AND USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal protective equipment may need to be used, in combination with other effective control measures, when working with asbestos-containing materials.

The selection and use of PPE should be based on risk assessments (see **Part 10** of this code of practice) and determined by a competent person.

The ease of decontamination should be one of the factors considered when choosing PPE. Where possible, disposable equipment should be used. All disposable PPE should be disposed of as asbestos waste.

If work with asbestos requires the use of other chemicals that are themselves hazardous substances, a further risk assessment must be performed. The relevant Material Safety Data Sheets (MSDS) must be referred to for information on the PPE to be used and any other precautions to be taken when using the chemicals (the manufacturer can supply the MSDS).

Coveralls

Protective clothing should be made from material capable of providing adequate protection against fibre penetration.

When selecting protective clothing, factors such as the possibilities of heat stress, fire and electrical hazards should also be considered.

Disposable coveralls with fitted hoods and cuffs should be worn. Coveralls with open pockets and/or Velcro fastenings should not be used, because these features can be easily contaminated and are difficult to decontaminate. Fitted hoods should always be worn over the straps of respirators, and loose cuffs should be sealed with tape.

Asbestos fibres should be prevented from being transported outside the workplace by thoroughly vacuuming asbestos fibres from work clothes using an asbestos vacuum cleaner (see sections 11.8 and 11.9.3 of **Part 11** of this code of practice). Disposable coveralls should be disposed of as asbestos waste at the completion of the task (see section 11.11).

Footwear and gloves

Laced boots should be avoided, as they can be difficult to clean and asbestos dust can gather in the laces and eyelets. Laceless boots, such as gumboots, are preferred where practicable, and boot covers should be worn where necessary.

Safety footwear must be decontaminated before leaving the asbestos work area for any reason, or sealed in double bags for use only on the next asbestos maintenance task. Alternatively, work boots that cannot be effectively decontaminated must be disposed of as asbestos waste at the end of the job.

The use of protective gloves should be determined by a risk assessment. If significant amounts of asbestos fibres may be present, disposable gloves should be worn. Protective gloves can be unsuitable if dexterity is required. Workers must clean their hands and fingernails thoroughly after work, and any gloves used they must be disposed of as asbestos waste.

Respirators

In general, the selection of suitable respiratory protection equipment depends on the nature of the asbestos work, the probable maximum concentrations of asbestos fibres that would be encountered in this work and any personal characteristics of the wearer that may affect the facial fit of the respirator (e.g. facial hair and glasses).

A competent person should determine the most efficient respirator for the task.

Respirators should comply with AS/NZS 1716-2003 *Respiratory Protective Devices* and be selected, used and maintained in accordance with AS/NZS 1715-1994 *Selection, Use and Maintenance of Respiratory Protective Devices*. They should always be worn under fitted hoods. Facepieces should be cleaned and disinfected according to the manufacturer's instructions.

Some State and Territory legislation imposes minimum requirements for respiratory equipment, and relevant laws should be checked before selecting an appropriate respirator.

Respiratory protective equipment should be used until all contaminated disposable coveralls and clothing has been vacuum cleaned and/or removed and bagged for disposal, and personal washing has been completed. Respirators should be properly stored when not in use.

APPENDIX D. DRILLING OF ASBESTOS-CONTAINING MATERIALS

As a first priority, planning for the maintenance of ACM must include consideration of the removal of the ACM as the most preferred control option. Where removed, asbestos products must be replaced with a non-asbestos product. Removal of asbestos products must be done in accordance with the NOHSC *Code of Practice for the Safe Removal of Asbestos* [NOHSC:2002(2005)].

A risk assessment, as described in **Part 10** of this code of practice, should be undertaken before any maintenance or service work with ACM is commenced, and only competent persons should carry out work with ACM.

The drilling of asbestos cement sheeting can release asbestos fibres into the atmosphere, so precautions must be taken to protect the drill operator and other persons from exposure to these fibres.

A hand drill is preferred to a battery-powered drill, because the quantity of fibres is drastically reduced if a hand drill is used.

Equipment

In addition to any equipment required to complete the particular task, the following equipment may be required on site prior to commencing the work:

- a non-powered hand drill or a *low-speed* battery-powered drill or drilling equipment. Battery-powered drills should be fitted with a local exhaust ventilation (LEV) dust control hood wherever possible. If a LEV dust control hood cannot be attached and other dust control methods – such as pastes and gels – are unsuitable then shadow vacuuming techniques should be used (requirements for asbestos vacuum cleaners are set out in section 11.8);
- disposable cleaning rags;
- a bucket of water, or more as appropriate, and/or a misting spray bottle;
- duct tape;
- sealant;
- spare PPE;
- a thickened substance such as wallpaper paste, shaving cream or hair gel;
- a suitable asbestos waste container (e.g. 200 μm plastic bags or a drum, bin or skip lined with 200 μm plastic sheeting);
- 200 μm plastic sheeting;
- warning signs and/or barrier tape;
- an asbestos vacuum cleaner; and

- a sturdy paper, foam or thin metal cup, or similar (for work on overhead surfaces only).

Personal protective equipment

- Protective clothing: see ***Appendix C***.
- Respirator (see AS1715, AS 1716 and section 11.7 of **Part 11** of this code of practice): It is likely that a class P1 or P2 half face respirator will be adequate for this task, provided the recommended safe work procedure is followed.

Preparing the asbestos work area

- If the work is to be carried out at a height, appropriate precautions must be taken to prevent the risk of falls.
- Ensure appropriately marked asbestos waste disposal bags are available.
- Carry out the work with as few people present as possible.
- Segregate the asbestos work area to ensure unauthorised personnel are restricted from entry (e.g. close door and/or use warning signs and/or barrier tape at all entry points). The distance for segregation should be determined by a risk assessment.
    - If drilling a roof from outside, segregate the area below.
    - If access is available to the rear of the asbestos cement, segregate this area as well, as above.
- If possible, use plastic sheeting, secured with duct tape, to cover any surface within the asbestos work area that could become contaminated.
- Ensure there is adequate lighting.
- Avoid working in windy environments where asbestos fibres can be redistributed.
- If using a bucket of water, do not resoak used rags in the bucket, as this will contaminate the water. Instead, either fold the rag so a clean surface is exposed or use another rag.

Drilling vertical surfaces

- Tape both the point to be drilled and the exit point, if accessible, with a strong adhesive tape such as duct tape to prevent the edges crumbling.
- Cover the drill entry and exit points (if accessible) on the ACM with a generous amount of thickened substance.
- Drill through the paste.
- Use damp rags to clean off the paste and debris from the wall and drill bit.

- Dispose of the rags as asbestos waste, as they will contain asbestos dust and fibres.
- Seal the cut edges with sealant.
- If a cable is to be passed through, insert a sleeve to protect the inner edge of the hole.

Drilling overhead horizontal surfaces

- Mark the point to be drilled.
- Drill a hole through the bottom of the cup.
- Fill or line the inside of the cup with shaving cream, gel or a similar thickened substance.
- Put the drill bit through the hole in the cup so that the cup encloses the drill bit, and make sure the drill bit extends beyond the lip of the cup.
- Align the drill bit with the marked point.
- Ensure the cup if firmly held against the surface to be drilled.
- Drill through the surface.
- Remove the drill bit from the cup, ensuring that the cup remains firmly against the surface.
- Remove the cup from the surface.
- Use damp rags to clean off the paste and debris from the drill bit.
- Dispose of the rags as asbestos waste, as they will contain asbestos dust and fibres.
- Seal the cut edges with sealant.
- If a cable is to be passed through, insert a sleeve to protect the inner edge of the hole.

Decontaminating the asbestos work area and equipment

- Use damp rags to clean the equipment.
- Carefully roll or fold any plastic sheeting used to cover any surface within the asbestos work area, so as not to spill any dust or debris that has been collected.
- If necessary, use damp rags and/or an asbestos vacuum cleaner to clean any remaining visibly contaminated sections of the asbestos work area.
- Place debris, used rags, plastic sheeting and other waste in the asbestos waste bags/container.

- Wet wipe the external surfaces of the asbestos waste bags/container to remove any adhering dust before they are removed from the asbestos work area.

Personal decontamination

See section 11.9.3 of **Part 11** of this code of practice.

Clearance procedure

- Visually inspect the asbestos work area to make sure it has been properly cleaned (see section 11.10.1 of **Part 11** of this code of practice).
- Clearance air sampling is not normally required for this task.
- Dispose of all waste as asbestos waste. Refer to the NOHSC *Code of Practice for the Safe Removal of Asbestos* [NOHSC: 2002 (2005)] and relevant State and Territory legislation (see section 11.11 of **Part 11**).

APPENDIX E. SEALING, PAINTING, COATING AND CLEANING OF ASBESTOS CEMENT PRODUCTS

As a first priority, planning for the maintenance of ACM must include consideration of the removal of the ACM as the most preferred control option. Where removed, asbestos products must be replaced with a non-asbestos product. Removal of asbestos products must be done in accordance with the NOHSC *Code of Practice for the Safe Removal of Asbestos* [NOHSC:2002(2005)].

These tasks should only to be carried out on AC products that are in good condition. For this reason, the AC material should be thoroughly inspected before commencing the work.

There is a risk to health if the surface of asbestos cement sheeting is disturbed (e.g. from hail storms and cyclones) or if the sheeting has deteriorated as a result of aggressive environmental factors such as pollution. If asbestos cement sheeting is so weathered that its surface is cracked or broken, the asbestos cement matrix may be eroded, increasing the likelihood that asbestos fibres will be released.

If treatment of asbestos cement sheeting is considered essential, a method that does not disturb the matrix of the asbestos cement sheeting should be used.

Under no circumstances should asbestos cement products be water blasted or dry sanded in preparation for painting, coating or sealing.

Equipment

In addition to any equipment required to complete the particular task (e.g. paint, paint brushes, paint rollers or airless spray gun/equipment), the following equipment may be required on site prior to commencing the work:

- disposable cleaning rags;
- a bucket of water, or more as appropriate, and/or a misting spray bottle;
- sealant;
- spare PPE;
- a suitable asbestos waste container; and
- warning signs and/or barrier tape.

Personal protective equipment

- Protective clothing: see ***Appendix C***.
- Respirator (see AS1715, AS 1716 and section 11.7 of **Part 11** of this code of practice): It is likely that a class P1 or P2 half face respirator will be adequate for this task, provided the recommended safe work procedure is followed.

- Where paint is to be applied, appropriate respiratory protection to control the paint vapours/mist must also be considered.

Preparing the asbestos work area

- If the work is to be carried out at a height, appropriate precautions must be taken to prevent the risk of falls.
- Before starting, assess the asbestos cement for damage.
- Ensure appropriately marked asbestos waste disposal bags are available.
- Carry out the work with as few people present as possible.
- Segregate the asbestos work area to ensure unauthorised personnel are restricted from entry (e.g. close door and/or use warning signs and/or barrier tape at all entry points). The distance for segregation should be determined by a risk assessment.
- If working at a height, segregate the area below.
- If possible, use plastic sheeting, secured with duct tape, to cover any floor surface within the asbestos work area which could become contaminated. This will help to contain any runoff from wet sanding methods.
- Ensure there is adequate lighting.
- If using a bucket of water, do not resoak used rags in the bucket, as this will contaminate the water. Instead, either fold the rag so a clean surface is exposed or use another rag.
- *Never* use high-pressure water cleaning methods.
- *Never* prepare surfaces using dry sanding methods. Where sanding is required consideration should be given to removing the ACM and replacing it with a non-asbestos product.
- Wet sanding methods may be used to prepare the AC material, provided precautions are taken to ensure all the runoff is captured, and filtered where possible.
- Wipe dusty surfaces with a damp cloth.

Painting and sealing

- When using a spray brush, *never* use a high pressure spray to apply the paint.
- When using a roller, use it lightly to avoid abrasion or other damage.

Decontaminating the asbestos work area and equipment

- Use damp rags to clean the equipment.

- Where required, use damp rags and/or an asbestos vacuum cleaner to clean the asbestos work area.
- Place debris, used rags, plastic sheeting and other waste in the asbestos waste bags/container.
- Wet wipe the external surfaces of the asbestos waste bags/container to remove any adhering dust before they are removed from the asbestos work area.

Personal decontamination

See section 11.9.3 of **Part 11** of this code of practice.

Clearance procedure

- Visually inspect the asbestos work area to make sure it has been properly cleaned (see section 11.10.1 of **Part 11** of this code of practice).
- Clearance air sampling is not normally required for this task.
- Dispose of all waste as asbestos waste. Refer to the NOHSC *Code of Practice for the Safe Removal of Asbestos* [NOHSC: 2002 (2005)] and relevant State and Territory legislation (see section 11.11 of **Part 11**).

APPENDIX F. CLEANING LEAF LITTER FROM THE GUTTERS OF ASBESTOS CEMENT ROOFS

Equipment

In addition to any equipment required to complete the particular task, the following equipment may also be required on site prior to commencing the work:

- a bucket of water, or more as appropriate, and detergent;
- a watering can or garden spray;
- a hand trowel or scoop;
- disposable cleaning rags;
- a suitable asbestos waste container;
- warning signs and/or barrier tape; and
- an asbestos vacuum cleaner.

Personal protective equipment

- Protective clothing: see ***Appendix C***.
- Respirator (see AS1715, AS 1716 and section 11.7 of **Part 11** of this code of practice): At least a class P1 or P2 half face respirator should be used for this task, provided the recommended safe work procedure is followed.

Preparing the asbestos work area

- Since the work is to be carried out at a height, appropriate precautions must be taken to prevent the risk of falls.
- Ensure appropriately marked asbestos waste disposal containers are available.
- Segregate the asbestos work area to ensure unauthorised personnel are restricted from entry (e.g. use warning signs and/or barrier tape at all entry points). The distance for segregation should be determined by a risk assessment.
    - Segregate the area below.
- Avoid working in windy environments where asbestos fibres can be redistributed.
- If using a bucket of water, do not resoak used rags in the bucket, as this will contaminate the water. Instead, either fold the rag so a clean surface is exposed or use another rag.

Gutter cleaning

- Disconnect or re-route the downpipes to prevent any entry of contaminated water into the waste water system and ensure there is a suitable container to collect contaminated runoff. Contaminated water must be disposed of as asbestos waste.
- Mix the water and detergent.
- Using the watering can or garden spray, pour the water and detergent mixture into the gutter, but avoid over-wetting as this will create a slurry.
- Remove the debris using a scoop or trowel. Do not allow debris or slurry to enter the water system.
- Wet the debris again if dry material is uncovered.
- Place the removed debris straight into the asbestos waste container.

Decontaminating the asbestos work area and equipment

- Use damp rags to wipe down all equipment used.
- Use damp rags to wipe down the guttering.
- Where practicable, and if necessary, use an asbestos vacuum cleaner to vacuum the area below.
- Place debris, used rags and other waste in the asbestos waste container.
- Wet wipe the external surfaces of the asbestos waste container to remove any adhering dust before it is removed from the asbestos work area.

Personal decontamination

See section 11.9.3 of **Part 11** of this code of practice.

Clearance procedure

- Visually inspect the asbestos work area to make sure it has been properly cleaned (see section 11.10.1 of **Part 11** of this code of practice).
- Clearance air sampling is not normally required for this task.
- Dispose of all waste, including all water, as asbestos waste. Refer to the NOHSC *Code of Practice for the Safe Removal of Asbestos* [NOHSC: 2002 (2005)] and relevant State and Territory legislation (see section 11.11 of **Part 11**).

APPENDIX G. REPLACING CABLING IN ASBESTOS CEMENT CONDUITS OR BOXES

As a first priority, planning for the maintenance of ACM must include consideration of the removal of the ACM as the most preferred control option. Where removed, asbestos products must be replaced with a non-asbestos product. Removal of asbestos products must be done in accordance with the NOHSC *Code of Practice for the Safe Removal of Asbestos* [NOHSC:2002(2005)].

Equipment

In addition to any equipment required to complete the particular task, the following equipment may also be required on site prior to commencing the work:

- disposable cleaning rags;
- a bucket of water, or more as appropriate, and/or a misting spray bottle
- 200 μm thick plastic sheeting;
- cable slipping compound;
- appropriately marked asbestos waste disposal bags;
- spare PPE;
- duct tape;
- warning signs and/or barrier tape; and
- an asbestos vacuum cleaner.

Personal protective equipment

- Protective clothing: see ***Appendix C***.
- Respirator (see AS1715, AS 1716 and section 11.7 of **Part 11** of this code of practice): It is likely that a class P1 or P2 half face respirator will be adequate for this task, provided the recommended safe work procedure is followed.

Preparing the asbestos work area

- If the work will be carried out in a confined space, appropriate precautions must be taken to prevent the risk of asphyxiation.
- Ensure appropriately marked asbestos waste disposal bags are available.
- Carry out the work with as few people present as possible.

- Segregate the asbestos work area to ensure unauthorised personnel are restricted from entry (e.g. use warning signs and/or barrier tape at all entry points). The distance for segregation should be determined by a risk assessment.
- Use plastic sheeting, secured with duct tape, to cover any surface within the asbestos work area which could become contaminated.
- Place plastic sheeting below the conduits through which cable(s) are to be pulled, prior to pulling any cables.
- Ensure there is adequate lighting.
- Avoid working in windy environments where asbestos fibres can be redistributed.
- If using a bucket of water, do not resoak used rags in the bucket, as this will contaminate the water. Instead, either fold the rag so a clean surface is exposed or use another rag.

Replacement or installation of cables

- Wet down the equipment and apply adequate cable slipping compound to the conduits/ducts throughout the process.
- Clean all ropes, rods or snakes used to pull cables after use. Cleaning should be undertaken close to the point(s) where the cables exit from the conduits/ducts.
- Ropes used for cable pulling should have a smooth surface that can easily be cleaned.
- *Do not* use metal stockings when pulling cables through asbestos cement conduits.
- *Do not* use compressed air darts for pulling cables through asbestos cement conduits/ducts.

Decontaminating the asbestos work area and equipment

- Use damp rags to clean the equipment.
- Wet wipe around the end of the conduit, sections of exposed cable and the pulling eye at the completion of the cable pulling operation.
- If the rope or cable pass through any rollers, these must also be wet wiped after use.
- Wet wipe the external surface of excess cable pulled through the conduit/duct, as close as possible to the exit point from the conduit, before it is removed from the work site.
- Carefully roll or fold any plastic sheeting used to cover any surface within the asbestos work area, so as not to spill any dust or debris that has been collected.
- If required, use damp rags or an asbestos vacuum cleaner to clean any remaining visibly contaminated sections of the asbestos work area.

- Place all debris, used rags, plastic sheeting and other waste in the asbestos waste bags/container.
- Wet wipe the external surfaces of the asbestos waste bags/container to remove any adhering dust before they are removed from the asbestos work area.

Personal decontamination

See section 11.9.3 of **Part 11** of this code of practice.

Clearance procedure

- Visually inspect the asbestos work area to make sure it has been properly cleaned (see section 11.10.1 of **Part 11** of this code of practice).
- Clearance air sampling is not normally required for this task.
- Dispose of all waste as asbestos waste. Refer to the NOHSC *Code of Practice for the Safe Removal of Asbestos* [NOHSC: 2002 (2005)] and relevant State and Territory legislation (see section 11.11 of **Part 11**).

APPENDIX H. WORKING ON ELECTRICAL MOUNTING BOARDS (SWITCHBOARDS) CONTAINING ASBESTOS

As a first priority, planning for the maintenance of ACM must include consideration of the removal of the ACM as the most preferred control option. Where removed, asbestos products must be replaced with a non-asbestos product. Removal of asbestos products must be done in accordance with the NOHSC *Code of Practice for the Safe Removal of Asbestos* [NOHSC:2002(2005)].

Where a risk assessment identifies the need, electrical mounting panels containing asbestos in poor condition (i.e. friable), or those requiring major works, should be removed in accordance with the NOHSC *Code of Practice for the Safe Removal of Asbestos* [NOHSC:2002(2005)] and replaced with non-asbestos panels.

Equipment

In addition to any equipment required to complete the particular task, the following equipment may also be required on site prior to commencing the work:

- a non-powered hand drill or a *low-speed* battery-powered drill or drilling equipment. Battery-powered drills should be fitted with a local exhaust ventilation (LEV) dust control hood wherever possible. If a LEV dust control hood cannot be attached and other dust control methods – such as pastes and gels – are unsuitable then shadow vacuuming techniques should be used (requirements for asbestos vacuum cleaners are set out in section 11.8);
- duct tape;
- warning signs and/or barrier tape;
- disposable cleaning rags;
- a plastic bucket of water, or more as appropriate, and/or a misting spray bottle;
- spare PPE;
- a suitable asbestos waste container;
- 200 µm plastic sheeting; and
- an asbestos vacuum cleaner.

Personal protective equipment

- Protective clothing: see ***Appendix C***.
- Respirator (see AS1715, AS 1716 and section 11.7 of **Part 11** of this code of practice): It is likely that a class P1 or P2 half face respirator will be adequate for this task, provided the recommended safe work procedure is followed.

Preparing the asbestos work area

- Because the asbestos work area will involve electrical hazards, appropriate precautions must be taken to prevent the risk of electrocution.
- Ensure appropriately marked asbestos waste disposal bags are available.
- Carry out the work with as few people present as possible.
- Segregate the asbestos work area to ensure unauthorised personnel are restricted from entry (e.g. use warning signs and/or barrier tape at all entry points). The distance for segregation should be determined by a risk assessment.
- Use plastic sheeting, secured with duct tape, to cover any surface within the asbestos work area which could become contaminated.
- Ensure there is adequate lighting.
- Avoid working in windy environments where asbestos fibres can be redistributed.
- If using a bucket of water, do not resoak used rags in the bucket, as this will contaminate the water. Instead, either fold the rag so a clean surface is exposed or use another rag.

Work on electrical mounting panels

Providing the panel is not friable, maintenance and service work may include:

- the replacement of asbestos-containing equipment on the electrical panel with non-asbestos equipment;
- the operation of main switches and individual circuit devices;
- pulling / inserting service and circuit fuses;
- bridging supplies at meter bases;
- using testing equipment;
- accessing the neutral link; and
- the installation of new components/equipment.

If the asbestos-containing electrical mounting panel has to be removed for work behind the board, the procedures for removing electrical meter boards outlined in the NOHSC *Code of Practice for the Safe Removal of Asbestos* [NOHSC:2002 (2005)] should be followed.

If drilling is required, the control process should be consistent with the measures described in ***Appendix D***.

Decontaminating the asbestos work area and equipment

- Use damp rags to clean the equipment.
- Carefully roll or fold any plastic sheeting used to cover any surface within the asbestos work area, so as not to spill any dust or debris that has been collected.
- In areas where there is an electrical hazard, an asbestos vacuum cleaner should be used to remove any dust or debris from the mounting panel and other visibly contaminated sections of the asbestos work area.
- In areas where there is no electrical hazard, wet wiping with a damp rag can be used to remove minor amounts of dust or debris.
- Place debris, used rags, plastic sheeting and other waste in the asbestos waste bags/container.
- Wet wipe the external surfaces of the asbestos waste bags/container to remove any adhering dust before they are removed from the asbestos work area.

Personal decontamination

See section 11.9.3 of **Part 11** of this code of practice.

Clearance procedure

- Visually inspect the asbestos work area to make sure it has been properly cleaned (see section 11.10.1 of **Part 11** of this code of practice).
- Clearance air sampling is not normally required for this task.
- Dispose of all waste, including all water, as asbestos waste. Refer to the NOHSC *Code of Practice for the Safe Removal of Asbestos* [NOHSC: 2002 (2005)] and relevant State and Territory legislation (see section 11.11 of **Part 11**).

APPENDIX I. INSPECTION OF ASBESTOS FRICTION MATERIALS

This guide may be used when friction materials containing asbestos (e.g. brake assemblies or clutch housings) need to be inspected or their housings need to be cleaned.

Warning: Compressed air *must never* be used to clean dust from a brake assembly.

Equipment

In addition to any equipment required to complete the particular task, the following equipment may also be required on site prior to commencing the work:

- a misting spray bottle;
- duct tape;
- warning signs and/or barrier tape;
- disposable cleaning rags;
- a bucket of water, or more as appropriate, and detergent;
- spare PPE;
- a suitable asbestos waste container;
- a catch tray or similar container; and
- an asbestos vacuum cleaner

Personal protective equipment

- Protective clothing is generally not required for this task.
- Respirator (see AS1715, AS 1716 and section 11.7 of **Part 11** of this code of practice): It is likely that a class P1 or P2 half face respirator will be adequate for this task, provided the recommended safe work procedure is followed.

Preparing the asbestos work area

- Ensure appropriately marked asbestos waste disposal bags are available.
- Carry out the work with as few people present as possible.
- A decision on whether to segregate the asbestos work area should be based on a risk assessment, but it may be necessary to ensure unauthorised personnel are restricted from entry through the use of barrier tape and/or warning signs at entry points.

- Use a suitable collection device (i.e. tray or container) below the location where the work will be carried out, to collect any debris or runoff.
- Ensure there is adequate lighting.
- Avoid working in windy environments where asbestos fibres can be redistributed.
- If using a bucket of water, do not resoak used rags in the bucket, as this will contaminate the water. Instead, either fold the rag so a clean surface is exposed or use another rag.

Inspection of asbestos friction materials

A misting spray bottle should be used to wet down any dust.

If the use of spray equipment to wet the asbestos-containing material might disturb asbestos fibres, alternative wetting agents, such as a water-miscible degreaser or a water and detergent mixture, should be used.

The asbestos material should preferably be inspected using the wet method discussed in section 11.9.1 of **Part 11** of this code of practice, but if this is not possible the dry method may be used in its place.

Wet method:

- Use the misting spray bottle to wet down any visible dust.
- Use a damp rag to wipe down the wheel or automobile part before removal. Ensure the dust is kept wet, as this will prevent airborne contamination.
- Use hand tools rather than power tools if possible, to reduce the generation of airborne fibres.
- Partially open the housing and softly spray the inside with water using the misting spray bottle. Any spillage of dust, debris or water must be controlled (e.g. through the use of containers to capture runoff) and either filtered or disposed of as asbestos waste.
- Open the housing.
- Clean all asbestos parts using a damp rag, ensuring that all runoff water is caught in a suitable asbestos waste container.

Dry method:

- Place a collection tray under the components being inspected, to catch any dust or debris spilling from the housing or components during the inspection, and dispose of any collected material as asbestos waste
- Use an asbestos vacuum cleaner to remove asbestos fibres from the brakes and rims or other asbestos-containing materials before carrying out the inspection.
- *Never* use compressed air to clean a brake assembly.

Decontaminating the asbestos work area and equipment

- Use damp rags to clean the equipment, including the dust collection tray.
- If necessary, use damp rags or an asbestos vacuum cleaner to clean any remaining visibly contaminated sections of the asbestos work area.
- Place debris, used rags and other waste in the asbestos waste bags/container.
- Wet wipe the external surfaces of the asbestos waste bags/container to remove any adhering dust before removing them from the asbestos work area.

Personal decontamination

See section 11.9.3 of **Part 11** of this code of practice.

Clearance procedure

- Visually inspect the asbestos work area to make sure it has been properly cleaned (see section 11.10.1 of **Part 11** of this code of practice).
- Clearance air sampling is not normally required for this task
- Dispose of all waste, including all water, as asbestos waste. Refer to the NOHSC *Code of Practice for the Safe* Removal *of Asbestos* [NOHSC: 2002 (2005)] and relevant State and Territory legislation (see section 11.11 of **Part 11**).

APPENDIX J. REFERENCES

All NOHSC publications are free and are available from the NOHSC Website at http://www.nohsc.gov.au.

National Exposure Standards for hazardous substances can be found utilising the NOHSC Hazardous Substances Information System (HSIS) at http://www.nohsc.gov.au/applications/hsis/

The following documents provide additional information on asbestos management and control:

1. Health and Safety Executive (HSE) (1999), *Controlled Asbestos Stripping Techniques; For Wok Requiring a Licence*, Her Majesty's Stationery Office, Norwich, England
2. Health and Safety Executive (HSE) (1999), *Selection of Suitable Respiratory Protective Equipment; for Work with Asbestos*, Her Majesty's Stationery Office, Norwich, England
3. Health and Safety Executive (HSE) (1999), *Working with Asbestos Cement (2nd Edition)*, Her Majesty's Stationery Office, Norwich, England
4. Health and Safety Executive (HSE) (1999), *Working with Asbestos in Buildings*, Her Majesty's Stationery Office, Norwich, England
5. Health and Safety Executive (HSE) (2001), *Asbestos Essentials Task Manual: Task Guidance Sheets for the Building Maintenance and Allied Trades*, Her Majesty's Stationery Office, Norwich, England
6. Health and Safety Executive (HSE) (2001), *Introduction to Asbestos Essentials; Comprehensive Guidance on Working with Asbestos in the Building Maintenance and Allied Trades*, Her Majesty's Stationery Office, Norwich, England
7. Health and Safety Executive (HSE) (2002), *A Comprehensive Guide to Managing Asbestos in Premises*, Her Majesty's Stationery Office, Norwich, England
8. Health and Safety Executive (HSE) (2002), *Work with Asbestos Insulation, Asbestos Coating and Asbestos Insulation Board* (4th edition), Her Majesty's Stationery Office, Norwich, England
9. Health and Safety Executive (HSE) (2002), *Work with Asbestos which does not normally require a licence* (4th edition), Her Majesty's Stationery Office, Norwich, England
10. National Occupational Health and Safety Commission (NOHSC) (2005), *Code of Practice for the Safe Removal of Asbestos* [NOHSC:2002(2005)], NOHSC, Canberra, Australia.
11. National Occupational Health and Safety Commission (NOHSC) (2005), *Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres* [NOHSC:3003(2005)], NOHSC, Canberra, Australia.

12. Victorian Asbestos Removal Industry Consultative Committee (VARICC), *Standard Specification for Asbestos Removal from Buildings, Structures, Ships, Plants and Workplaces*, Australia

APPENDIX K. AUSTRALIAN STANDARDS

The following standards are referenced in this code.

1. Australian Standard 1319: 1994 *Safety Signs for the Occupational Environment*
2. Australia / New Zealand Standard 1715: 1994 *Selection Use and Maintenance of Respiratory Protective Devices*
3. Australia / New Zealand Standard 1716: 2003 *Respiratory Protective Devices*
4. Australian Standard 3544: 1988 *Industrial Vacuum Cleaners for Particulates Hazardous to Health*
5. Australian Standard 4260: 1997 High Efficiency Particulate Air (HEPA) Filters – Classification, Construction and Performance

5.2 CITY'S ACCOUNTING TREATMENT OF ASSETS VALUED LESS THAN $5,000

TRIM Ref: D19/43398

Author: Vanisha Govender, Manager Financial Services

Authoriser: Kerryn Batten, Executive Director Corporate Services

Attachments: Nil

RECOMMENDATION:

That the Audit Committee NOTES the changes to regulation 17A(5) of the *Local Government (Financial Management) Regulations 1996* with regard to the accounting treatment of assets valued at less than $5,000.

COMMITTEE DECISION ITEM 5.2

Moved: Cr Topelberg, Seconded: Mayor Cole

That the recommendation be adopted.

CARRIED UNANIMOUSLY (4-0)

For: Mr Manifis, Ms Hunt, Mayor Cole and Cr Topelberg

Against: Nil

(Cr Loden was on approved leave of absence for the Meeting.)

(Cr Gontaszewski was absent from the Meeting and did not vote.)

5.3 INTEREST ON TRUST MONIES

TRIM Ref: D19/42215

Author: Vanisha Govender, Manager Financial Services

Authoriser: Kerryn Batten, Executive Director Corporate Services

Attachments: Nil

RECOMMENDATION:

That the Audit Committee:

1. **NOTES that the City has incorrectly recognised interest revenue on its trust investments instead of handing over interest earnings to the individual trust holders as required by the *Local Government Act 1995*; and**

2. **REQUESTS that Administration determines how the City will address its responsibility to refund the interest revenue on it trust investments as set out in 1. above and reports back to the next meeting of the Audit Committee on the financial implications of this.**

COMMITTEE DECISION ITEM 5.3

Moved: Mayor Cole, Seconded: Cr Topelberg

That the recommendation be adopted.

CARRIED UNANIMOUSLY (4-0)

For: Mr Manifis, Ms Hunt, Mayor Cole and Cr Topelberg

Against: Nil

(Cr Loden was on approved leave of absence for the Meeting.)

(Cr Gontaszewski was absent from the Meeting and did not vote.)

5.4 SUMMARY OF AUDITOR GENERAL'S AUDIT RESULTS REPORT 2017-18

TRIM Ref: D19/42227

Author: Vanisha Govender, Manager Financial Services

Authoriser: Kerryn Batten, Executive Director Corporate Services

Attachments: 1. Auditor General's Audit Results Report 2017-18

RECOMMENDATION:

That the Audit Committee NOTES the summary of the Auditor General's Audit Results Report 2017-18.

COMMITTEE DECISION ITEM 5.4

Moved: Mr Manifis, Seconded: Mayor Cole

That the recommendation be adopted.

CARRIED UNANIMOUSLY (4-0)

For: Mr Manifis, Ms Hunt, Mayor Cole and Cr Topelberg

Against: Nil

(Cr Loden was on approved leave of absence for the Meeting.)

(Cr Gontaszewski was absent from the Meeting and did not vote.)

Western Australian
Auditor General's Report



Audit Results Report – Annual 2017-18 Financial Audits of Local Government Entities

Report 15: March 2019

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WESTERN AUSTRALIAN AUDITOR GENERAL'S REPORT

Audit Results Report – Annual 2017-18
Financial Audits of Local Government Entities

Report 15
March 2019

THE PRESIDENT
LEGISLATIVE COUNCIL

THE SPEAKER
LEGISLATIVE ASSEMBLY

AUDIT RESULTS REPORT – ANNUAL 2017-18 FINANCIAL AUDITS OF LOCAL GOVERNMENT ENTITIES

Under section 24 of the *Auditor General Act 2006*, this report covers the first year of a 4-year transition for my Office to conduct the annual financial audits of the local government sector, following proclamation of the *Local Government Amendment (Auditing) Act 2017*.

The 2017-18 financial audits of 42 local government entities completed to date include:

- Results of the audits of local government entities' annual financial reports, and their compliance with applicable legislation for the financial year ending 30 June 2018.
- Issues identified during these annual audits that are significant enough to bring to the attention of the Parliament.

I wish to acknowledge the assistance provided by the councils, their chief executive officers, finance officers, and others including my dedicated staff and contract audit firms throughout the annual financial audit program and in finalising this report.

CAROLINE SPENCER
AUDITOR GENERAL
7 March 2019

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Auditor General's overview



This report summarises the results of 42 local government entities' annual financial report audits completed by my Office to date for the year ending 30 June 2018, following proclamation of the *Local Government Amendment (Auditing) Act 2017*. This was the first of a 4-year transition of local government financial auditing to the Office of the Auditor General.

In addition to reporting the results of the audits to Parliament, this report is intended to provide further insight for Parliament and the local government sector to our approach for performing and reporting on financial audits.

I recognise that we, together with the sector, have only just begun our journey in this new era of local government financial auditing. The 42 audits completed in 2017-18 represent approximately one third of all WA local government entity audits.

During our audits, in addition to routine but important audit findings, we have made other observations about what we found is working well in the sector, where improvements may be considered and where opportunities exist. One such stark governance-related opportunity relates to audit committees.

Audit committees play a key role in assisting boards, councils and chief executive officers with financial management, control, and reporting. In this report, I have included a few preliminary observations about the role of audit committees in the annual reporting and audit process. I recognise the challenges regional local government entities may have in appointing independent members with financial or audit expertise, and intend to report more broadly on the role of audit committees and internal audit in the future.

In our first year auditing local government entities, we were concerned that some local government staff considered an audit finding not worthy of formal reporting if the control weakness did not result in a breach of legislation or misstatement. My Office reports weaknesses in internal controls and governance, so that they can be remedied before they potentially lead to non-compliance with legislation including misstatement due to fraud or error.

We also identified the need for more emphasis on auditor independence. We noted it was often common practice for auditors to perform other work for local government entities, in addition to the annual financial audit. As this can impair an auditor's independence, we have tightened controls around our contracted local government auditors performing this work, as we do for state government, while recognising practical challenges - such as limited availability of alternate skills in some regional areas.

I wish to thank my staff, our contract auditors, and staff in the local government entities we audited who contributed and assisted during our first year of transition into the sector and our first annual financial audits.

I am looking forward to working with the sector over the coming years to deliver high quality audits that contribute to enhancing the financial management and performance of local governments for the benefit of the WA community.

Executive summary

This Audit Results Report contains findings from the annual financial audits of local government entities (LGs) that we audited for the 2017-18 financial year.

Following proclamation of the *Local Government Amendment (Auditing) Act 2017* (Amendment Act), the Auditor General assumed responsibility for the audits of the 2017-18 annual financial reports of 46 LGs. The annual financial audits of remaining LGs are due to transition to the Auditor General by 2021.

Under the Amendment Act, the Office of the Auditor General (OAG) also assumed responsibility for performance audits of the local government sector. These audits are reported in separate reports to Parliament when they are completed.

Key findings

- We issued auditor's reports for 42 LGs by 1 March 2019 relating to their 2017-18 financial year. (Page 10)
- All but 2 auditor's reports included clear (unqualified) audit opinions on the financial reports. We issued qualified auditor's reports on the financial reports of the Shire of Brookton and the Town of Cambridge. (Page 10)
- We reported 36 material matters of non-compliance with the *Local Government Act 1995*, Local Government (Financial Management) Regulations 1996, or other written law in 24 of our auditor's reports. (Page 11)
- In addition to material matters of non-compliance reported in auditor's reports, we reported 290 financial management and control matters of varying significance to management in our management letters. (Page 15)
- In accordance with the Local Government (Audit) Regulations 1996, we reported adverse trends in the financial position of 24 LGs. (Page 13)
- In our first year of performing annual financial audits in the local government sector, we have made some general observations and included these in the report, with a view to improving audit outcomes in the future. These relate mainly to audit committees and reporting practices. (Page 17)
- The report includes details of our response, in the context of auditor independence, to existing practices where audit firms performed other work at local governments they were auditing. (Page 19)
- We detail our concerns that valuation methodologies used by various valuers to fair value property, plant, equipment and infrastructure, often differ significantly, potentially affecting comparability of asset values across local governments. (Page 20)
- We recommend that LGs make timely preparations for upcoming changes to Australian Accounting Standards and a local government regulation. (Page 22)

Recommendations

1. LGs should ensure they maintain the integrity of their financial control environment by:
   a. periodically reviewing and updating all financial, asset, human resources, governance, information systems and other management policies and procedures, and communicating these to staff.
   b. conducting ongoing reviews and improvement of internal control systems in response to regular risk assessments.
   c. regularly monitoring compliance with relevant legislation.
   d. promptly addressing control weaknesses brought to their attention by our audits. (Page 16)
2. In addition to compliance with legislation, management should promote a culture of applying better practice financial management and complying with internal policies. (Page 18)
3. An in-depth audit exit meeting should be held with audit committees, in advance of council meetings. As far as is practicable, the audit committee should include a few council members, rather than the entire council. (Page 18)
4. An audit entrance meeting should be held with the audit committee. (Page 18)
5. Audit exit meetings should provide the auditor the opportunity to highlight the key audit issues, in a structured manner, and the CEO adequate opportunity to comment. (Page 18)
6. LGs should not make interim audit findings public until they are received as part of our Audit Report on completion of the audit, unless specific urgent needs warrant earlier release. (Page 18)
7. The Department of Local Government, Sport and Cultural Industries (the Department) should re-assess the potential advantages if LGs are required to report equipment assets using the cost model. (Page 21)
8. LGs should robustly assess the assumptions and methodology of their valuers, in particular the approach for valuing land assets with restricted use. (Page 21)
9. LGs and the Department should monitor the progress of the Australian Accounting Standards Board and International Public Sector Accounting Standards Board public sector fair value projects. (Page 21)
10. LGs should continue to make timely preparations for implementation of the upcoming accounting standards changes, and the new regulation requiring assets with a value at acquisition below $5,000 to be expensed. (Page 23)

Introduction

Under the *Local Government Amendment (Auditing) Act 2017* (Amendment Act), proclaimed in October 2017, a staged transition has commenced for local government entities (LGs) annual financial audits to transition to the Auditor General as and when existing audit contracts between audit firms and LGs expire. The Office of the Auditor General (OAG) assumed responsibility for 46 audits from the 2017-18 financial year, with full take up of all financial audits by 2020-21.

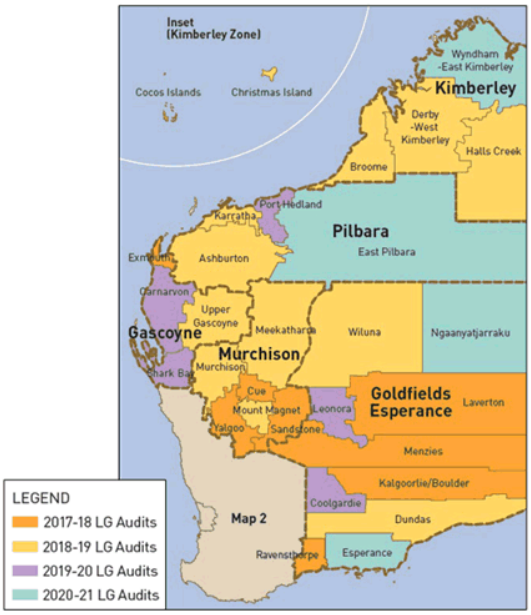
In 2017-18, OAG audit staff performed 3 of the 46 financial audits, with the others performed by contract audit firms on our behalf. Our oversight of these audits, coupled with in-house OAG audits, has provided our staff with valuable insight and understanding of the sector. From 2018-19, we will increase the number of audits performed using in-house audit teams.

For almost all of the contracted audits, we retained the existing audit firm for 2017-18 to maintain some continuity of the audit team. However, to provide open and fair competition and to ensure value for money, for 2018-19 we have now re-tendered most of these audits.

We are also committed to supporting local industry, and where possible and appropriate, we propose to use local financial auditing professionals in regional areas.

Local government entities audit program: 2017 onwards

The following maps show the local governments where we performed annual financial audits for 2017-18 (these are also listed at Appendix 1) and the transitioning schedule for other local governments over the next 3 years:



Map 1: Regional WA showing Auditor General's staged transition of audits



Map 2: South West region showing the Auditor General's staged transition of audits

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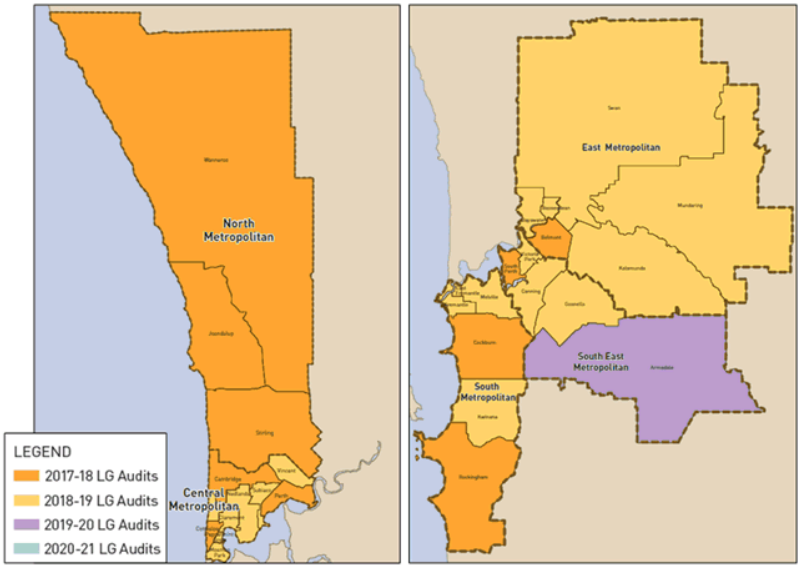


Maps 3 and 4: Metropolitan WA showing Auditor General's staged transition of audits

Local government entity annual financial reporting framework and timeline

Each LG is required to prepare an annual financial report that includes:

- a Statement of Financial Position, Statement of Comprehensive Income by Nature or Type, Statement of Comprehensive Income by Program, Statement of Changes in Equity and Statement of Cash Flows
- a Rate Setting Statement
- seven financial ratios required under section 50(1) of the Local Government (Financial Management) Regulations 1996 (LG Financial Management Regulations), to be reported in the Notes to the financial report.

Under section 6.4(3) of the *Local Government Act 1995* (LG Act), a LG must submit its financial report for audit to the OAG by 30 September. Many of the 46 LGs we audited for 2017-18 submitted their financial reports for audit well in advance of this deadline. However, 10 submitted after 30 September 2018.

We completed 38 of the audits by 31 December 2018 as required by section 7.9 of the LG Act. A further 4 were completed after 31 December, and 4 are still being finalised, of which 3 were due to difficulties finalising asset balances.

Summary of auditor's reports issued

At 1 March 2019, we had issued auditor's reports for 42 LGs for the financial year ending 30 June 2018.

The auditor's report includes:

- the audit opinion on the annual financial report
- a description of significant non-compliance (if any) in relation to the financial report or other financial management practices
- an opinion whether there were any material matters that indicate significant adverse trends in the financial position of the LG.

Under the Amendment Act, the chief executive officer (CEO) is required to publish the annual report, including the audited financial report and the Auditor General's auditor's report, on the LG's website within 14 days of the annual report being accepted by the LG. A table of all auditor's reports issued by the Auditor General for 2017-18 is in Appendix 1.

Audit opinions on annual financial reports

An unqualified audit opinion in the auditor's report indicates the annual financial report was based on proper accounts and records, and fairly represented performance during the year and the financial position at year end. All but 2 LGs received unqualified (clear) audit opinions.

We issue a qualified opinion in our auditor's report on a LG's annual financial report if we consider it is necessary to alert readers to material inaccuracies or limitations in the financial report that could mislead readers. The following 2 LGs received a qualified opinion:

Shire of Brookton

We issued a qualified opinion as the Shire did not recognise the 2018-19 financial assistance grant of $504,598 received from the Commonwealth Government in June 2018 as revenue in accordance with Australian Accounting Standard AASB 1004 'Contributions'.

Instead, the Shire advised that it intended to recognise the revenue in 2018-19, and recorded the grant as Trade and other payables at 30 June 2018.

This resulted in the Shire's net result for the year being understated by $504,598 in its Statements of Comprehensive Income and its Trade and other payables in the Statement of Financial Position being overstated by the same amount.

In addition, this resulted in understatement of the current, debt service cover and operating surplus ratios disclosed in the Notes to their financial report.

Town of Cambridge

The opinion of the Town was qualified because in previous years the interest earned on invested trust funds was incorrectly recognised as income instead of being returned to the entitled recipients as required by the LG Act.

In 2017-18, to partially address this, the Town made a prior year adjustment to reduce income and cash balances, and also revised related Notes to the financial report.

The Town's best estimate of the cumulative effect of interest earned on trust funds at 30 June 2018 was approximately $450,000, of which a portion that had not yet been determined should have already been paid back to entitled recipients.

Prior year qualified opinion – 2017-18 audit still in progress

In 2016-17 the Shire of Laverton received a qualified opinion on its financial report because the auditor was unable to confirm that land, buildings, plant and equipment, furniture and equipment tools and infrastructure assets were reported at fair value.

The 2017-18 audit is still in progress because key aspects of a valuation, performed during the year, are still being reviewed.

Material matters of non-compliance with legislation

Regulation 10(3)(b) of the Local Government (Audit) Regulations 1996 (LG Audit Regulations) requires the auditor to report, in the auditor's report, any matters indicating non-compliance with Part 6 of the LG Act, the Local Government (Financial Management) Regulations 1996 (LG Financial Management Regulations) or applicable financial controls in any other written law. These matters may relate to the financial report or to other financial management matters.

In determining which matters to report, we apply the principles of materiality, as required by Australian Auditing Standard ASA 320 *Materiality in Planning and Performing an Audit*. Factors that we consider include the extent and frequency of the non-compliance, and the effect or potential effect.

Some of the matters we have reported relate to non-compliance with specific sections of the LG Act or regulations. We consider regulation 5(1) of the LG Financial Management Regulations to be particularly important, because failure to effectively apply those requirements can result in significant financial loss, inefficiency, financial misreporting or fraud. Regulation 5(1) requires efficient systems and procedures to be established, including:

- for the proper maintenance and security of the financial records of the LG
- to ensure proper accounting for municipal or trust revenue, expenses, assets and liabilities
- to ensure proper authorisation for the incurring of liabilities and the making of payments
- for the maintenance of payroll, stock control and costing records
- to assist in the preparation of …. accounts and reports required by the Act or the regulations.

We considered many of the findings that we reported to represent non-compliance with this important section of the LG Financial Management Regulations.

Our individual findings were included in our auditor's reports which are included in annual reports on each LG's website. For the convenience of Parliament and the public, we have summarised the matters we reported in the following table:

Issue	Finding
Controls over accounting journal entries	At 12 LGs, we found that accounting journal entries were posted with no evidence of independent review and approval by another person. Accounting journals can represent significant adjustments to previously approved accounting transactions, and could result in, for example, one type of expenditure being re-coded to another type of expenditure. Journals should therefore be subject to independent review.
Quotes not obtained for purchases below the tender threshold	At 4 LGs, 26% to 57% of purchases we sampled below the $150,000 tender threshold had inadequate or no evidence that a sufficient number of

	quotations was obtained, to test the market. There was no documentation to explain why other quotes were not sought. This practice increases the likelihood of not receiving value for money in procurement. This could also result in favouring of certain suppliers, although our audits did not identify any instances.
Review not performed of systems and procedures	At Bunbury-Harvey Regional Council, a review of the appropriateness and effectiveness of the Council's systems and procedures in relation to risk management, internal controls and legislative compliance was not completed at least once every two years as required by Regulation 17 of the LG Audit Regulations. The last review was in 2014.
Approval to make investments	At City of Cockburn, the officer sending communications to the City's investment advisor, instructing them to make investments, had not been delegated with authority to issue these instructions. Although management advised that another officer with delegation was consulted before making investment decisions, there was no evidence of consultation and no approval of the instructions to invest.
Inadequate recordkeeping for infrastructure assets	A stocktake of infrastructure was conducted at the City of South Perth for the first time in a number of years, and the City found $21 million of infrastructure assets that was not recorded on the asset register. The asset register has however now been appropriately updated.
System access controls	More employees than necessary at the Shire of Brookton had the ability to make modifications in the system to the rates used for fees and charges. The Shire did not have a system logging process to report and review changes made to fees and charges. In addition, a shared account could be used to modify creditor and debtor details in the system. This increased the risk of unauthorised changes to key information, although our audit sampling did not identify any.
Financial ratio not reported	The Shire of Bruce Rock did not report the Asset Renewal Funding Ratio in the annual financial report as required by regulation 50(1)(c) of the LG Financial Management Regulations, as planned capital renewals and required capital expenditure were not estimated in a long term financial plan and asset management plan respectively. The Shire has advised that the plans are currently being completed.
Financial ratios not reported	The Shire of Denmark did not report the Asset Renewal Funding Ratio in the annual financial report as required by regulation 50(1)(c) of the LG Financial Management Regulations, as planned capital renewals and required capital expenditure were not estimated in a long term financial plan and asset management plan respectively. The Shire also did not report the Asset Consumption Ratio for 2017 and 2016 in the annual financial report as required by regulation 50(1)(c) of the LG Financial Management Regulations, as current replacement cost of depreciable assets was not estimated in previous years.
Financial ratio not reported	The Shire of Kondinin did not report the Asset Renewal Funding Ratio in the annual financial report as required by section 50(1)(c) of the LG Financial Management Regulations, as management considered the available information on planned capital renewals and required capital expenditure was unreliable.
No signed employment contracts for 3 staff	For 3 employees at the Shire of Koorda, there were no signed employment contracts or letters of employment in the Shire's records.

Lack of policies, review not performed of systems and procedures, and financial ratio not reported	The Shire of Nungarin had not developed key policies and procedures, such as purchasing and risk management policies. A review of the appropriateness and effectiveness of the Council's systems and procedures in relation to risk management, internal controls and legislative compliance was not completed at least once every two calendar years as required by Regulation 17 of the LG Audit Regulations. The Shire has not reported the Asset Renewal Funding Ratio for 2016, as planned capital renewals and required capital expenditure were not estimated in a long term financial plan or asset management plan, as required by the LG Financial Management Regulations.
Bank reconciliation	Several monthly bank reconciliations at Shire of Perenjori were not completed in a timely manner, and some were not independently reviewed by management. In addition, one had alterations that were not explained, and one did not have schedules to support the reconciling items.
Review not performed of systems and procedures	A review of the appropriateness and effectiveness of the Council's systems and procedures in relation to risk management, internal controls, and legislative compliance was not completed by the Shire of Tammin at least once every two calendar years as required by Regulation 17 of the LG Audit Regulations.
Approval of payments, bank reconciliations and reporting to Council	For 19 of 26 payments we sampled at Shire of Yalgoo, there was no evidence of the signing officers examining supporting documentation to payments and documenting approval. Several monthly bank reconciliations were not completed in a timely manner, and some were not independently reviewed by management. In addition, the 30 June 2018 bank reconciliation included numerous uncleared payments and deposits in excess of 12 months old. Due to difficulties implementing new accounting software, four statements of financial activity were not presented at an ordinary meeting of Council within two months after the end of the month to which the statement relates, which is not in compliance with Regulation 34(4)(a) of the LG Financial Management Regulations.
Delegations, reporting of financial ratio, and reporting of a separate balance sheet for a trading undertaking	In April 2018 at the Town of Cambridge, Council approved a delegation to the CEO to make payments from the municipal fund. Management was however not able to provide evidence that these powers had been delegated prior to that date. Payments from the municipal fund were approved by the CEO or other staff prior to April 2018. The Town also did not report the Asset Renewal Funding Ratio for 2016 and 2017 as planned capital renewals and required capital expenditure were not estimated in the long term financial plan and asset management plan respectively, as required by the LG Financial Management Regulations. The Town did not report a balance sheet for its major trading undertaking, the Wembley Golf Course, in the Notes to the financial report, as required by regulation 45 of the LG Financial Management Regulations.

Table 1: Material non-compliance with legislation reported in auditor's reports

Adverse trends in the financial position of local government entities

Regulation 10(3)(a) of the LG Audit Regulations requires the auditor to report, in the auditor's report 'any material matters that in the opinion of the auditor indicate significant adverse trends in the financial position or the financial management practices of the local government'.

A performance audit of adverse financial trends would typically consider numerous aspects of a LG's finances, and inter-relationships between financial ratios. However, for purposes of the annual financial audit process, we have limited our audit to a high level assessment of whether the 7 financial ratios reported in the notes to the financial report achieved the standards set by the Department of Local Government, Sport and Cultural Industries (the Department). When determining whether a trend was significant, in some instances we allowed for a ratio to be slightly lower than the Department's standard, in recognition that failing to meet some standards is more significant than failing to meet others.

LGs report these ratios for the current year and the preceding 2 years. Our trend analysis was limited to these 3 years of information.

The 7 ratios, defined in regulation 50(1) of the LG Financial Management Regulations are:

- current ratio
- asset consumption ratio
- asset renewal funding ratio
- asset sustainability ratio
- debt service cover ratio
- operating surplus ratio
- own source revenue coverage ratio.

We reported that 38 ratios at 24 LGs indicated adverse trends. It is important to note that although most of the ratios are useful indicators, further assessment would be necessary before concluding on the overall financial position of an entity.

Emphasis of Matter included in auditor's reports

Regulation 16(a) of the LG Financial Management Regulations requires that the financial report of a LG is not to include the value of certain types of land, including land under roads, that are managed by or under the control of the LG. The Department informed us that it considered that the benefits of reporting land under roads did not justify the cost of its periodic valuation. The exclusion of any land under roads acquired on or after 1 July 2008 is inconsistent with Australian Accounting Standard AASB 1051 *Land Under Roads*. Regulation 4(2) of the LG Financial Management Regulations provides that if a provision of the Australian Accounting Standards is inconsistent with a provision of a regulation, then the regulation prevails to the extent of the inconsistency.

We noted that this significant divergence from the accounting standards was not being clearly disclosed in the annual financial reports of LGs. As land under roads is reported for the WA State Government sector and some other LG jurisdictions, we considered it important to alert readers to this different method of reporting. We requested that LGs prominently disclose this in their accounting policy notes to their financial reports. Although we considered that this inconsistency between the regulations and the accounting standards did not warrant a qualified audit opinion, we included an Emphasis of Matter paragraph in our auditor's reports to highlight this accounting treatment for readers:

> *Regulation 16 of the Local Government (Financial Management) Regulations 1996 does not allow a local government to recognise some categories of land, including land under roads, as assets in the annual financial report. My opinion is not modified in respect of this matter.*

Financial and management controls

In addition to the material non-compliance matters reported in our auditor's reports (see Table 1 on pages 11 to 13), we reported other matters to management, including less material non-compliance as well as financial management and information system control weaknesses identified in our audits. These management letters, together with the auditor's report, form part of our overall audit report that we provide under section 7.12AD of the LG Act to the mayor, president or chairperson, the CEO and the Minister for Local Government on completion of the audit.

In our management letters, we provide a rating for each matter reported. We rate matters according to their potential impact, and base our ratings on the audit team's assessment of risks and concerns about the probability and/or consequence of adverse outcomes if action is not taken. We consider the:

- quantitative impact – for example, financial loss
- qualitative impact – for example, inefficiency, non-compliance, poor service to the public or loss of public confidence.

Risk category	Audit impact
Significant	Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly.
Moderate	Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.
Minor	Those findings that are not of primary concern but still warrant action being taken.

Table 2: Risk categories for matters reported to management

We give LG management the opportunity to review our audit findings and provide us comments prior to completion of the audit. When management responds to our draft management letters, we request them to set a time frame for remedial action to be completed. Often management improves policies, procedures or practices soon after we raise them and before the audit is completed. Other matters may take longer to remedy and we will follow them up during our subsequent annual audits.

During 2017-18, we alerted 40 LGs to control weaknesses that needed their attention. We reported 290 control weaknesses, of which 56 rated as significant and 186 as moderate.

Figure 4 shows a breakdown of the categories of control weaknesses identified in our 2017-18 management letters.

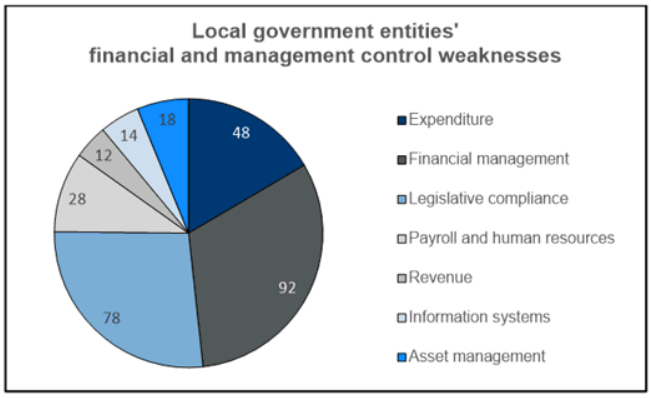


Figure 4: Financial and management control weaknesses reported to LGs

Recommendations

LGs should ensure they maintain the integrity of their financial control environment by:

a. periodically reviewing and updating all financial, asset, human resources, governance, information systems and other management policies and procedures and communicating these to staff

b. conducting ongoing reviews and improvement of internal control systems in response to regular risk assessments

c. regularly monitoring compliance with relevant legislation

d. promptly addressing control weaknesses brought to their attention by our audits.

Observations that may improve audit outcomes

The annual financial audit is focussed on providing assurance over a LG's annual financial report. During the audit we also make audit findings regarding compliance and financial and information system controls.

In this first year of auditing local government we have made some initial observations regarding opportunities for improving audit outcomes which would contribute to improved governance, financial management and performance for enhanced community satisfaction and confidence in LGs. It is important to note that each of the following issues was observed, with differing frequency across the LGs we audited.

Compliance vs better practice

At some LGs we noted an emphasis on minimum compliance (with the detailed regulations), rather than broader principles of good internal control and governance. In some instances, LG officers questioned why we were reporting their failure to comply with internal policies – it was apparent that some only regarded non-compliance with legislation to be an audit issue.

In our reporting we have made, and intend to continue making recommendations that not only address non-compliance, but which also assist to achieve better practice in financial management and control. This is aimed at remedying weaknesses before they contribute to potential breaches of legislation.

Internal audit

Only 11 of the 42 LGs we surveyed had an internal audit function. An effective internal audit function is important for ongoing maintenance and improvement of risk management, internal control and governance processes. The internal audit function acts as the independent eyes and ears for council on LG administration in key areas of risk. While recognising the difficulties for regional LGs to maintain an effective, independent internal audit function, we encourage LGs to collaborate with a view to effective internal audit assurance. We propose to cover this topic further in future performance audits.

Interaction with audit committees - audit entrance and exit meetings

Effective audit entrance and exit meetings are essential to good audit outcomes. These should facilitate informed, respectful and robust exchange between the auditors, management and the audit committee. This was the case for several of the 2017-18 audits.

On other audits however, the exit meeting was held with the entire council and this often hindered detailed discussion of the audit issues, due to the formality of proceedings and number of attendees. Section 7.12A of the LG Act requires the LG to meet with the auditor at least once each year, with the meeting typically occurring on completion of the audit. We strongly support this approach.

However, because of the number of attendees and time pressures at a full council meeting, it is preferable that, in advance of the council meeting, a more detailed exit meeting is held with the audit committee. The committee should preferably include a few council members only, with relevant skills/background in finance, risk management or auditing. We noted that 27 out of 42 LGs we surveyed had audit committees which included 5 or more council members. This is not considered better practice for facilitating effective entity-auditor communication, however we do recognise the potential challenges for regional entities in appointing members with specialist skills to their audit committees and the evident interest of councillors in audit-related matters.

We also made the following observations:

- In the past, it has generally not been common practice for audit entrance meetings to be held with the audit committee or council, and some exit meetings have also not been held with the audit committee or council. Australian Auditing Standard ASA 260 *Communication With Those Charged With Governance* requires the auditor to discuss certain key aspects of the audit planning and the audit results with those charged with governance. As a committee of council, the audit committee is the usual forum to enable effective audit communication.
- It is better practice for the auditors to highlight and explain the key elements of their entrance or closing report to the audit committee and management. Most of the meetings, especially exit meetings, did not follow a format that facilitated this but rather moved straight to councillors questioning the auditors. While this is important and as auditors we are happy to answer questions, as outlined above there are key matters that an auditor should directly communicate to those charged with governance.
- In some exit meetings, CEOs were, in our view, not given adequate opportunity to participate due to the formality of proceedings during audit meetings. CEOs and finance officers provide important information to those charged with governance, including updates on how audit findings have been prioritised and actioned.

At Appendix 3, we have briefly set out better practice guidelines for communications between auditors, management and councils.

Disclosure of audit communications

Sometimes during our planning or interim audit visit, we issue interim management letters to the CEO and council, to provide them early advice of our audit findings, to enable them to take timely remedial action.

However, these findings only form part of our report under section 7.12AD of the LG Act when we issue them as part of our report on completion of our audit. For this reason, our interim management letters advise that they may not be suitable for other purposes. They are not intended for public release until we issue them as part of our Audit Report, and indeed in our performance audit processes disclosure of draft findings is prohibited by the *Auditor General Act 2006* (AG Act).

Some LGs have made these interim management letters public. However, we regard them as 'working documents' until we issue them formally to the mayor, president or chairperson, the CEO and the Minister for Local Government as part of our final report.

Recommendations

1. In addition to compliance with legislation, management should promote a culture of applying better practice and complying with internal policies.
2. An in-depth audit exit meeting should be held with the audit committee, in advance of the council meeting. As far as is practicable, the audit committee should include a few council members, rather than the entire council.
3. An audit entrance meeting should be held with the audit committee.
4. Audit exit meetings should provide the auditor the opportunity to highlight the key audit issues, in a structured manner, and the CEO adequate opportunity to comment.
5. LGs should not make interim audit findings public until they are received as part of our Audit Report on completion of the audit, unless specific urgent needs warrant earlier release.

Auditor independence

OAG staff and contractors are required, by the AG Act, the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* and APES 320 *Quality Control for Firms,* and auditing standard *ASQC1*[1]*,* to be independent of the entities we audit.

Prior to assuming responsibility for LG financial audits, we were aware that it was often common practice for the existing auditors to perform other work for LGs, in addition to the annual financial audit. This can impair an auditor's independence. We have therefore given careful consideration to this, taking into account factors including:

- limited access to alternate accounting firms in regional areas to perform these other tasks
- the efficiencies that can sometimes be achieved if, for example, the auditor of the annual financial report also audits grant acquittals
- the key principle that auditors should not audit financial reports that they have prepared, to avoid the 'self-review threat to independence'
- whether some of the "other" tasks should be performed as part of the annual financial audit rather than as a separate task.

In 2017-18, we approved our contract auditors to perform various other audit tasks, in addition to the annual financial audit. We require our contractors to seek our approval, in advance. This is mainly to ensure that the nature of the proposed task does not impair their independence, and also to ensure that their fee is not too high in comparison to the fee for the annual financial audit, as that could also impair auditor independence.

For grant acquittals, including Royalties for Regions or Roads to Recovery, we generally permitted our contract auditors to, after obtaining our approval, engage directly with LGs and complete the required acquittals.

We also noted that some other work performed by audit firms was being regarded as separate from the annual financial audit, with separate fees, whereas part of the work should be routinely performed during the annual financial audit. For example, audit firms have often performed reviews of systems and procedures for the CEO as required by regulation 17 of the LG Audit Regulations or regulation 5(2)(c) of the LG Financial Management Regulations. Much of this work should already be covered during the annual financial audit and included in that audit fee. In our view, this had the effect of under-stating the audit fees for annual financial audits. We have taken steps to ensure adequate review of systems and controls as part of our annual financial audit process.

Some LGs also inquired whether our contract auditors could provide training to LGs where they were performing audits on our behalf. It is OAG practice that our contract auditors may provide general training in areas such as accounting principles or new accounting standards to entities, provided the fees are not so high as to impair their audit independence.

Independence can also be impaired through auditors instructing accounting staff on specific accounting entries that the auditors would subsequently audit. All additional work must be considered on a case by case basis for threats to impairment of auditor independence.

[1] ASQC1 Quality Control for Firms that Perform Audits and Reviews of Financial Reports and Other Financial Information, Other Assurance Engagements and Related Services Engagements

Financial reporting challenges relating to asset valuations

During our audits we noted a variety of valuation methodologies being used for property, plant, equipment and infrastructure in the WA LG sector. In this first year of our LG financial auditing, we noted several issues relating to these valuations. One issue was the timely completion of valuations – at least 3 audits were completed late because the LGs received their valuation reports too late.

Two other aspects were of particular concern:

- the cost of performing valuations
- inconsistent valuation methods.

The cost of performing valuations

Australian Accounting Standard 116 *Property, Plant and Equipment* requires entities to elect to measure property, plant and equipment, including infrastructure, using either a revaluation model (at fair value) or a cost model. In the public sector, it is common practice to measure assets such as land, buildings and infrastructure at fair value, requiring periodic valuations. However, it is more common for the public sector to measure assets such as equipment (including computing equipment), some plant, furnishings and motor vehicles at cost less accumulated depreciation, thereby avoiding the often significant expense and effort of periodically valuing the assets and auditing the valuations.

The WA State public sector measures these assets at cost, whereas local governments are required, by Regulation 17A of the LG Financial Management Regulations, to fair value the assets through periodic valuations. A recent revision to the LG Financial Management Regulations, effective 1 July 2018, will remove the requirement to value assets below $5,000. However, we suggest consideration also be given to requiring local governments to report all assets in these asset sub-classes using the cost model.

Inconsistent valuation methods

Valuation methodologies used for property, plant, equipment and infrastructure in the LG sector sometimes vary significantly across the different valuers. Some revaluations performed in 2017-18 yielded significant increments or decrements compared to the values of the previous revaluations, which were generally performed between 2013 and 2015. We concluded that most of the revalued assets were reported at amounts that materially represented fair value. However, in some instances, we asked LGs and their valuers to revisit the estimated values, resulting in some amendments.

Of particular concern is the inconsistent approach across different LGs, for valuing land assets that have restricted use. These include sports grounds, parks, gardens, sumps, foreshore, or land reserved as 'bush forever'. One of the reasons for inconsistency is differing interpretations of the principles in Australian Accounting Standard AASB 13 *Fair Value Measurement*. In particular, the standard requires valuers to take into account the highest and best use to which a market participant could put the asset. However, the standard also specifies the need to take into account the characteristics of the asset, including any restrictions on sale or use.

Different valuers are applying different interpretations of these principles, resulting in significant differences in values attributed to these types of restricted use assets. This impacts comparability of the assets of local governments. Both the Australian Accounting Standards Board (AASB) and the International Public Sector Accounting Standards Board

(IPSASB) currently have projects under way relating to fair value of public sector assets, and it is anticipated that they will provide guidance that could then be consistently applied in the LG sector.

Recommendations

1. The Department should re-assess the potential advantages if LGs are required to report equipment assets using the cost model.
2. LGs should robustly assess the assumptions and methodology of their valuers, in particular the approach for valuing land assets with restricted use.
3. LGs and the Department should monitor the progress of the AASB and IPSASB public sector fair value projects.

Upcoming changes to accounting standards and the local government regulations

A number of significant changes to Australian Accounting Standards will be applicable over the next few years, some commencing in 2018-19. These, and a change to the LG Financial Management Regulations are expected to require close attention by entities' finance officers and our audit teams.

Expensing assets with a value at acquisition under $5,000

Regulation 17A(5) of the LG Financial Management Regulations requires, with effect from 2018-19, assets with a value below $5,000 at the time of acquisition, to be excluded from the assets reported in the financial report. These assets will instead be reported as an expense in the statement of comprehensive income in the year of acquisition.

Australian Accounting Standard AASB 108 *Accounting Policies, Changes in Accounting Estimates and Errors*, requires this amendment to the asset values to be treated as a change in accounting policy. The standard requires balances to be adjusted retrospectively, unless it is impracticable to determine the period-specific or cumulative effects of the change.

Future impact of changes to accounting standards

The following new and revised standards issued by the AASB are expected to impact LGs to varying extent:

- AASB 9 – *Financial Instruments* – This standard changed the classification and measurement of financial assets from 1 January 2018 and therefore applies to LGs for the 2018-19 reporting year. Another change is earlier recognition of provisions for bad/doubtful debts based on expected credit losses.
- AASB 15 – *Revenue from Contracts with Customers* – This standard requires revenue to be recognised by entities on the fulfilment of the performance obligations of an enforceable contract at a point in time or over time, as applicable. An example for LGs is receiving grant moneys. LGs need to allocate the grant amount to each performance obligation in the contract and recognise the revenue only when the related performance obligations are satisfied. This will be consistent with current practice for the private sector.

  Also, authoritative implementation guidance has been issued for not-for-profit public sector licensors reporting transactions involving the issue of licences. This standard applied from 1 January 2018 reporting for for-profit entities, and from 1 January 2019 reporting for not-for-profit entities.
- AASB 1058 – *Income of Not-for-profit Entities* – This standard, in combination with AASB 15, establishes new principles for income recognition for not-for-profit entities from 1 January 2019 reporting and will therefore apply to LGs for the 2019-20 reporting year. AASB 1058 applies to transactions where assets are acquired at significantly less than fair value, including rates and grant moneys. It is anticipated that the implementation of these two standards will result in more delayed income recognition.
- AASB 16 – *Leases* – For lessees, this standard removes the distinction between operating leases and finance leases, and requires all leases (except short-term leases and leases of low-value assets) to be recognised as lease assets and lease liabilities on the balance sheet. This will result in the grossing-up of the balance sheet and higher expense in the early years of the lease term. Peppercorn lease assets can be elected to

be measured either at cost or at fair value. This standard applies from 1 January 2019 and will therefore apply to local governments for the 2019-20 reporting year.

- AASB 1059 – *Service Concession Arrangements: Grantors* – This standard is applicable to public sector entities (grantors) that enter into service concession arrangements with private sector operators. It requires grantors to recognise a service concession asset and, where applicable, a service concession liability on the balance sheet. The initial balance sheet accounting, as well as the ongoing income statement impacts, will have implications for grantors. AASB 1059 will apply for years beginning on or after 1 January 2020 and will apply to local governments for the 2020-21 reporting year.

We acknowledge that there are varying degrees of readiness and preparation for these new accounting standards. We are preparing and training financial audit staff in the new and revised requirements and updating relevant audit policies and procedures.

Recommendation

Local governments should continue to make timely preparations for implementation of the upcoming accounting standards changes, and the new regulation requiring assets with a value at acquisition below $5,000 to be expensed.

Appendix 1: Local government entities audited

We have to date completed 42 of the 46 audits for 2017-18. The auditor's reports issued are listed in the table below.

LGs are listed alphabetically.

Local government	Opinion issued
Bunbury-Harvey Regional Council	29/10/2018
City of Belmont	31/10/2018
City of Bunbury	17/10/2018
City of Cockburn	27/11/2018
City of Joondalup	14/11/2018
City of Kalgoorlie-Boulder	29/11/2018
City of Perth	13/12/2018
City of Rockingham	09/11/2018
City of South Perth	29/11/2018
City of Stirling	09/11/2018
City of Wanneroo	15/11/2018
Eastern Metropolitan Regional Council	05/10/2018
Pilbara Regional Council	14/12/2018
Rivers Regional Council	11/12/2018
Shire of Brookton	13/12/2018
Shire of Bruce Rock	13/12/2018
Shire of Capel	29/11/2018
Shire of Cranbrook	01/03/2019
Shire of Cue	11/12/2018
Shire of Cunderdin	Not finalised
Shire of Dandaragan	07/12/2018
Shire of Denmark	18/12/2018
Shire of Exmouth	27/11/2018
Shire of Jerramungup	11/02/2019
Shire of Kellerberrin	05/12/2018
Shire of Kondinin	12/12/2018
Shire of Koorda	18/10/2018
Shire of Laverton	Not finalised
Shire of Menzies	Not finalised
Shire of Moora	30/11/2018
Shire of Morawa	05/12/2018
Shire of Narrogin	20/12/2018
Shire of Northampton	03/12/2018

Shire of Nungarin	31/01/2019
Shire of Perenjori	10/12/2018
Shire of Ravensthorpe	Not finalised
Shire of Sandstone	30/10/2018
Shire of Tammin	31/01/2019
Shire of Three Springs	11/12/2018
Shire of West Arthur	13/12/2018
Shire of Woodanilling	18/12/2018
Shire of Wyalkatchem	18/01/2019
Shire of Yalgoo	18/12/2018
Shire of York	27/11/2018
Town of Cambridge	17/12/2018
Town of Cottesloe	05/12/2018

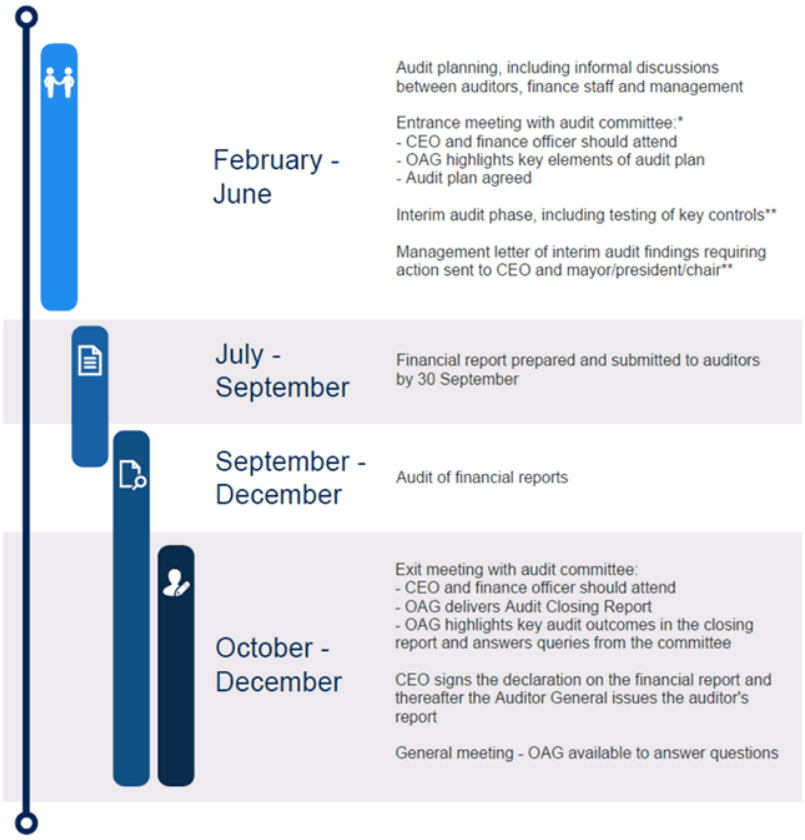
Appendix 2: Local government entity certifications issued

In addition to annual auditor's reports, some LGs needed to acquit moneys received from other sources under grant agreements or other legislation. We issued the following 3 certifications on statements of income and expenditure of LGs, to help them discharge their financial reporting obligations, some being for Commonwealth grants.

LGs are listed alphabetically.

Local government	Opinions issued
City of South Perth – *National Land Transport Act 2014* – Roads to Recovery Funding	25/10/2018
Shire of Brookton – Pensioner Deferments	13/12/2018
Town of Cambridge – *National Land Transport Act 2014* – Roads to Recovery Funding	10/12/2018

Appendix 3: Timeline of communications between auditors, management and council members



Source: OAG

Notes
Meetings with some remote LGs will be conducted by teleconference due to cost and logistical reasons.

* If it is not practicable for the audit committee to meet for an audit entrance meeting, we suggest at least one councillor attends the entrance meeting.

** For small regional LGs, there may not be an interim audit visit. This work is usually completed at the same time as the audit of the financial report, and findings are reported at that time. The extent and proposed timing of interim work will be outlined in the audit plan.

Glossary and acronyms

AASB	Australian Accounting Standards Board
AG Act	*Auditor General Act 2006*
Amendment Act	*Local Government Amendment (Auditing) Act 2017*
Auditor's Report	The Auditor General's Auditor's Report that is published in the local government's annual report by the CEO, in accordance with section 5.55A of the LG Act.
Audit Report	The overall report under section 7.12AD of the LG Act, formally issued to the Mayor, President or Chairperson, the CEO and the Minister for Local Government on completion of the audit, including the Auditor's Report and the management letter(s).
CEO	Chief executive officer
Clear opinion (or unqualified opinion)	Auditor General's opinion expressed when an annual financial audit concludes that in all material respects the financial report is presented fairly in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.
Contract audit	Audit of a local government undertaken by an appropriately qualified individual or firm, on behalf of the Auditor General, appointed under a contract.
Department	Department of Local Government, Sport and Cultural Industries
Emphasis of Matter	A paragraph included in an auditor's report that refers to a matter that is appropriately presented or disclosed in the financial report but which, in the auditor's judgment, is of such importance that it should be emphasised in the auditor's report.
Financial audit	Work performed to enable an opinion to be expressed regarding a financial report prepared by the party who is accountable for the financial transactions.
IS	Information systems, primarily computerised systems
LG Act	*Local Government Act 1995*
LG Audit Regulations	Local Government (Audit) Regulations 1996
LGs	Local government entities, being Western Australian local governments and regional councils
LG Financial Management Regulations	Local Government (Financial Management) Regulations 1996
Management letter	A letter to management of a local government that conveys significant audit findings and results of the audit. On completion of the audit, the management letter forms part of the audit report sent to the CEO, to the Mayor, President or Chairperson, and to the Minister for Local Government.
Materiality	The characteristic based on the size and/or nature of an omission or misstatement of accounting or compliance information that, in the light of context or circumstances, has the potential to adversely affect the economic decisions of users of the information or the discharge of accountability by senior management.
OAG	Office of the Auditor General
Qualified opinion	Auditor General's opinion expressed when an audit identifies aspects of the annual financial report that are likely to be misleading to users, there was material conflict with applicable financial reporting frameworks or a limitation of scope on audit work.
Significance	Relative importance in the circumstances, in relation to audit objectives, of an item, event or information, or problem the auditor identifies.

Auditor General's Reports

Report number	Reports	Date tabled
14	Opinions on Ministerial Notifications	13 February 2019
13	Opinion on Ministerial Notification	23 January 2019
12	Managing Disruptive Behaviour in Public Housing	20 December 2018
11	Opinions on Ministerial Notifications	20 December 2018
10	Opinions on Ministerial Notifications	18 December 2018
9	Treatment Services for People with Methamphetamine Dependence	18 December 2018
8	Opinions on Ministerial Notifications	10 December 2018
7	Audit Results Report – Annual 2017-18 Financial Audits of State Government Entities	8 November 2018
6	Opinion on Ministerial Notification	31 October 2018
5	Local Government Procurement	11 October 2018
4	Opinions on Ministerial Notifications	30 August 2018
3	Implementation of the GovNext-ICT Program	30 August 2018
2	Young People Leaving Care	22 August 2018
1	Information Systems Audit Report 2018	21 August 2018



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5.5 REVIEW OF THE CITY OF VINCENT AUDIT LOG

TRIM Ref: D19/42212

Author: Natasha Brooks, Governance and Council Support Officer

Authoriser: Kerryn Batten, Executive Director Corporate Services

Attachments: 1. Audit Log

RECOMMENDATION:

That the Audit Committee NOTES the status of the City's Audit Log at Attachment 1.

Moved: Cr Topelberg, Seconded: Mr Manifis

That the recommendation be adopted.

AMENDMENT

Moved: Cr Topelberg, Seconded: Mr Manifis

That the recommendation be amended as follows:

That the Audit Committee:

1. NOTES the status of the City's Audit Log at Attachment 1; and

2. REQUESTS Administration to reopen the item relating to LGIS Asbestos Register Review and indicate that the City's asbestos register is now compliant with the *Occupational Safety and Health Act 1984* and Occupational Safety and Health Regulations 1996, and further advice will be provided prior to October 2019 detailing how the City's asbestos management framework will meet legislative requirements.

AMENDMENT CARRIED (4-0)

For: Mr Manifis, Ms Hunt, Mayor Cole and Cr Topelberg

Against: Nil

(Cr Loden was on approved leave of absence for the Meeting.)

(Cr Gontaszewski was absent from the Council Chamber and did not vote.)

COMMITTEE DECISION ITEM 5.5

Moved: Cr Topelberg, Seconded: Mr Manifis

That the Audit Committee:

1. NOTES the status of the City's Audit Log at Attachment 1; and

2. REQUESTS Administration to reopen the item relating to LGIS Asbestos Register Review and indicate that the City's asbestos register is now compliant with the *Occupational Safety and Health Act 1984* and Occupational Safety and Health Regulations 1996, and further advice will be provided prior to October 2019 detailing how the City's asbestos management framework will meet legislative requirements.

CARRIED UNANIMOUSLY (4-0)

For: Mr Manifis, Ms Hunt, Mayor Cole and Cr Topelberg

Against: Nil

(Cr Loden was on approved leave of absence for the Meeting.)

(Cr Gontaszewski was absent from the Meeting and did not vote.)

AUDIT DETAILS	MANAGEMENT RESPONSE	ACTION	PROPOSED COMPLETION DATE
IA:2015/3.2.3 **Internal Audit 2015 - Payroll** **Findings:** Written payroll procedures were not formalised and based on an organisation wide standard template. **Recommendation:** Payroll procedures should be documented based on an organisation wide template. The procedures should be reviewed and updated as required. This will allow employees to clearly understand their roles and responsibilities within predefined limits and allow management to guide operations without constant management intervention, as well as help ensure staff involved give due consideration to appropriate risk management for processing the payroll. **Risk Rating:** Low	**Responsible Officer:** **Executive Manager Human Resources** The Payroll Officer currently maintains two sets of procedures – a lengthy step by step instruction and an abridged version. The MFS and the MGR will work with the rest of the organisation to develop and implement a standard process for the development, approval, appropriate storage/access and standard template for administration procedures.	**Action Item 7.1** The MFS and the MHR will work with the rest of the organisation to develop and implement a standard process for the development, approval, appropriate storage/access and standard template for administration procedures. November 2016 A standard template for Administration Procedures (D16/121564) has been developed along with standard guidelines for development, approval and storage (D16/121564). March 2017 An additional payroll support officer commenced on 7 March 2017 which has provided the capacity to address this item. Proposed new timeframe - ~~August 2017.~~ July 2017 A Payroll procedure and working instructions are currently being drafted. On track for proposed completion date. September 2017 A payroll procedure and working instructions have been drafted and are being reviewed by the Manager HR. These will be reviewed by the CEO for approval along with all of the HR policies. November 2017 Payroll procedure working instructions have been drafted and are being reviewed by the Manager HR. ~~Proposed new timeframe - 31 December 2017.~~ March 2018 Payroll procedure working instructions have been drafted and have been reviewed by the Manager HR. These are required to be transitioned into the standard format for all HR work instructions which is targeted to be completed by ~~June 2018~~. July 2018 Payroll procedure working instructions are still to be finalised, and have been delayed due to HR team workload. This is the first priority to be completed post year end activities. ~~Proposed new timeframe - September 2018.~~ October 2018 Progress has been made towards finalisation of appropriate payroll procedures, however the continuing HR team workload has impacted on the priority of this task. ~~Proposed new timeframe - December 2018.~~ January 2019 Internal Audit Payroll will commence in February 2019 and include Beatty Park. ~~Proposed new timeframe - March 2019.~~ March 2019 Audit commences end March. New HR Manager will review all payroll processes.	30/06/2019 ~~31/03/2019~~ ~~31/01/2019~~ ~~31/12/2018~~ ~~30/09/2018~~ ~~30/06/2018~~ ~~31/12/2017~~ ~~31/08/2017~~
IA:2017/4.6 **Internal Audit 2017 - Request for Tender content and format** **Findings:** We noted that the Request for Tender appears to be mostly consistent from tender to tender, with minimal modifications being applied (including, but not limited to, the tender criteria and weighting). It appears as though the Request for Tender, and as a result Contract conditions, are being rolled forward based on previous completed documents. While the Procurement Plan reduces the risk associated with the roll forward of prior year Requests for Tender / Contracts, we note that management and the Council should consider the implementation of a process which results in the Request for Tender and the proposed Contract on award of a tender, being reviewed by a member of staff with a background in drafting contracts and contract law. **Recommendation:** Rolling forward Requests for Tender and Contract templates from previous years may result in inappropriate contract terms and conditions being set. In addition, irrelevant information may be asked for, or disclosed within the Request for Tender document. Further, we note that the evaluation criteria applied may not be relevant to the works required for the Request for Tender. **Risk Rating:** High	**Responsible Officer:** **Procurement Officer** Agreed in principle, however Administration notes that the necessary skills and capacity is not currently available internally.	**Action Item 32** Develop a brief business case outlining the various options and costs available to improve the City's capability in relation to drafting tenders and contracts. (e.g. training, additional resources, outsourcing etc). November 2017 On track March 2018 Administration has created the position of "Special Projects Officer" whose responsibilities will include contracts and procurement and will lead the development and implementation of contracts and purchasing procedures. ~~Proposed new completion date - June 2018.~~ May 2018 On track July 2018 Delayed by proposed restructure. ~~Proposed new timeframe - September 2018.~~ September 2018 Will be undertaken by newly appointed Procurement Officer. ~~Proposed new timeframe - November 2018.~~ January 2019 Services on a Page will identify the various options and costs for improving the City's capability in relation to drafting tenders and contracts. ~~Proposed new timeframe - June 2019.~~ March 2019 Complete - standard templates now well used.	Complete ~~30/06/2019~~ ~~30/11/2018~~ ~~30/09/2018~~ ~~30/06/2018~~ ~~31/12/2017~~

AUDIT DETAILS	MANAGEMENT RESPONSE	ACTION	PROPOSED COMPLETION DATE
IA: 2017/5.4 **Internal Audit 2017 -Breach of Code of Tendering Policy/Document – tender 513/16 "Provision of general cleaning services for the City of Vincent's Administration Civic Building and Library"** **Findings:** Should the supplier who submitted tenders become aware that not all tender submissions were evaluated per the criteria listed in the Request for Tender; this may create legal issues for City of Vincent as a result of applicable laws and regulations not being appropriately applied. **Recommendation:** We note per review of e-mail correspondence between members of the Evaluation Team, that 19 of the 29 tender submissions received were not evaluated per the criteria documented in the Procurement Plan and the Request for Tender. Instead, these were eliminated from the evaluation procedure based on price alone. These 19 tender submissions were not included in the evaluation process and were only disclosed in the Price Schedule. We recommend that all staff are made aware of the Code of Tendering Policy / Document and that they receive formal training on not only the applicable laws and regulations, but also on how tender submissions are to be evaluated. **Risk Rating:** Not rated	**Responsible Officer:** **Procurement Officer** Although initially 19 tenders were not evaluated, this issue had been picked up by a routine check during the approval phase and the panel subsequently reviewed all complying tenders prior to the awarding of the tender. Notwithstanding. It is proposed that formal training will be rolled out on the "Tendering Administration Procedure" proposed as Item 4.1.	**Action Item 38.1** Formal training will be rolled out on the "Tendering Administration Procedure" proposed as Item 4.2. (action Item 28.2) November 2017 On track March 2018 Administration has created the position of "Special Projects Officer" whose responsibilities will include contracts and procurement and will lead the development and implementation of contracts and purchasing procedures. Proposed new completion date - ~~June 2018~~. May 2018 On track July 2018 Delayed by proposed restructure. ~~Proposed new timeframe - September 2018.~~ September 2018 Will be undertaken by newly appointed Procurement Officer. ~~Proposed new timeframe - December 2018.~~ January 2019 Online training has been developed and is subject to feedback. ~~Proposed new timeframe - June 2019.~~ March 2019 Complete. Online training is being used and one-on-one training is widely available as a follow-up.	Complete ~~30/06/2019~~ ~~15/12/2018~~ ~~30/09/2018~~ ~~30/06/2018~~
IA: 2018/5.1a **Purchasing, payments and credit cards - Purchases** **Findings:** We obtained all quotes, purchase orders and budget considerations relating to the invoice to ensure correct procurement procedures had been followed. **Recommendation:** We noted four instances where the purchase order had been raised and approved after the invoice was issued and one instance where no purchase order was attached. Failure to raise and approve a purchase order prior to requesting an invoice reduces the level of control over the amount and nature of expenditure. We recommend that purchase orders are raised and approved prior to requesting an invoice to prevent unnecessary or inappropriate spending. **Risk Rating:** Medium	**Responsible Officer:** **Procurement Officer** Agreed.	1) Address this issue within the City's purchasing procedure and associated training plan. 2) Investigate and consider imposing an additional control whereby purchase orders raised after the invoice require approval by the requisitioner's leader and a short explanation / justification. July 2018 1) To be included in the training rollout - refer Item 8. 2) Manual system in place currently - Procurement Officer monitors a report and follows up on breaches. Investigating system processes to prevent this from occurring. September 2018 Will be undertaken by newly appointed Procurement Officer. ~~Proposed new timeframe - November 2018.~~ January 2019 1) Procurement Officer is involved with most procurement activities and has noted an improvement in procedures being followed. 2) Resourcing is required for ongoing additional controls. ~~Proposed new timeframe - 30/06/2019.~~ March 2019 Complete. POs raised after invoices are now being reviewed on an exceptions report, as resources permit.	Complete ~~30/06/2019~~ ~~30/11/2018~~ ~~31/08/2018~~

AUDIT DETAILS	MANAGEMENT RESPONSE	ACTION	PROPOSED COMPLETION DATE
IA: 2018/5.1b **Purchasing, payments and credit cards - Purchases** **Findings:** We obtained and reviewed all quotes where quotes were required. We ensured the quotes for the supply of goods or services were adequate and matched the purchase order raised and invoice paid. **Recommendation:** We noted nine items, the City did not obtain the required number of written quotes as specified in the purchasing policy. Failure to obtain the required number of quotes reduces the City's ability to obtain goods and services at the most competitive rate or best value for money. We recommend the City obtain the required number of quotes where required as well as adequately documenting where quotes have been obtained. We may also recommend the City implement a procedure which documents the decision making process in considering and selecting quotes. **Risk Rating:** Medium	**Responsible Officer:** **Procurement Officer** Agreed.	The City will incorporate into its purchasing procedures: 1) A requirement to document the decision making process in considering and selecting quotes. 2) A process for identifying and escalating instances of non-compliance with respect to obtaining quotes. 3) Investigate systems changes to Authority to enable explanation /clarification of decision-making. July 2018 1) Complete. 2) On track in line with completion timeframes. 3) Investigating system processes to prevent non-compliance occurring. September 2018 Will be undertaken by newly appointed Procurement Officer. ~~Proposed new timeframe - November 2018.~~ January 2019 2) Complete. 3) System and training elements still to be progressed. ~~Proposed new timeframe - March 2019.~~ March 2019 Increasing awareness of requirements surrounding quotations, however system changes are not able to be undertaken due to other system priorities. Proposed new timeframe - August 2019.	31/08/2019 ~~31/03/2019~~ ~~30/11/2018~~ ~~31/08/2018~~
EA: 2018/3 **Interim Audit 2018 - Purchase Orders after invoice date** **Findings:** Whilst testing purchases, we noted 1 instance in a sample of 8 where the purchase order was dated after the invoice date. **Recommendation:** To help ensure proper budgetary controls, compliance with the City's purchasing policy, goods invoiced are ordered and prices invoiced were as quoted, purchase orders should be issued prior to goods/services being sourced. They should also contain all the necessary details in relation to them (including quantity and price). **Risk Rating:** Medium	**Responsible Officer:** **Procurement Officer** Management is aware of this issue as it was discussed in FY2017 audit.	The Finance team is implementing a new process whereby an officer is responsible for obtaining an explanation of non-compliances. Repeated non-compliance will result in escalation to executive management and potentially loss of procurement responsibilities for the offender. September 2018 Will be undertaken by newly appointed Procurement Officer. ~~Proposed new timeframe - October 2018.~~ January 2019 Procurement Officer to update procedures. ~~Proposed new timeframe - June 2019.~~ March 2019 Increasing awareness of requirements surrounding quotations, however system changes are not able to be undertaken due to other system priorities. Proposed new timeframe - August 2019.	30/06/2019 ~~31/10/2018~~ ~~30/09/2018~~
EA: 2018/5 **External Audit 2018 - Fixed Asset Register** **Findings:** As a result of the revaluation process a number of the non-current assets recoded in the City's asset register were identified as not actually being City assets. These have been corrected and documented accordingly in the Financial Report as at 30 June 2018. **Recommendation:** To help ensure non-current assets are fairly stated in the Financial Report and asset management practives are improved, in addition to reconciling the Fixed Asset Register to the General Ledger, management should perform periodic physical inspections of all material assets and related documents to ensure existence and ownership of assets. **Risk Rating:** -	**Responsible Officer:** **Manager Finance** A more robust asset management system is being investigated and implemented by Administration, with a due date of April 2018.	January 2019 A more robust asset management system is being investigated and implemented by Administration. ~~Expected timeframe - April 2019.~~ March 2019 Manager Finance is considerting a process to reconcile assets as a system solution is not planned for the future. Proposed new timeframe - September 2019.	30/09/2019 ~~30/04/2019~~

AUDIT DETAILS	MANAGEMENT RESPONSE	ACTION	PROPOSED COMPLETION DATE
EA: 2018/6 **External Audit 2018 - Employee Entitlements** Findings: A significant current liability in relation to Annual Leave and Long Service Leave employee entitlements as at 30 June 2018 was noted. The combined provisions amount to $3,367,101 and included in the provisions are 54 employees who have accrued more than 6 weeks annual leave and 8 employees who have accrued more than 13 weeks of long service leave. **Recommendation:** The accumulation of leave entitlements will increase the city's liability and may eventually result in significant costs to the City with each wage increase. Management should consider initiating an ongoing process to identify staff with excessive leave and requesting a leave plan be provided to their respective reporting officer. **Risk Rating:** -	**Responsible Officer:** **Executive Manager Hu,an Resources** Administration has noted the auditor's comments and will ensure excessive annnual and long service leave are monitored closely and the necessary leave plans are in place.	January 2019 HR preparing a work instruction to govern this process. Expected timeframe - February 2019. March 2019 HR is advising managers of excess leave and assisting with developing leave plans.	Complete ~~28/02/2019~~
EA: 2018/7 **External Audit 2018 - Audit Readiness** **Findings:** The performance of the audit and related audit procedures has been delayed due to a number of financial report balances and disclosures not being reconciled prior to the audit visit. As significant adjustments were made to the trial balance and financial statements subsequent to the audit visit, a significant amount of additional time has been required to update and reconcile the audit working papers. This may result in additional costs to the City for the audit. **Recommendation:** To help ensure the timely performance of future audit engagements, all reconciliations and documentation should be completed prior to the planned audit visit. **Risk Rating:** -	**Responsible Officer:** **Manager Finance** During the audit numerous areas of improvement were identified. Administration decided to rectify these areas and therefore adjustments were required for increasing the provisions for infringement debtors, correcting the treatment of the underground power assets, adjusting the treatment of work in progress for a vested asset, and transferring trust funds for Cash in Lieu to the Cash in Lieu Reserve Account and trust monies. These adjustments were necessary and ensured the City's financial were accurate and complete. Administration will endeavour to ensure these adjustments are minimised in	January 2019 Year-end planning calendar will be prepared and management will ensure this is adhered to. ~~Proposed timeframe - October 2019.~~ March 2019 Complete. Year-end planning calendar is in place.	Complete ~~31/10/2019~~
EA: 2018/8 **External Audit 2018 - Asset Sustainability Ratio** **Fndings:** The asset sustainability ratio is below target and is reflecting that the City is not investing sufficient monies in upgrade/new assets. **Recommendation:** - **Risk Rating:** -	**Responsible Officer:** **Director Engineering** Noted. Administration will be engaging a consultant to update the City's asset mangement plans. This work is expected to be completed by April 2019.	January 2019 Administration will be engaging a consultant to update the City's asset management plans. Proposed timeframe - April 2019.	30/04/2019

AUDIT DETAILS	MANAGEMENT RESPONSE	ACTION	PROPOSED COMPLETION DATE
Asbestos Review 2019 **LGIS Asbestos Register Review** **Findings:** The City is currently in breach of OSH legislation as they have not developed and implemented an Asbestos Management Plan (Plan). Register ACM - The document provided by the City to LGIS for review and feedback has identified some asbestos within the workplace however this is incomplete. **Recommendation:** In order for the City to meet legislative requirements a Plan should be developed to state the City's clear goals to provide a workplace free of ACM and any health hazards associated with asbestos. The Plan should be effectively implemented within the City and communicated to relevant parties. Currently the document is missing key components that must be included within a register. As a minimum an asbestos register should include the following: - Dates - Location, type, condition, equipment - Material, access, testing - Risk assessment - Control measures - Maintenance **Risk Rating:** -	**Responsible Officer:** **Director Engineering** City to engage LGIS to update the City's asbestos register to comply with Occupational Safety and Health legislation.	Review of the City's asbestos register. March 2019 Review completed to comply with OSH legislation.	Complete

AUDIT DETAILS	MANAGEMENT RESPONSE	ACTION	PROPOSED COMPLETION DATE
IA:2015/3.2.3 **Internal Audit 2015 - Payroll** **Findings:** Written payroll procedures were not formalised and based on an organisation wide standard template. **Recommendation:** Payroll procedures should be documented based on an organisation wide template. The procedures should be reviewed and updated as required. This will allow employees to clearly understand their roles and responsibilities within predefined limits and allow management to guide operations without constant management intervention, as well as help ensure staff involved give due consideration to appropriate risk management for processing the payroll. **Risk Rating:** Low	**Responsible Officer:** **Executive Manager Human Resources** The Payroll Officer currently maintains two sets of procedures – a lengthy step by step instruction and an abridged version. The MFS and the MGR will work with the rest of the organisation to develop and implement a standard process for the development, approval, appropriate storage/access and standard template for administration procedures.	**Action Item 7.1** The MFS and the MHR will work with the rest of the organisation to develop and implement a standard process for the development, approval, appropriate storage/access and standard template for administration procedures. November 2016 A standard template for Administration Procedures (D16/121564) has been developed along with standard guidelines for development, approval and storage (D16/121564). March 2017 An additional payroll support officer commenced on 7 March 2017 which has provided the capacity to address this item. Proposed new timeframe - ~~August 2017.~~ July 2017 A Payroll procedure and working instructions are currently being drafted. On track for proposed completion date. September 2017 A payroll procedure and working instructions have been drafted and are being reviewed by the Manager HR. These will be reviewed by the CEO for approval along with all of the HR policies. November 2017 Payroll procedure working instructions have been drafted and are being reviewed by the Manager HR. ~~Proposed new timeframe - 31 December 2017.~~ March 2018 Payroll procedure working instructions have been drafted and have been reviewed by the Manager HR. These are required to be transitioned into the standard format for all HR work instructions which is targeted to be completed by ~~June 2018~~. July 2018 Payroll procedure working instructions are still to be finalised, and have been delayed due to HR team workload. This is the first priority to be completed post year end activities. ~~Proposed new timeframe - September 2018.~~ October 2018 Progress has been made towards finalisation of appropriate payroll procedures, however the continuing HR team workload has impacted on the priority of this task. ~~Proposed new timeframe - December 2018.~~ January 2019 Internal Audit Payroll will commence in February 2019 and include Beatty Park. ~~Proposed new timeframe - March 2019.~~ March 2019 Audit commences end March. New HR Manager will review all payroll processes.	30/06/2019 ~~31/03/2019~~ ~~31/01/2019~~ ~~31/12/2018~~ ~~30/09/2018~~ ~~30/06/2018~~ ~~31/12/2017~~ ~~31/08/2017~~
IA:2017/4.6 **Internal Audit 2017 - Request for Tender content and format** **Findings:** We noted that the Request for Tender appears to be mostly consistent from tender to tender, with minimal modifications being applied (including, but not limited to, the tender criteria and weighting). It appears as though the Request for Tender, and as a result Contract conditions, are being rolled forward based on previous completed documents. While the Procurement Plan reduces the risk associated with the roll forward of prior year Requests for Tender / Contracts, we note that management and the Council should consider the implementation of a process which results in the Request for Tender and the proposed Contract on award of a tender, being reviewed by a member of staff with a background in drafting contracts and contract law. **Recommendation:** Rolling forward Requests for Tender and Contract templates from previous years may result in inappropriate contract terms and conditions being set. In addition, irrelevant information may be asked for, or disclosed within the Request for Tender document. Further, we note that the evaluation criteria applied may not be relevant to the works required for the Request for Tender. **Risk Rating:** High	**Responsible Officer:** **Procurement Officer** Agreed in principle, however Administration notes that the necessary skills and capacity is not currently available internally.	**Action Item 32** Develop a brief business case outlining the various options and costs available to improve the City's capability in relation to drafting tenders and contracts. (e.g. training, additional resources, outsourcing etc). November 2017 On track March 2018 Administration has created the position of "Special Projects Officer" whose responsibilities will include contracts and procurement and will lead the development and implementation of contracts and purchasing procedures. ~~Proposed new completion date - June 2018.~~ May 2018 On track July 2018 Delayed by proposed restructure. ~~Proposed new timeframe - September 2018.~~ September 2018 Will be undertaken by newly appointed Procurement Officer. ~~Proposed new timeframe - November 2018.~~ January 2019 Services on a Page will identify the various options and costs for improving the City's capability in relation to drafting tenders and contracts. ~~Proposed new timeframe - June 2019.~~ March 2019 Complete - standard templates now well used.	Complete ~~30/06/2019~~ ~~30/11/2018~~ ~~30/09/2018~~ ~~30/06/2018~~ ~~31/12/2017~~

AUDIT DETAILS	MANAGEMENT RESPONSE	ACTION	PROPOSED COMPLETION DATE
IA: 2017/5.4 **Internal Audit 2017 -Breach of Code of Tendering Policy/Document – tender 519/16 "Provision of general cleaning services for the City of Vincent's Administration Civic Building and Library"** **Findings:** Should the supplier who submitted tenders become aware that not all tender submissions were evaluated per the criteria listed in the Request for Tender; this may create legal issues for City of Vincent as a result of applicable laws and regulations not being appropriately applied. **Recommendation:** We note per review of e-mail correspondence between members of the Evaluation Team, that 19 of the 29 tender submissions received were not evaluated per the criteria documented in the Procurement Plan and the Request for Tender. Instead, these were eliminated from the evaluation procedure based on price alone. These 19 tender submissions were not included in the evaluation process and were only disclosed in the Price Schedule. We recommend that all staff are made aware of the Code of Tendering Policy / Document and that they receive formal training on not only the applicable laws and regulations, but also on how tender submissions are to be evaluated. **Risk Rating:** Not rated	**Responsible Officer:** **Procurement Officer** Although initially 19 tenders were not evaluated, this issue had been picked up by a routine check during the approval phase and the panel subsequently reviewed all complying tenders prior to the awarding of the tender. Notwithstanding, It is proposed that formal training will be rolled out on the "Tendering Administration Procedure" proposed as Item 4.1.	**Action Item 38.1** Formal training will be rolled out on the "Tendering Administration Procedure" proposed as Item 4.2. (action Item 28.2) November 2017 On track March 2018 Administration has created the position of "Special Projects Officer" whose responsibilities will include contracts and procurement and will lead the development and implementation of contracts and purchasing procedures. Proposed new completion date - ~~June 2018~~. May 2018 On track July 2018 Delayed by proposed restructure. ~~Proposed new timeframe - September 2018.~~ September 2018 Will be undertaken by newly appointed Procurement Officer. ~~Proposed new timeframe - December 2018.~~ January 2019 Online training has been developed and is subject to feedback. ~~Proposed new timeframe - June 2019.~~ March 2019 Complete. Online training is being used and one-on-one training is widely available as a follow-up.	Complete ~~30/06/2019~~ ~~15/12/2018~~ ~~30/09/2018~~ ~~30/06/2018~~
IA: 2018/5.1a **Purchasing, payments and credit cards - Purchases** **Findings:** We obtained all quotes, purchase orders and budget considerations relating to the invoice to ensure correct procurement procedures had been followed. **Recommendation:** We noted four instances where the purchase order had been raised and approved after the invoice was issued and one instance where no purchase order was attached. Failure to raise and approve a purchase order prior to requesting an invoice reduces the level of control over the amount and nature of expenditure. We recommend that purchase orders are raised and approved prior to requesting an invoice to prevent unnecessary or inappropriate spending. **Risk Rating:** Medium	**Responsible Officer:** **Procurement Officer** Agreed.	1) Address this issue within the City's purchasing procedure and associated training plan. 2) Investigate and consider imposing an additional control whereby purchase orders raised after the invoice require approval by the requisitioner's leader and a short explanation / justification. July 2018 1) To be included in the training rollout - refer Item 8. 2) Manual system in place currently - Procurement Officer monitors a report and follows up on breaches. Investigating system processes to prevent this from occurring. September 2018 Will be undertaken by newly appointed Procurement Officer. ~~Proposed new timeframe - November 2018.~~ January 2019 1) Procurement Officer is involved with most procurement activities and has noted an improvement in procedures being followed. 2) Resourcing is required for ongoing additional controls. ~~Proposed new timeframe - 30/06/2019.~~ March 2019 Complete. POs raised after invoices are now being reviewed on an exceptions report, as resources permit.	Complete ~~30/06/2019~~ ~~30/11/2018~~ ~~31/08/2018~~

AUDIT DETAILS	MANAGEMENT RESPONSE	ACTION	PROPOSED COMPLETION DATE
IA: 2018/5.1b **Purchasing, payments and credit cards - Purchases** **Findings:** We obtained and reviewed all quotes where quotes were required. We ensured the quotes for the supply of goods or services were adequate and matched the purchase order raised and invoice paid. **Recommendation:** We noted nine items, the City did not obtain the required number of written quotes as specified in the purchasing policy. Failure to obtain the required number of quotes reduces the City's ability to obtain goods and services at the most competitive rate or best value for money. We recommend the City obtain the required number of quotes where required as well as adequately documenting where quotes have been obtained. We may also recommend the City implement a procedure which documents the decision making process in considering and selecting quotes. **Risk Rating:** Medium	**Responsible Officer:** **Procurement Officer** Agreed.	The City will incorporate into its purchasing procedures: 1) A requirement to document the decision making process in considering and selecting quotes. 2) A process for identifying and escalating instances of non-compliance with respect to obtaining quotes. 3) Investigate systems changes to Authority to enable explanation /clarification of decision-making. July 2018 1) Complete. 2) On track in line with completion timeframes. 3) Investigating system processes to prevent non-compliance occurring. September 2018 Will be undertaken by newly appointed Procurement Officer. ~~Proposed new timeframe - November 2018.~~ January 2019 2) Complete. 3) System and training elements still to be progressed. ~~Proposed new timeframe - March 2019.~~ March 2019 Increasing awareness of requirements surrounding quotations, however system changes are not able to be undertaken due to other system priorities. Proposed new timeframe - August 2019.	31/08/2019 ~~31/03/2019~~ ~~30/11/2018~~ ~~31/08/2018~~
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EA: 2018/5 **External Audit 2018 - Fixed Asset Register** **Findings:** As a result of the revaluation process a number of the non-current assets recoded in the City's asset register were identified as not actually being City assets. These have been corrected and documented accordingly in the Financial Report as at 30 June 2018. **Recommendation:** To help ensure non-current assets are fairly stated in the Financial Report and asset management practives are improved, in addition to reconciling the Fixed Asset Register to the General Ledger, management should perform periodic physical inspections of all material assets and related documents to ensure existence and ownership of assets. **Risk Rating:** -	**Responsible Officer:** **Manager Finance** A more robust asset management system is being investigated and implemented by Administration, with a due date of April 2018.	January 2019 A more robust asset management system is being investigated and implemented by Administration. ~~Expected timeframe - April 2019.~~ March 2019 Manager Finance is considerting a process to reconcile assets as a system solution is not planned for the future. Proposed new timeframe - September 2019.	30/09/2019 ~~30/04/2019~~

AUDIT DETAILS	MANAGEMENT RESPONSE	ACTION	PROPOSED COMPLETION DATE
EA: 2018/6 **External Audit 2018 - Employee Entitlements** Findings: A significant current liability in relation to Annual Leave and Long Service Leave employee entitlements as at 30 June 2018 was noted. The combined provisions amount to $3,367,101 and included in the provisions are 54 employees who have accrued more than 6 weeks annual leave and 8 employees who have accrued more than 13 weeks of long service leave. **Recommendation:** The accumulation of leave entitlements will increase the city's liability and may eventually result in significant costs to the City with each wage increase. Management should consider initiating an ongoing process to identify staff with excessive leave and requesting a leave plan be provided to their respective reporting officer. **Risk Rating:** -	**Responsible Officer:** **Executive Manager Hu,an Resources** Administration has noted the auditor's comments and will ensure excessive annnual and long service leave are monitored closely and the necessary leave plans are in place.	January 2019 HR preparing a work instruction to govern this process. Expected timeframe - February 2019. March 2019 HR is advising managers of excess leave and assisting with developing leave plans.	Complete ~~28/02/2019~~
EA: 2018/7 **External Audit 2018 - Audit Readiness** **Findings:** The performance of the audit and related audit procedures has been delayed due to a number of financial report balances and disclosures not being reconciled prior to the audit visit. As significant adjustments were made to the trial balance and financial statements subsequent to the audit visit, a significant amount of additional time has been required to update and reconcile the audit working papers. This may result in additional costs to the City for the audit. **Recommendation:** To help ensure the timely performance of future audit engagements, all reconciliations and documentation should be completed prior to the planned audit visit. **Risk Rating:** -	**Responsible Officer:** **Manager Finance** During the audit numerous areas of improvement were identified. Administration decided to rectify these areas and therefore adjustments were required for increasing the provisions for infringement debtors, correcting the treatment of the underground power assets, adjusting the treatment of work in progress for a vested asset, and transferring trust funds for Cash in Lieu to the Cash in Lieu Reserve Account and trust monies. These adjustments were necessary and ensured the City's financial were accurate and complete. Administration will endeavour to ensure these adjustments are minimised in	January 2019 Year-end planning calendar will be prepared and management will ensure this is adhered to. ~~Proposed timeframe - October 2019.~~ March 2019 Complete. Year-end planning calendar is in place.	Complete ~~31/10/2019~~
EA: 2018/8 **External Audit 2018 - Asset Sustainability Ratio** **Fndings:** The asset sustainability ratio is below target and is reflecting that the City is not investing sufficient monies in upgrade/new assets. **Recommendation:** - **Risk Rating:** -	**Responsible Officer:** **Director Engineering** Noted. Administration will be engaging a consultant to update the City's asset mangement plans. This work is expected to be completed by April 2019.	January 2019 Administration will be engaging a consultant to update the City's asset management plans. Proposed timeframe - April 2019.	~~30/04/2019~~

AUDIT DETAILS	MANAGEMENT RESPONSE	ACTION	PROPOSED COMPLETION DATE
Asbestos Review 2019 **LGIS Asbestos Register Review** **Findings:** The City is currently in breach of OSH legislation as they have not developed and implemented an Asbestos Management Plan (Plan). Register ACM - The document provided by the City to LGIS for review and feedback has identified some asbestos within the workplace however this is incomplete. **Recommendation:** In order for the City to meet legislative requirements a Plan should be developed to state the City's clear goals to provide a workplace free of ACM and any health hazards associated with asbestos. The Plan should be effectively implemented within the City and communicated to relevant parties. Currently the document is missing key components that must be included within a register. As a minimum an asbestos register should include the following: - Dates - Location, type, condition, equipment - Material, access, testing - Risk assessment - Control measures - Maintenance **Risk Rating:** -	**Responsible Officer:** **Director Engineering** City to engage LGIS to update the City's asbestos register to comply with Occupational Safety and Health legislation.	Review of the City's asbestos register. March 2019 Review completed to comply with OSH legislation.	Complete

6 CONFIDENTIAL ITEMS/MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

7 GENERAL BUSINESS

Nil

8 NEXT MEETING

11 June 2019

9 CLOSURE

These Minutes were confirmed by the Audit Committee as a true record and accurate of the Audit Committee meeting held on 9 April 2019.

Signed: ..... Cr Dan Loden

Dated this …… day of ……2019

7.9 AMENDMENTS TO THE CITY'S POLICY 4.1.1. - POLICY REGISTER

TRIM Ref: D19/72100

Author: Meluka Bancroft, Manager Governance, Property and Contracts

Authoriser: David MacLennan, Chief Executive Officer

Attachments:
1. **Policy 4.1.01 - "Policy Manual - adoption and review"** ⇩
2. **Policy Register Policy (draft)** ⇩

RECOMMENDATION:

That Council:

1. **REPEALS the City's Policy 4.1.01 '*Policy Manual – adoption and review'*, at Attachment 1;**

2. **AUTHORISES the Chief Executive Officer to provide local public notice of the new Policy – '*Policy Register*' at Attachment 2, for a period of 21 days; and**

3. **NOTES that at the conclusion of the public notice period any submissions received would be presented to Council for consideration.**

PURPOSE OF REPORT:

To consider providing public notice of the new policy '*Policy Register'*.

BACKGROUND:

In accordance with section 2.7 of the *Local Government Act 1995* one of the roles of Council is to determine the City's policies. The role of City employees (Administration) is to make decisions and provide services in accordance with the City's policies.

The City currently has a "policy manual" which lists all the City's policies. All policies are available on the City's website and in the City's electronic document manager system. The City also has a policy which governs the adoption and review of the City's policies (Policy No. 4.1.01).

DETAILS:

Administration has reviewed Policy No. 4.1.1 and proposes to replace it with a simplified policy which addresses the process for developing, implementing, reviewing, amending and repealing policies. This draft policy is at **Attachment 2**. This policy is supported by a register which replaces the City's current policy manual. The policy register will ensure all policies are reviewed and updated so they remain consistent with legislative requirements and the City's objectives and priorities. The policy register will link all policies to the relevant administrative procedure and / or work instruction, which govern the administrative application of the policy to decision making and service delivery. The policy register will also include a brief description of each policy and comments from each review. The policy register will be available on the City's website.

Administration is also proposing that all policies and administrative procedures are transitioned to a new template that clearly sets out key details, including the policy owner, relevant legislation, associated policies and administrative procedures, associated delegations and policy review details. The template will include new headings and will ensure that policies only contain overarching principles and guidelines which require the endorsement of Council. Any administrative or operational content in policies will be transferred to a related administrative procedure or work instruction.

CONSULTATION/ADVERTISING:

Pursuant to the City's Policy No. 4.1.1 – '*Adoption and Review of Policies'* public notice of the new policy for a period of 21 days is required. The public notice which will be provided is as follows:

- Notice in the Perth Voice and Guardian Express;

- Notice on the City's website and social media; and
- Notice on the notice board at the City's Administration and Library and Local History Centre.

LEGAL/POLICY:

- Policy No. 4.1.1 – Adoption and Review of Policies.

RISK MANAGEMENT IMPLICATIONS:

Low: It is low risk for the City to prepare an amendment to a City Policy for the purpose of advertising for public comment.

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

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

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

POLICY NO: 4.1.1

POLICY MANUAL – ADOPTION AND REVIEW OF POLICIES

OBJECTIVES

To:

- provide the Council with a formal written record of all policy decisions;
- provide Employees with precise guidelines in which to act in accordance with the Council's direction;
- enable Employees to act promptly in accordance with Council's requirements, but without continual reference to Council;
- enable the Council to maintain a continual review of Council Policy decisions and to ensure they are in keeping with community expectations, current trends and circumstances; and
- enable ratepayers to obtain immediate advice on matters of Council Policy.

POLICY STATEMENT

Section 2.7 of the Local Government Act 1995 prescribes part of the role of a Council is to *"determine the local government's policies"*.

The Act does not define the term *"policy"* and hence, for the purpose of the City it shall mean:

"A general rule or principles, adopted by the Council to provide clear direction to Employees for the day to day management of the local government, to be applied in the exercise of a function under which authorisation may, or is to, be given or authorised or give direction to the City to align with community values and aspirations.

Policies set a guiding direction for the management of the City and establish a fair and cohesive approach to solving issues. Policies help to ensure fair and equitable decisions are made and that strategies are established and understood by all.

Policies adopted by the City of Vincent will enable the more efficient and effective use of the City's resources and will enable Employees and the Council to make decisions based on the principles of equity, fairness, natural justice, transparency of decision making and good government as well as meeting statutory requirements."

1. Policy Development

Where a matter for consideration by the Council is identified as having longer term policy implications, the appropriate staff shall develop a policy for Council's consideration. Where feasible, this will be undertaken in conjunction with the matter under consideration with a report outlining principles and issues of the policy proposal being prepared, together with a draft policy for inclusion in an Ordinary Council Meeting Agenda for consideration by the Council.

If the Council requests the development of a new policy, a background report outlining principles and issues of the policy proposal shall be prepared by staff, together with a draft policy (if appropriate) for inclusion in an Ordinary Council Meeting Agenda for consideration by the Council.

New policies or amendments to existing policies shall be made only on:

(a) An Agenda Report clearly setting out details of new or amended policies;

(b) *"Motions of Which Previous Notice has been Given"* from Elected Members and approved by the Council.

2. Proposed New Policies and Major Amendment to Existing Policies

New policy development shall incorporate consultation with:

- Elected Members;
- appropriate senior Staff;
- relevant statutory and regulatory agencies; and
- any other stakeholders relevant to the policy proposal.

After approval in principle by the Council, all proposed new policies and major amendments to existing policies are to be advertised for community consultation for a minimum of twenty-one (21) days.

At the conclusion of the community consultation period, the Council is to consider all written submissions received via a report from the Chief Executive Officer.

If no public submissions are received, the amended/draft policy is to be included into the City's Policy Manual.

3. Minor Amendments to Existing Policies

Minor amendments to existing policies shall be carried out via the standard reporting process in the Agenda for Ordinary Council Meetings.

4. Review of Policies

All policies within the Policy Manual shall be reviewed every five (5) years and a report presented to Council detailing proposed changes, if any.

This does not, however, limit the review of individual policies during the year if identified as requiring review and/or amendment prior to the next review date.

5. Increase by Consumer Price Index for Financial Amounts

All financial amounts in the City's policies will be increased by the Consumer Price Index (Perth) on 1 July each year, without the need to formally report to the Council.

6. Use of Titles, Organisational Names and the like

The Chief Executive Officer is authorised to amend policies to reflect any change in titles, organisational names, legislation description or reference and the like, without the need to formally report to the Council.

Date Adopted:	**23 January 2007**
Date Amended:	**-**
Date Reviewed:	**28 February 2012**
Date of Next Review:	**February 2017**

COUNCIL POLICY

CITY OF VINCENT

Policy Register Policy

Responsible Directorate	Office of the Chief Executive Officer
Responsible Team	Governance
Responsible Officer	Manager Governance, Property and Contracts
Affected teams	All
Related Documents and Legislation	Policy Register – D19/14309; and *Local Government Act 1995* section 2.7.

PURPOSE

To set out the City of Vincent (**City's**) process for developing, implementing, reviewing, amending and repealing policies, to ensure policies remain consistent with legislative requirements and the City's objectives and priorities.

SCOPE

In accordance with section 2.7 of the *Local Government Act 1995* one of the roles of Council is to determine the City's policies. The role of City employees (Administration) is to make decisions and provide services in accordance with the City's policies.

The City has defined policies as a general rule or principle which is required to provide clear direction to Administration on the day to day management of the City. Policies are supported by administrative procedures and work instructions, which govern the administrative application of a policy to decision making and service delivery.

POLICY STATEMENT

The City will develop, implement, review, amend and repeal policies in accordance with the following:

- New policies will be presented to Council for adoption, subject to the provision of local public notice for a period of at least 21 days;
- All submissions received as a result of the public notice period will be presented to Council, with a recommendation that the policy is either adopted as originally presented, or adopted with amendments based on the submissions received;
- If no submissions are received Council is to be advised in writing (via an Information Sheet) and the policy can be adopted;
- Once adopted, the policy is to be included in the Policy Register;

- Policies are to be reviewed at least every five years, or more frequently as specified in each policy;
- The outcome of each policy review is to be included in the Policy Register;
- If minor amendments to a policy are required these can be made administratively. Minor amendments are amendments that are not of a substantive nature, and include grammatical and formatting changes, changes to positions, titles or organisation structure and legislative references or requirements;
- Any substantive amendments require the approval of Council in the same manner as a new policy would; and
- Council approval of the repeal of a policy is required.

OFFICE USE ONLY	
Initial Council adoption	DATE: <APPROVAL DATE>, REF# <TRIM REF>
Reviewed / Amended	DATE: <APPROVAL DATE>, REF#: <TRIM REF>
Next Review Date	DATE: <REVIEW DATE>,

7.10 LATE REPORT: ADOPTION OF COUNCIL ELECTION CARETAKER PERIOD

REPORT TO BE ISSUED PRIOR TO COUNCIL BRIEFING 21 MAY 2019

8 COMMUNITY ENGAGEMENT

8.1 LATE REPORT: DRAFT SAFER VINCENT PLAN 2019–2022

REPORT TO BE ISSUED PRIOR TO COUNCIL BRIEFING – 21 MAY 2019

9 CHIEF EXECUTIVE OFFICER

9.1 DRAFT SUSTAINABLE ENVIRONMENT STRATEGY

TRIM Ref: D19/63248

Author: Anita Marriott, Sustainability Officer

Authoriser: John Paton, Executive Manager - Office of the CEO

Attachments:
1. **Sustainable Environment Strategy 2011 - 2016 Status Update**
2. **Draft Sustainable Environment Strategy 2019 - 2024**
3. **Draft Sustainable Environment Strategy 2019 - 2024 Implementation Plan**

RECOMMENDATION:

That Council:

1. **APPROVES the draft Sustainable Environment Strategy 2019 – 2024 for public comment for a period of 21 days in accordance with the City's Policy No. 4.1.5 – Community Consultation; and**

2. **NOTES the draft Implementation Plan that accompanies the draft Sustainable Environment Strategy 2019 – 2024.**

PURPOSE OF REPORT:

To consider the draft Sustainable Environment Strategy 2019 – 2024 for the purpose of advertising for public comment.

BACKGROUND:

The City's first Sustainable Environment Strategy (SES) was adopted in 2011 in response to the need for strategic decision making on matters related to the built and natural environment.

SES 2011 – 2016 set out 65 actions across five focus areas. An Administration review of the Strategy completed in 2016/2017 with the support of the City's Environmental Advisory Group (EAG) found that:

- 45 actions had been delivered and were ongoing in the form of programs and recurring activities;
- Six had been completed as one-off projects;
- Three had not commenced due to capacity constraints; and
- 13 needed reconsideration in light of changing circumstances, technologies and Council/community priorities and expectations.

The same review identified a need for the following changes to the next iteration of the Strategy:

- Clearer objectives;
- Meaningful and measurable targets;
- Key performance indicators;
- Alignment to the SCP and CBP to ensure resourcing and delivery; and
- Greater clarity around the remit of local government and the degree of control over outcomes.

In April 2017 Council agreed to extend the implementation period of SES 2011 – 2016 to 2019 to allow time for a new SES to be developed in alignment with the City's current Strategic Community Plan (SCP) adopted in 2018. **Attachment 1** shows a summary table of SES 2011 – 2016 actions and their updated status as of 2018/2019.

DETAILS:

Draft SES 2019 – 2024 (**Attachment 2**) has now been completed, along with a draft five-year Implementation Plan (**Attachment 3**).

Baselines, targets and strategies to achieve desired outcomes are set out in the draft Strategy. Actions to achieve those targets and outcomes are captured in the draft Implementation Plan, along with estimated resourcing requirements over the five-year life of the Strategy. The Implementation Plan will inform the City's Long Term Financial Plan (LTFP), Corporate Business Plan (CBP) and annual Budgets.

Draft SES 2019 – 2024 and its Implementation Plan were developed following the process outlined below:

1. Responses from the SCP engagement process in 2017 were analysed to identify the environmental issues of greatest concern to the City's community;
2. Key areas of environmental impact over which the City can exert control or influence were identified and aligned with the major areas of community concern;
3. Corporate and community baselines were established for the key areas of environmental impact (key opportunity areas) to enable future evaluation of progress;
4. Measurable targets were set for corporate and community outcomes (informed both by baselines and the actions available the City); and
5. A five-year Implementation Plan was created to capture relevant actions, grouping them according to their mode of delivery to reflect the remit of local government – control, influence or advocacy.

Key opportunity areas, the outcomes we will work towards in each area and the key performance indicators we will use to measure progress are set out in the table below.

Key opportunity area	Outcomes we will work towards	Key performance indicators
Energy	- Reduced use of energy derived from fossil fuels; - Reduced greenhouse gas emissions from energy use; - Improved energy efficiency and increased use of renewable energy.	- Proportion of energy from fossil fuels versus renewable energy sources; - Greenhouse gas emissions from energy use.
Transport	- Increased use of public and active transport; - Shift to vehicles powered by renewable energy.	- Mode share shift to public and active transport; - Adoption of zero emission vehicles.
Water	- Reduced use of scheme water and ground water; - Increased water capture and reuse; - Progress toward becoming a water sensitive city.	- Groundwater and scheme water consumption; - Water Sensitive Cities Index score.
Waste	- Reduced waste generation and increased resource recovery; - Substantial reduction in landfill and associated greenhouse gas emissions; - Progress toward a circular economy.	- Waste to landfill; - Waste recycled; - Greenhouse gas emissions from landfill.
Urban Greening and Biodiversity	- Increased tree canopy; - Increased habitat and biodiversity.	- Tree canopy cover; - Length of Greenways planted; - Area of eco-zoning completed.

CONSULTATION/ADVERTISING:

The 2016/17 review of SES 2011 – 2016 was completed in consultation with the EAG.

Community feedback obtained through the 2017 Imagine Vincent engagement campaign for the SCP informed both the key opportunity areas within draft SES 2019 – 2024 and the actions in the draft Implementation Plan.

In 2018 feedback from the EAG and Council Members shaped the key opportunity areas and guided the overall development of the draft Strategy and Implementation Plan.

Following approval to advertise, further consultation will be undertaken in accordance with the City's Community Consultation Policy and the results of the consultation will be reported back to Council following assessment by Administration.

LEGAL/POLICY:

The Local Government Act 1995 requires each local government to have a plan for the future in the form of a SCP, supported by other informing strategies and plans.

RISK MANAGEMENT IMPLICATIONS:

Low. Adopting the draft policy will guide long-term planning for the sustainability of the built and natural environment.

STRATEGIC IMPLICATIONS:

3. This is in keeping with the City's *Strategic Community Plan 2018-2028*:
4.

Enhanced Environment

Our parks and reserves are maintained, enhanced and well utilised.
Our urban forest/canopy is maintained and increased.
We have improved resource efficiency and waste management.
We have minimised our impact on the environment.

Accessible City

Our pedestrian and cyclist networks are well designed, connected, accessible and encourage increased use.
We have better integrated all modes of transport and increased services through the City.
We have embraced emerging transport technologies.

Connected Community

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

Thriving Places

Our physical assets are efficiently and effectively managed and maintained.

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

Sensitive Design

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

Innovative and Accountable

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

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

SUSTAINABILITY IMPLICATIONS:

An up-to-date SES will ensure that the City implements and promotes the principles of environmental sustainability and that it continues to demonstrate leadership by proactively addressing issues of environmental concern in line with community expectations.

FINANCIAL/BUDGET IMPLICATIONS:

$500,000 is listed on the draft Budget for 2019/20 to prepare for the roll-out of food organic green organic waste collection. A further $722,000 is listed on the draft Budget for 2019/20 for the implementation of other SES actions listed in the draft Implementation Plan. The City's LTFP will require amending to incorporate funding for implementation of SES strategies in the medium and longer term.

COMMENTS:

Achievement of targets in the draft SES is tied to the completion of actions in the draft Implementation Plan. The Implementation Plan will inform the City's LTFP, CBP and annual Budgets. Actions deferred due to budgetary or other constraints may delay the reaching of targets. Actions brought forward to take advantage of external funding or partnership opportunities may bring the achievement of targets closer. These factors must be considered as projects and Budgets are prioritised each year.

Environmental sustainability is a rapidly evolving area, both technologically and politically. The SES Implementation Plan needs to be a flexible, responsive document, allowing for actions to be removed if they become redundant and replaced with new actions as technologies develop and new opportunities arise. For this reason it should remain an administrative document, separate to the SES which is to be adopted by Council.

			City of Vincent Sustainable Environment Strategy (SES) 2011 - 2016					
Categories of Action	**Section of the Strategy**							
	3.0		**General Actions**	**Completed (one-off projects or actions that have been delivered)**	**Operationalised (embedded as standard practice or established as an ongoing program)**	**Not yet completed but still considered relevant**	**Not completed / discontinued as the action is no longer relevant**	**Commentary - how the action has been completed or operationalised, or why it is no longer relevant**
OPERATIONAL	3 A	1	Use the adoption of the City's Sustainable Environment Strategy 2011- 2016 to publicise the City's actions, be accountable, and to promote community action.	✔				Adoption of the he City's Sustainable Environment Strategy 2011- 2016 was advertised to the City's community; key stakeholders received printed copies; environment-related projects and decisions have been guided by the Strategy since that time; and it now forms the basis for evaluation of environmental grants.
	3 B	2	Prepare an Environment Strategy Implementation Plan, and regularly report on progress towards achieving actions in the Sustainable Environment Strategy.	✔				A five year Implementation Plan was adopted and reported against for three years. Council priorities then changed, making many of the very specific actions in the Implementation Plan irrelevant. After that time Administration decided to simply use the higher level actions within the SES to guide the development and delivery of new projects and programs going forward and this has worked well. For SES 2019-2024 there will be no separate Implementation Plan developed. Instead, SES actions will be embedded in all related City Policies, Plans and Procedures to ensure their delivery. This will avoid unnecessary duplication and reduce administrative complexity.
	3 C	3	Develop and deliver a Sustainability Awareness Program for City employees.			✔		The need for this remains ongoing. The City has not had the staff capacity to deliver on this action to date, but Administration recommends prioritising it going forward.
	3 D	4	Consider green alternatives to ensure that the City Administration's purchases are sustainable, environmentally friendly, and energy-efficient where possible and practicable.		✔			This is now embedded in the City's Purchasing Policy and purchasing guidelines.
	3 E	5	For all environmental initiatives, consider liaison with relevant government agencies to obtain useful information or to partner on projects.		✔			This is now standard practice.
	3 F	6	Monitor and avail of opportunities for state and federal funding and grants which could fund environmental projects or initiatives.		✔			The City's Officers are signed up to relevant news feeds relating to such opportunities and it is standard practice to share such information between teams and directorates.
COMMUNITY	3 G	7	Continue, and effectively publicize, the City's Environmental Grants and Awards and Building Design Awards programs.		✔			The City's Environmental Grants program is ongoing. Environmental Awards and Building Design Awards have been discontinued due to insufficient interest.
	3 H	8	Identify and support green initiatives being undertaken by community groups, schools and other government and non-government organisations.		✔			Various mechanisms are now in place to ensure this occurs. These include the City's environmental grants program, Community Budget Submissions, garden competition, support for environment-focused community groups, and active engagement with organisations such as WALGA, Switch Your Thinking and the Green Building Council of Australia.
	3 I	9	Participate in, and encourage community participation in, global, national and local events promoting environmental awareness and action.		✔			This has now been operationalised via recurrent funding and participation in events such as National Tree Day and Sustainable House Day and the routine promotion of these and other environmental events via the City's communication channels.
	3 J	10	Make environmental and sustainability information more readily accessible to the community.		✔			It is standard operating practice for all relevant teams to share relevant information with the community via the City's various communication channels.
	3 K	11	Encourage the incorporation of sustainable design principles and features in existing and new development within the City as standard practice.		✔			This is being delivered via the adoption, implementation and updating of the City's Built Form Policy, and via the dissemination of Sustainable Design information via the City's website, workshops and events.
	3 L	12	Promote responsible consumption that has a reduced environmental impact.		✔			This action is embedded in current sustainability messaging across a range of areas. Promotion of responsible consumption is now standard practice for all relevant teams.

	3.1		Air and Emissions	Completed (one-off projects or actions that have been delivered)	Operationalised (embedded as standard practice or established as an ongoing program)	Not yet completed but still considered relevant	Not completed / discontinued as the action is no longer relevant	Commentary - how the action has been completed or operationalised, or why it is no longer relevant
OPERATIONAL	1.1	13	Generate a baseline report of the City Administration's consumption of energy to benchmark performance and set targets.		✔			The City's energy consumption has been monitored continuously, since adoption of the SES and a number of energy efficiency measures have been implemented based on this information. Due to the rapidly evolving nature of energy efficiency technologies, it has been difficult to set meaningful organisation-wide targets. is engaging A consultant with relevant technical knowledge will assist Administration to develop targets to be included in SES 2019-2024.
	1.2	14	Monitor the City's energy use and greenhouse gas emissions and generate and implement recommendations to achieve or exceed reduction targets.		✔			Energy monitoring data has been used to inform energy efficiency projects and to measure their impacts. Use of monitoring is now standard operating practice across the City's operations.
	1.3	15	Continue to downsize the City's fleet and monitor developments in more sustainable vehicle technology and its affordability.		✔			It is now standard operating practice to purchase only necessary vehicles and to choose the smallest/most efficient engine size for the use. The City is currently moving toward a hybrid vehicle fleet.
	1.4	16	Continue to offset the City's carbon emissions from fleet vehicles.				✔	Funding for this action was removed from the City's annual budget, with a view to investing the funds directly in more efficient vehicles. An electric vehicle was purchased at the time.
	1.5	17	Encourage and facilitate City employees' use of alternatives to single-occupant car travel.		✔			Embedded operating practice - introduced via the TravelSmart program.
	1.6		Continue to purchase Green Power as a portion of the City's electricity.	This item rescinded by council resolution - funds diverted to direct energy efficiency measures				
	1.7	18	Continue to investigate and implement the use of alternative lighting technologies, including solar-powered lights and LEDs, in lighting owned by the City.		✔			This is now standard operating practice. LED lighting is preferenced in all projects. Solar lighting is used where suitable.
	1.8	19	Monitor developments in renewable energy technology, and use renewable energy sources in City-owned facilities where possible and practical.		✔			Solar PV installed at Beatty Park during the term of SES 2011-16. Further solar feasibility study completed in 2017/18 with new solar installations planned for 2018/19. Further solar feasibility studies planned for 2019/20.
COMMUNITY	1.9	20	Promote cycling as an alternative method of transport within and to the City, including by developing a Vincent Bicycle Strategy.		✔			TravelSmart Officer engaged; Bike Network Plan Developed, adopted and implemented. Currently being reviewed.
	1.10	21	Advocate for improved public transport links within and to the City.		✔			Administration actively engages with relevant government agencies to advocate for improved public transport links as and when opportunities arise.
	1.11	22	Promote public transport within and to the City, through community education and incentive initiatives.		✔			This is now embedded in the City's operations through ongoing TravelSmart/active transport initiatives.
	1.12	23	Promote the use of electric vehicles, particularly scooters, rather than conventionally-fuelled vehicles.		✔			The City has provided electric vehicle recharge stations, but promotion has not been strong. Administration plans to include an electric vehicle workshop in the April 2019 Sustainability Pop-up Hub.
	1.13	24	Employ a demand management approach to car parking within the City to encourage the use of alternative transport modes.		✔			A number of parking changes have been implemented in recent years to this end. Administration is now working on an Integrated Transport Plan.
	1.14	25	Offer guidance and encourage energy efficient design for new developments and retrofitting for existing developments within the City.		✔			This is being delivered via the Built Form Policy and a number of resources/events. Administration plans to also update the City's sustainable design web pages in 2018/19.
	1.15	26	Develop and implement education initiatives to reduce energy use by City residents and businesses.				✔	There is no need for the City to develop its own educational initiatives as there are a range of relevant resources (including the Switch Your Thinking program), which are available for the City to share and promote. Dissemination of such information has been ongoing via workshops, events and the City's various communication channels.
	1.16	27	Promote the use of renewable energy to businesses and residents within the City.		✔			This is ongoing via workshops, events, online resources and active promotion using the City's various communication channels.

	3.2		Water Quality and Consumption	Completed (one-off projects or actions that have been delivered)	Operationalised (embedded as standard practice or established as an ongoing program)	Not yet completed but still considered relevant	Not completed / discontinued as the action is no longer relevant	Commentary - how the action has been completed or operationalised, or why it is no longer relevant
OPERATIONAL	2.1	28	Generate a baseline report of the City Administration's consumption of water to benchmark performance and set targets.	✔				Achieved through ongoing participation in the Waterwise Council program and the development and implementation of the Water Efficiency Action Plan.
	2.2	29	Monitor the City's water use and generate and implement recommendations to achieve or exceed water reduction targets.		✔			Water data has been monitored and used to inform the City's Water Efficiency Action Plan and guide relevant projects. Monitoring is now standard operating practice across the City's operations.
	2.3	30	Review and update the City's Water Conservation Plan, and continue to educate staff, to minimise water consumption by City gardens and parklands.	✔				Relevant information is now incorporated into the Water Efficiency Action Plan, which is updated every three years and reported against annually.
	2.4	31	As part of maintenance, upgrade to more water efficient appliances in City-owned facilities.		✔			This is now embedded in the City's operations. The Property Maintenance Officer is part of the City's water team, which is responsible for implementing the Water Efficiency Action Plan.
	2.5	32	Continue participation in the ICLEI Water Campaign and obtain accreditation as a Waterwise Council.		✔			ICLEI is no longer running the Water Campaign. City attained accreditation as a Waterwise Council and continues to participate in the Waterwise Council program, now administered by Water Corporation and the Department of Water and Environmental Regulation.
	2.6	33	Develop and implement a comprehensive Catchment Management Plan for the City to reduce sources of stormwater and groundwater contamination (nutrient and non-nutrient), and to recharge groundwater by increasing stormwater infiltration and retention on site.				✔	This action was completed for the Hyde Park catchment only. The need for this action has now been superseded by the CBP action to develop a Water Sensitive Urban Design Strategy, which will be informed by a Water Sensitive Cities Index benchmarking process completed in 2018.
	2.7	34	Implement water sensitive urban design and landscaping principles and management practices in City-owned streets and properties, where possible.		✔			Implementation of water sensitive urban design and landscaping principles is standard practice in the delivery of parks projects. These practices are now also being incorporated into engineering practices relating to streets, car parks and drainage projects.
	2.8	35	Maintain and improve native vegetation at Smith's Lake, Banks Reserve and Robertson Park wetland to improve water quality.		✔			This is now embedded in the City's Parks operations.
	2.9	36	As part of the Hyde Park Lakes restoration project, improve water quality and reduce water consumption of the Hyde Park Lakes.	✔				Project completed. Water quality monitoring remains ongoing.
	2.10	37	Continue to participate as an active member of the Mounts Bay Catchment Water Quality Improvement Plan (WQIP) Implementation Committee to achieve the actions of the WQIP.				✔	This group no longer exists.
COMMUNITY	2.11	38	Develop and implement education initiatives to reduce water consumption by City residents and businesses.		✔			There is no need for the City to develop its own educational initiatives as there are a range of relevant resources (including those provided by the Switch Your Thinking program and Water Corporation), which are available for the City to share and promote. Such dissemination of information has been ongoing via workshops, events and the City's various communication channels.
	2.12	39	Promote waterwise and river-friendly landscaping and gardening practices within the City.		✔			Ongoing via a range of communication channels and through the City's Garden Competition, Adop A Verge Program and Native Plant Sales.
	2.13	40	Promote the re-use of grey water within the City.				✔	The approval of greywater systems is outside the City's remit. Actively promoting the use of greywater when it may not be appropriate for the majority of properties in Vincent could be problematic. The City's Built Form Policy does however require Development Applications to address consideration of greywater re-use. Water Corporation has declined to partner with the city on a greywater project but is currently developing greywater guidelines for local governments that will further inform the City's approach to greywater in future.
	2.14	41	Encourage the incorporation of water sensitive urban design in developments within the City.		✔			This is addressed through the Built Form Policy and further encouraged through relevant workshops, events and resources.
	2.15	42	Promote the reduction of stormwater contamination by the community.		✔			Promoted through relevant workshops, events and resources. Further actions to be informed by Water Sensitive Cities Index outcomes.

	3.3		Greening Vincent	Completed (one-off projects or actions that have been delivered)	Operationalised (embedded as standard practice or established as an ongoing program)	Not yet completed but still considered relevant	Not completed / discontinued as the action is no longer relevant	Commentary - how the action has been completed or operationalised, or why it is no longer relevant
OPERATIONAL	3.1	43	Continue to replant areas of City-owned land with local plant and tree species to increase food and habitat areas, including native fringing vegetation as faunal habitat areas.		✔			This is being delivered via the City's Greening Plan.
	3.2	44	Continue to establish Greenways by vegetating road reserves, expanding the street tree program, and enhancing other habitat corridors as opportunities arise.		✔			This is being delivered via the City's Greening Plan.
	3.3	45	Review and update the City's Parks and Reserves Strategy, with increased focus on biodiversity.				✔	This action has been superseded by the development of the City's Greening Plan and Public Open Space Strategy.
	3.4	46	Identify cultural ties between the indigenous flora/fauna and the local indigenous people, with a view to establishing indigenous cultural gardens.				✔	This action now to be addressed trough the Public Open Space Strategy.
	3.5	47	Continue the City's Annual Weed Spraying Program for Parks and Reserves and continue to monitor noxious weeds including "Declared Plants".		✔			This is a routine activity embedded within the City's operations. At the same time, opportunities are continuously sought to minimise the use of chemical sprays.
COMMUNITY	3.6	48	Investigate and facilitate opportunities for community gardens to be established within the City.		✔			Two community gardens have been established. The City welcomes further proposals from community groups wishing to establish community gardens.
	3.7	49	Promote the use of local plants within the City, through initiatives such as Local Plant Sales.		✔			Native Plant Sales and Adopt-a-Verge initiatives are now embedded in the City's operations.
	3.8	50	Promote faunal protection and habitat enhancement within the City.		✔			This is being delivered through the implementation of the City's Greening Plan.
	3.9	51	Continue to ensure that information and signage incorporates information relating to the history, function and ecology of wetlands, as appropriate.		✔			This has not been a major focus. Some signage is in place, but a review will be required to inform the need for additional information at the site of wetlands.
	3.10	52	Update and review the City's Significant Trees Inventory and Policy, and promote the protection of trees during planning and construction phases.	✔				The City's Significant Trees inventory and Policy were reviewed during the term of SES 2011-16, but the Policy is undergoing further review in 2018-19. Tree protection on development sites has been incentivised via the Built Form Policy.
	3.11	53	Require the retention of existing trees on street verges, and encourage the retention of vegetation and trees on private lots.		✔			The City does not permit the removal of street trees and encourages the retention of trees and vegetation on private property via the Built Form Policy.
	3.12	54	Involve the City's community in establishing baseline data on biodiversity within the City.				✔	Unable to be delivered due to resourcing constraints. This action has been amended in the draft Greening Plan 2018-2023 with the Council's support.

			Reduce, Reuse, Recycle	Completed (one-off projects or actions that have been delivered)	Operationalised (embedded as standard practice or established as an ongoing program)	Not yet completed but still considered relevant	Not completed / discontinued as the action is no longer relevant	Commentary - how the action has been completed or operationalised, or why it is no longer relevant
	3.4							
OPERATIONAL	4.1	55	Generate a baseline report of the City Administration's production of waste to benchmark performance and set targets.				✔	This action was unable to be completed during the term of SES 2011-16 due to resourcing constraints and has now been superseded by the City's Waste Strategy.
	4.2	56	Monitor the City's waste production and generate and implement recommendations to achieve or exceed waste reduction targets.				✔	This action was unable to be completed during the term of SES 2011-16 due to resourcing constraints and has now been superseded by the City's Waste Strategy.
	4.3	57	Continue to monitor the City's solid waste management and recycling, and annually review and update the City's Strategic Waste Minimisation Plan 2008-2013.				✔	Monitoring of municipal solid waste and recycling has been continuous, while the annual review and update of the Waste Minimisation Plan was not possible due to resourcing constraints but has now been superseded by the City's Waste Strategy.
	4.4	58	Investigate and implement ways to increase the use of technology to minimise paper use in the City's operations.		✔			A number of measures have been implemented, including introduction of portable devices, digitised record-keeping, electronic sign-off processes and implementation of a new printer network. New technological solutions are continuing to be explored.
	4.5	59	Review, update and maintain the City's Toxic Materials Register, and identify less toxic alternatives for use in the City's operations where possible and practical.				✔	The City has never had a centralised toxic materials register, therefore review was not possible. The need for a centralised register is questionable. The it is standard practice for teams that purchase chemicals to choose the safest available options and to ensure staff applying chemicals are trained in their use.
COMMUNITY	4.6	60	Undertake community waste education programs aimed at reducing the City's total waste stream and reducing dumped waste and litter.		✔			A range of programs, events and resource materials have been delivered to this end and are continuing to be delivered. These include composting equipment subsidies, recycling stations, workshops on composting and waste minimisation, and a range of online resources and digital communications.
	4.7	61	Develop a waste management guide for developments in the City.				✔	No longer required as the environmentally sustainable design requirements of the Built Form Policy capture construction waste reduction indirectly.
	4.8	62	Encourage and promote the re-use and adaptation of existing buildings within the City where possible, and encourage and promote the retention, re-use and recycling of building materials and construction waste.		✔			Re-use and adaptation of existing buildings is incentivised through split zonings in the City's town Planning Scheme No.2. Retention, re-use and recycling of building materials and construction waste is promoted via communication relating to environmentally sustainable design. This is ongoing.
	4.9	63	Encourage the use of locally sourced, recycled, recyclable and rapidly renewable materials in the construction of new developments.		✔			Promoted via events and communications relating to environmentally sustainable design (ESD) and indirectly encouraged by the ESD provisions of the Built Form Policy.
	4.10	64	Investigate establishing further public recycling bins at strategic locations within the City.		✔			Implemented at Oxford Street Reserve during the term of SES 2011-16. Further public space recycling opportunities are currently being explored by the City's waste team.

Graphic design to be completed

DRAFT

CITY OF VINCENT

SUSTAINABLE ENVIRONMENT STRATEGY 2019-2024

City of Vincent - Sustainable Environment Strategy 2019-2024

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WHY WE NEED A HEALTHY ENVIRONMENT

Our local environment contributes greatly to the health, well-being and lifestyle of our community. We want to protect and enhance the environment so that it can continue to provide these benefits. But what does environmental sustainability actually mean and how do we know if we have achieved it?

A sustainable environment is one in which human needs are met without compromising the long-term capacity of the environment to meet the needs of future generations. This capacity is measured in terms of planetary boundaries.[1]

Successful stable societies and their economies depend on the ongoing provision of natural resources (including clean air, water, food and materials) and on the efficient processing and reuse of waste (both natural and synthetic) to prevent their accumulation in the environment.

Societies that use natural resources faster than they can be replenished and generate waste faster than it can be processed exceed their planetary boundaries. This is the current scenario for many developed countries, including Australia. According to the Global Footprint Network, if everyone lived like the average Australian, four planet Earths would be required to support the current global population.[2]

The overarching objective of the City's Sustainable Environment Strategy is to move both our organisation and our community closer to living within our planetary boundaries.

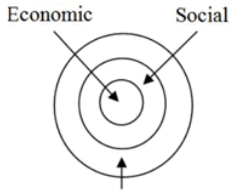

Figure 1.

Societies and economies exist within and are dependent for their survival on a sustainable environment.

When vital natural resources are depleted and/or the capacity of the environment to absorb and recycle waste and pollutants is exceeded, the health of societies and economies begins to break down.

Conversely, when economies and societies are weakened, the environment often suffers from the resulting changes in human behaviour.

[1] https://www.stockholmresilience.org/research/planetary-boundaries/planetary-boundaries/about-the-research/the-nine-planetary-boundaries.html
[2] http://data.footprintnetwork.org/#/countryTrends?cn=10&type=earth

WHAT IS THE SUSTAINABLE ENVIRONMENT STRATEGY

Under the Local Government Act 1995, every local government in Western Australia must develop a Strategic Community Plan, as part of an Integrated Planning and Reporting Framework, illustrated in Figure 2 below.

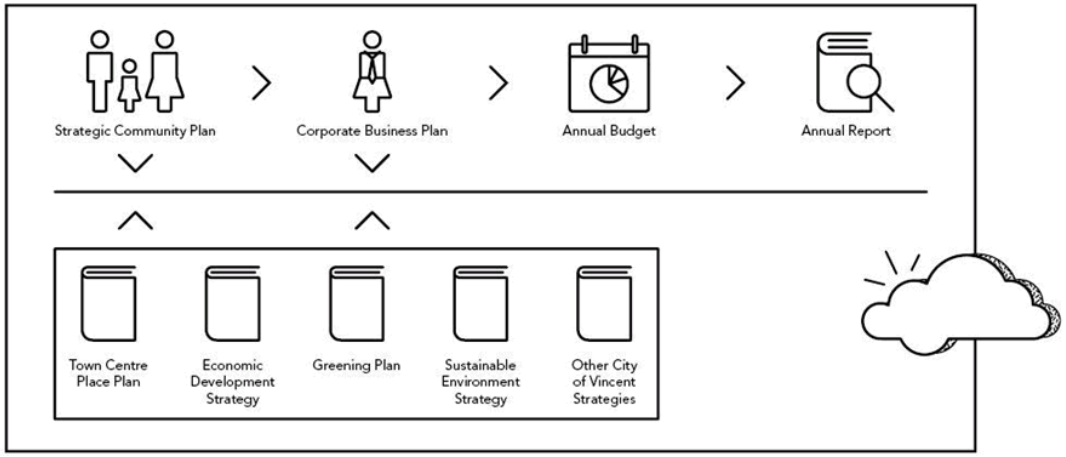

Figure 2.

The City's Strategic Community Plan 2018-2028 clearly defines the Council's strategic priorities, actions and initiatives for the coming decade – linked to the community's aspirations for the future.

The Sustainable Environment Strategy

is the City's roadmap for delivering a sustainable natural and built environment for our community. It will guide our actions for the next five years to ensure that as an organisation we protect and enhance our environment and make the best possible use of our natural resources for the benefit of current and future generations.

OUR VISION

We are a smart and sustainable City that:

- Minimises waste and makes the best possible use of our natural resources;
- Facilitates safe, convenient, and low emission transport options;
- Values, protects and enhances our natural environment; and
- Fosters sustainable living and consumption within our community.

HOW WE DEVELOPED THIS STRATEGY

To develop the Sustainable Environment Strategy 2019-2024 we:

1. Consulted our community to find out what is most important to them when it comes to protecting and enhancing our environment.
2. Identified our major areas of environmental impact – these are the Key Opportunity Areas where we can make the greatest difference.
3. Established quantifiable baselines* against which we can measure progress in the Key Opportunity Areas.
4. Identified actions to optimise environmental outcomes and deliver on our community's vision for a sustainable city.
5. Identified the modes of delivery for our actions – determined by the City's degree of control or influence over outcomes.
6. Set targets for corporate and community outcomes that will keep us committed and accountable into the future.

The above steps will be presented as a graphic

*The baseline year used throughout this document is 2017/18 because this is the most recent year for which complete sets of data relating to most opportunity areas was available at the time of document preparation.

City of Vincent - Sustainable Environment Strategy 2019-2024

KEY OPPORTUNITY AREAS, WHAT THEY ADDRESS AND…

Energy	Electricity and natural gas used to power the City's and the community's stationary (non-transport) activities, and the associated greenhouse gas emissions.
Transport	Modes of transport used by the City's operations and by the community, plus the associated greenhouse gas emissions.
Water	All forms of water that pass through our city boundaries including scheme water, ground water and environmental water, plus any associated contamination and pollution.
Waste	All material that is disposed of or discarded within our municipal boundaries, plus any associated contamination, pollution and greenhouse gas emissions.
Urban Greening & Biodiversity	Vegetation and wildlife that contributes positively to the health of our local environment.

This page and the next page to be presented as a single continuous graphic over two adjacent pages.

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City of Vincent - Sustainable Environment Strategy 2019-2024

THE OUTCOMES WE WILL WORK TOWARDS

Energy

- Use of energy derived from fossil fuels is reduced through energy efficiency and the use of renewable alternatives
- Greenhouse gas emissions from energy used by the City's operations are substantially reduced
- The community is supported to implement energy efficiency and adopt renewable energy technologies
- New developments are required to demonstrate best practice in reducing greenhouse gas emissions from energy use

Transport

- Public and active transport are the modes of choice for staff and community
- Car dependency is reduced
- Greenhouse gas emissions from the City's vehicle fleet are substantially reduced
- The community is supported to adopt electric cars and other technologies that reduce vehicle emissions
- New developments support the adoption of zero emission vehicles

Water

- The use of scheme and ground water is reduced and water capture and reuse is increased
- Water sensitive urban design is implemented on both public and private land
- The community is encouraged to understand the local water cycle and to value and protect receiving waters
- New developments are required to demonstrate best practice in reducing scheme water use and maximising the capture and use of alternative water sources
- Contaminants and pollutants are prevented from entering the environment and from reaching receiving waters

Waste

- Waste generation is reduced through avoidance
- Waste recovery is increased through a suite of cost effective, sustainable and contemporary waste services
- Waste to landfill and associated carbon emissions are substantially reduced
- Hazardous waste is prevented from entering the environment
- The community is informed and engaged in waste avoidance and recovery and is progressing toward a "circular economy"
- The City works collaboratively on waste with other local governments and government agencies
- New developments are required to demonstrate best practice in reducing waste associated with the construction and maintenance of buildings

Urban Greening & Biodiversity

- Loss of urban vegetation and tree canopy is reduced and the planting of additional trees and shrubs is increased
- Urban tree canopy is protected and enhanced to increase habitat and biodiversity
- New development is required to plant trees to achieve a minimum site coverage of landscaping and tree canopy
- The community is encouraged to value biodiversity and supported to plant appropriate species of trees and shrubs

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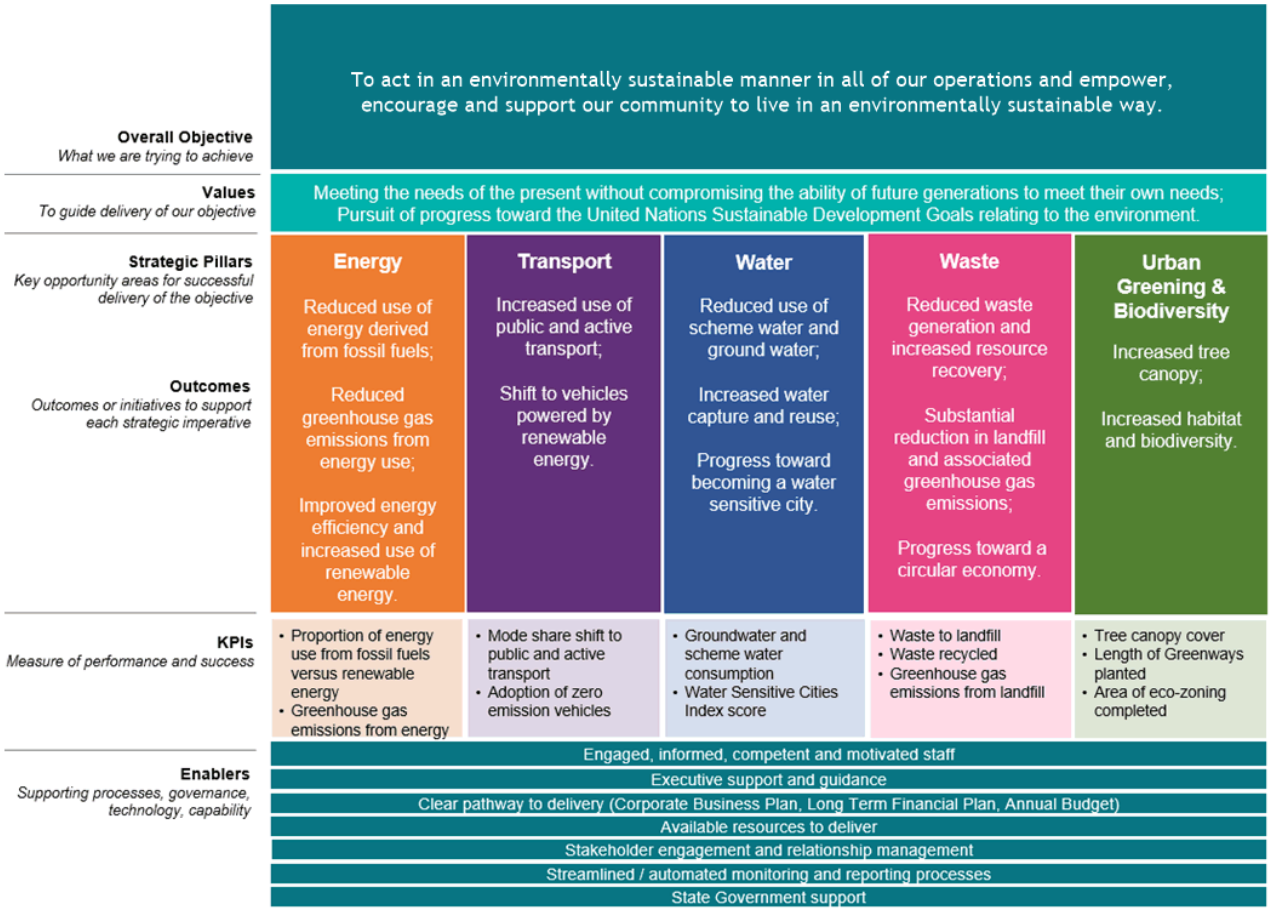
City of Vincent - Sustainable Environment Strategy 2019-2024



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ENERGY

Energy is used throughout the City's operations and the community to power activities such as heating, lighting, air conditioning and the operation of electrical equipment. Burning of fossil fuels (coal, gas and oil) to generate heat and electricity is a major source of greenhouse gas emissions and non-greenhouse gas air pollutants.[3] To do our part in mitigating global climate change and air pollution, we must minimise use of energy derived from fossil fuels through a combination of energy efficiency and renewable energy generation.

City Operations

Since the adoption of our first Sustainable Environment Strategy in 2011 the City has proactively reduced its use of energy derived from fossil fuels through energy efficiency upgrades and renewable energy.

As Figure 3 shows, 22% of the City's current energy use is obtained through on-site renewable energy sources. These being a combination of geothermal heating, solar hot water and solar electricity generation.

The remaining 78% of energy is derived from non-renewable sources in the form of grid-based electricity and natural gas. This produces 5,374.85 Tonnes of CO_2 equivalent greenhouse gas emissions per year, which accounts for 64% of the City's total greenhouse gas emissions (Figure 4). It contributes to human induced climate change and is costly for the City financially. To address this the City is setting targets to reduce grid supplied electricity and natural gas use (Table 1).

Energy efficiency and renewable energy technology is constantly evolving and becoming more affordable, presenting opportunity for ongoing performance improvements. Any residual energy use that cannot be eliminated through these measures will need to be offset to achieve net zero emissions from the City's operations. In order to reduce indirect greenhouse gas emissions resulting from the City's financial investments, Council has adopted a divestment Policy, shifting funds away from financial institutions that support coal, oil or gas projects.

[3] Parliament of Australia - How much Australia emits (www.aph.gov.au)

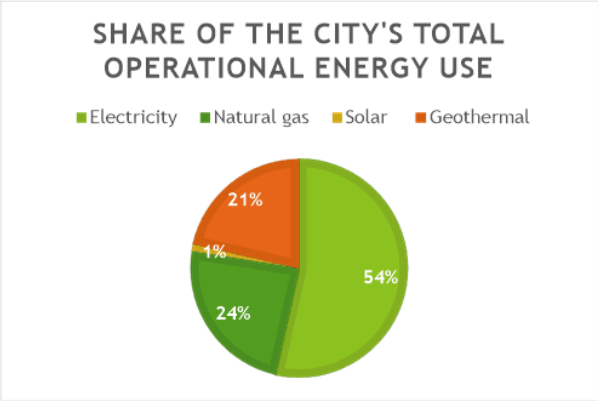

Figure 3. Operational energy use for the baseline year of 2017/18

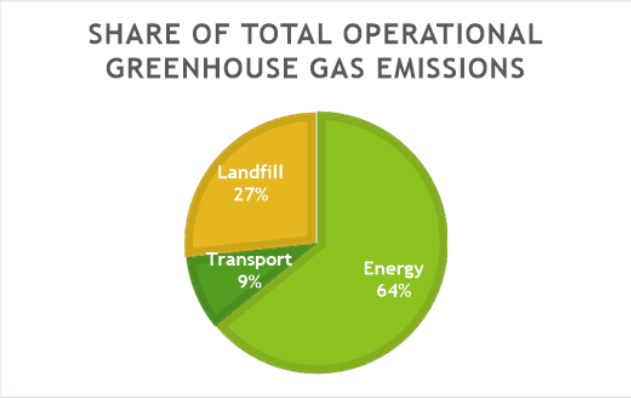

Figure 4. Greenhouse gas emissions for the baseline year of 2017/18

Table 1. City Operations – Baselines and Targets for energy and associated greenhouse gas emissions

CITY OPERATIONS	Baseline (2017/18)	Target
Total grid-supplied electricity use	6,401.8 Megawatt hours per year (23,406 Gigajoules per year)	10% reduction by 2024
Total natural gas use	10,327.73 Gigajoules per year	80% reduction by 2024
Solar PV installed on City-owned buildings Solar energy generation on City-owned buildings	37.5 Kilowatts 58.7 Megawatt hours per year	400 Kilowatts* by 2024 589.8 Megawatt hours per year by 2024
Greenhouse gas emissions from electricity and gas used by the City's operations	5,374.85 Tonnes of CO_2 equivalent per year	17.5% reduction by 2024 100% reduction by 2050

*To be confirmed by further solar feasibility studies.

What our community wants us to do:

- Increase the use of renewable energy sources at City owned buildings
- Increase renewables as a source of energy throughout Vincent
- Mandate more sustainable development to help reduce our community's carbon emissions

Community

The unavoidable impacts of global climate change are likely to see energy demand rise, particularly for air conditioning as temperatures trend upward and heatwaves become more frequent. Education and resources provided by the City to help our community retrofit energy efficiency and renewable energy into existing dwellings have been well received. Despite this only 16.9%[4] of free-standing and semi-detached dwellings (where strata permission is not a barrier) have rooftop solar installed, compared to an average of 20-30% for the wider Perth metropolitan area.

With the price of solar falling rapidly, and low interest finance for solar installations readily available, cost does not appear to be a major factor in our community's take-up of solar. The high number of rental properties[5] (close to 50%) is more likely to be a key contributor. Technologies are now emerging that will enable landlords to sell solar energy to tenants and solar-owning households to sell to non-solar households via peer-to-peer energy sharing, making solar more accessible to Vincent residents in future.

[4] Australian Photovoltaic Institute – Mapping Australian Photovoltaic Installations (http://pv-map.apvi.org.au)
[5] Australian Bureau of Statistics, Census of Population and Housing

Table 2. Community – Baselines and Targets for energy share and associated greenhouse gas reductions

COMMUNITY	Baseline (2017/18)	Target
Average grid-supplied household electricity use	13.26 Kilowatt hours per day	10% reduction 2024
Percentage of free-standing and semi-attached dwellings with solar PV systems	16.9%	25% by 2024
Percentage of all dwellings with solar PV systems	10.5% (1,759 domestic PV systems installed)	15% by 2024 (2,845 domestic PV systems installed)
Estimated installed solar capacity	7,638 Kilowatts	12,355 Kilowatts by 2024
Estimated electricity displaced from the grid by Vincent households using solar PV	12,266.6 Megawatt hours per year	19,842.4 Megawatt hours per year by 2024
Greenhouse gas emissions avoided	9,200 Tonnes of CO^2 equivalent per year	14,882 Tonnes of CO^2 equivalent per year by 2024

Table 3. ENERGY – outcomes we will work towards and the strategies to deliver them	
THE OUTCOMES WE WILL WORK TOWARDS	**STRATEGIES TO DELIVER OUTCOMES**
❖ Use of energy derived from fossil fuels is reduced through energy efficiency and the use of renewable alternatives ❖ Greenhouse gas emissions from energy used by the City's operations are substantially reduced ❖ The community is supported to implement energy efficiency and adopt renewable energy technologies ❖ New developments are required to demonstrate best practice in reducing greenhouse gas emissions from energy use	1. Reduce the energy demand of City-owned buildings through physical modifications
	2. Increase the efficiency of energy use in City-owned buildings by upgrading energy using plant and equipment
	3. Increase solar energy generation on City-owned buildings
	4. Increase the use of renewable energy sources for water heating in City-owned buildings
	5. Increase the use of ground source geothermal energy at Beatty Park Leisure Centre
	6. Reduce grid-supplied energy use for public open space and carpark lighting through energy efficiency and solar power
	7. Increase the energy efficiency of street lighting
	8. Embed energy efficient behaviours within the City's operations
	9. Promote and facilitate energy efficiency in the community
	10. Promote and facilitate the adoption of solar energy in the community
	11. Advocate to both State and Federal Government for higher building design standards for new builds and retrofits (all building types)
	12. Advocate to State Government to require increased energy performance standards in new developments
	13. Advocate to State Government and relevant government agencies in relation to energy sharing and renewable energy technologies
BENEFITS ✧ Climate change mitigation and reduced air pollution ✧ Reduced corporate and community expenditure on gas and electricity ✧ Enhanced climate resilience for buildings	

TRANSPORT

As greater Perth's population continues to grow, road congestion and parking pressures in inner-city suburbs continue to increase. Paradoxically, the perceived safety issues and reduced amenity associated with increased vehicle traffic causes local commuters to choose the relative safety and convenience of their own cars over more suitable transport options such as walking and cycling. This adds to the local fuel particulate load and contributes to making vehicle exhaust the main source of air pollution in Vincent. Greenhouse gases emitted by cars also contribute around 10% of our community's global warming impacts.[6]

City Operations

While the City's Active Transport program provides electric bicycles and Smart Rider cards for work-related travel by administrative staff, some staff need to drive as part of their daily work activities. These include parks, rangers, engineering and waste crews. Their operational transport energy use accounts for 9% of the City's greenhouse gas emissions. A number of opportunities can be explored to minimise the environmental impacts of their vehicles. For the passenger vehicle fleet, hybrid and fully electric options are starting to become available. For the utility and heavy vehicle fleet, lower emission options can be prioritised in the short term and renewable alternative fuels explored as they become available in future.

Table 4. City Operations – Baselines and Targets for Transport

CITY OPERATIONS	Baseline (2017/18)	Target
Percentage of the City's passenger vehicle fleet with tailpipe emissions	97%*	50% by 2024 0% by 2030

*97% unleaded petrol; 3% fully electric.

[6] Western Australian Local Government Association Vehicle Emissions Discussion Paper 2017

Community

Vincent residents have access to more public and active transport options than average for the Perth metropolitan area. As a result, they cycle and walk to work four times as often and use buses twice as often as other metropolitan residents[7].

Despite this, car use remains high as show in Figure 5, with more than 65% of Vincent residents who commute to work choosing to drive (compared with 80% for the metropolitan average).

Our community has told us that they would be more likely to leave their cars at home if there were more bike lanes with better interconnections, better public transport connectivity and pedestrian improvements that increase safety and amenity for walkers. The City's Integrated Transport Plan being developed in 2019 will be the roadmap for delivering the above improvements and comprehensively addressing transport mode shift into the future.

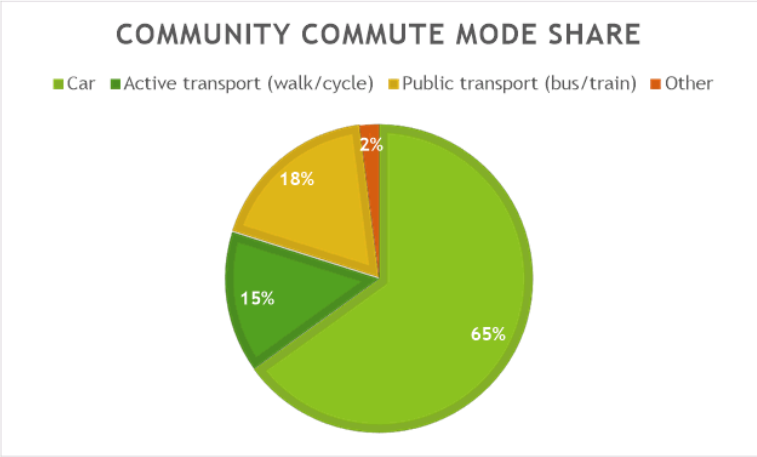

Figure 5. Transport mode share for our City's community (census data 2016)

[7] Australian Bureau of Statistics census data 2016

Table 5. Community – Baselines and Targets for Transport

COMMUNITY	Baseline (2017/18)	Target
Percentage of Vincent residents who use active or public transport to commute	33%*	Targets for mode share shift to be set by the City's Integrated Transport Plan
Percentage ownership of zero emission vehicles by the community	0.065%[8]	1.0% by 2024

* Active transport (walk/cycle) 15%; Public transport (bus/train) 18%.

What our community wants us to do:

- Install more bike lanes
- Improve public transport links
- Improve the pedestrian environment to make it safer and easier to get around

[8] 1) ABS (2018). 9309.0 - Motor Vehicle Census, Australia, 31 Jan 2018. 2) Energeia (2018). Australian Electric Vehicle Market Study. Report prepared for ARENA and the CEFC.

Table 6. TRANSPORT – outcomes we will work towards and the strategies to deliver them	
THE OUTCOMES WE WILL WORK TOWARDS	**STRATEGIES TO DELIVER OUTCOMES**
❖ Public and active transport are the modes of choice for staff and community ❖ Car dependency is reduced ❖ Greenhouse gas emissions from the City's vehicle fleet are substantially reduced ❖ The community is supported to adopt electric cars and other technologies that reduce vehicle emissions ❖ New developments support the adoption of zero emission vehicles	1. Support and encourage City employees to use public transport, active transport and car sharing 2. Support and encourage the community to increase use of public and active transport 3. Reduce the use of petroleum-based fuels in the City's vehicle fleet via renewable alternatives and increased fuel efficiency 4. Facilitate investment in electric vehicle charging infrastructure 5. Facilitate the establishment of electric micro-transport in the city 6. Develop, adopt and implement an Integrated Transport Plan to set the future course for mode share, car parking and the City's bike network 7. Encourage and support the transition to zero emission vehicles by the community 8. Work with the State Government to improve public transport services in Vincent 9. Advocate to State Government for the promotion of electric vehicle charging and management infrastructure in new developments
BENEFITS ✧ Climate change mitigation and reduced air pollution ✧ Reduced corporate and community expenditure on transportation ✧ Enhanced resilience to peak oil	

WATER

In 2017 the City of Vincent was one of the first two Waterwise Councils to achieve platinum status, acknowledging the City's demonstrated leadership in sustainable water management. In 2018 the City benchmarked itself against the Water Sensitive Cities Index and began charting the path toward becoming a water sensitive city. Water sensitive cities minimise the depletion of fresh water resources, increase the use of alternative and recycled water sources, enhance community connection to the local water cycle and improve the quality of stormwater, groundwater and receiving environments such as rivers and wetlands. Figure 6 shows the continuum of states from a basic water supply City through to a water sensitive City [9]

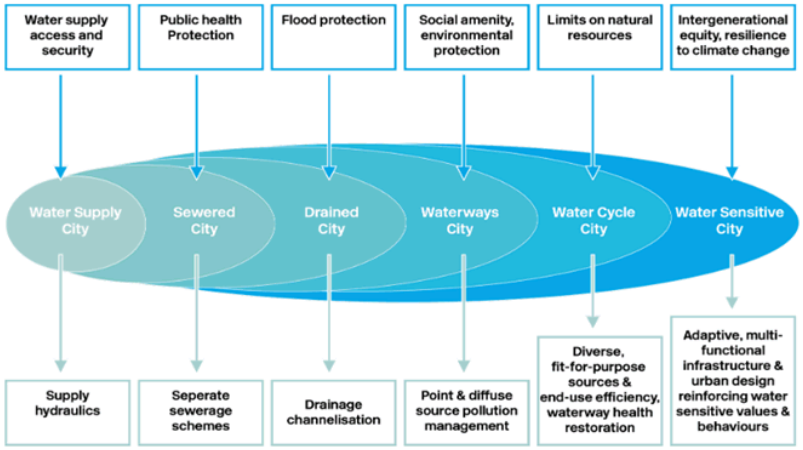

Figure 6. The Water Sensitive Cities city-state continuum (adapted from Brown, Keith and Wong, 2009)

[9] For more information about the Water Sensitive Cities index, a description of the various water-related states and how cities are benchmarked against the index visit https://watersensitivecities.org.au/solutions/wsc-index/

City Operations

As Figure 7 shows, groundwater use for irrigation accounts for approximately 90% of the City's total operational water use. Between 2013 and 2018 groundwater use decreased by 15%, reflecting water efficiency improvements associated with the City's eco-zoning program and careful prioritisation and allocation of water to playing fields and reserves.

Scheme water use reduction at City-owned facilities has been more challenging. Many City-owned buildings are leased, which means that the City has no control over on-site water use behaviour. Leaks are often hidden, resulting in significant losses before anomalies are picked up on water bills. There is an opportunity to further explore and address these issues.

Climate change predictions indicate that the south west of Western Australia can expect reduced amounts of rainfall in future. This means the City will become increasingly reliant on irrigation to maintain green spaces at the same time as groundwater becomes ever more limited. The City will need to find alternative fit-for purpose water sources that do not have a negative environmental impact. The use of recycled and fit-for purpose water is likely to be part of the solution. The City will need to maintain close collaborative relationships with Water Corporation and other water-related agencies to successfully implement such options.

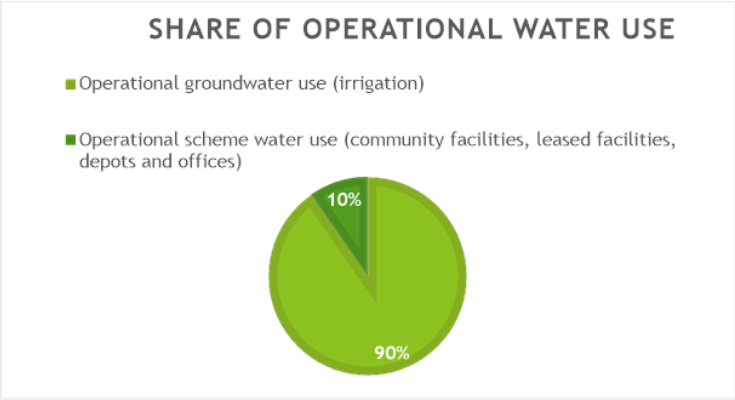

Figure 7. Operational water use for the baseline year of 2017/18

Table 7. City Operations – Baselines and Targets for Water

CITY OPERATIONS	Baseline (2017/18)	Target
Total scheme water use by City-owned facilities	67,356 kilolitres per year	Facilities undergoing upgrades to achieve a minimum 15% scheme water use reduction following upgrade Facilities not undergoing upgrade to maintain scheme water use at or below baseline
Groundwater use (average across all irrigated areas)	7,357 kilolitres per hectare per year (Total groundwater allocation of 672,450 kilolitres per year)	5% reduction by 2024 (<7,000 kilolitres per hectare per year) 8% reduction by 2029 (<6,750 kilolitres per hectare per year)

What our community wants us to do:

- Increase the number of waterwise native verges (grow the Adopt a Verge program)
- Increase native plants in our public open spaces (continue the eco-zoning program)

Community

Our community's per capita scheme water use is lower than the Perth metropolitan average. Water Corporation's target for community scheme water use by 2030 is 110 kilolitres per person per year, while our community's use is already well below this at 96.86 kilolitres per person per year. This is attributed to a larger proportion of high-density dwellings – apartment dwellers do not tend to have large gardens to water.

As Figure 8 shows, the majority (80%) of our community scheme water use is residential, with the remainder attributable to businesses and government institutions. [10] As Water Corporation already runs highly effective water saving programs targeting the latter groups, the greatest gains in community water savings are to be made through education and support for the residential sector.

As our local climate continues to become hotter and drier, residents with gardens are likely to increase their scheme water and groundwater use in an attempt to keep plants growing. Community groundwater use is currently unmetered but estimates provided by the Department of Water and Environmental Regulation and by Water Corporation indicate that domestic bores in the City extract a similar amount of groundwater to the City's operations (Figure 9).

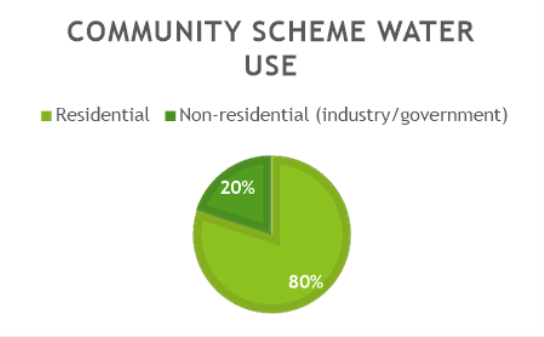

Figure 8. Share of community scheme water use

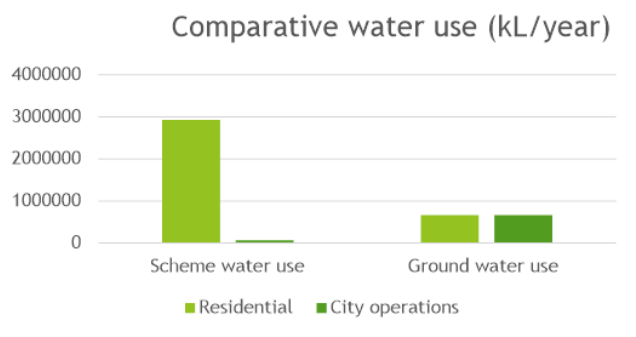

Figure 9. Residential water use compared to the City's operations

[10] Water Corporation Community Water use data for the City of Vincent

Community education and support around the use of drought-resistant native species and alternative water sources such as rain water and greywater will need to be provided by the City. Conversely, the City will rely on continued collaboration from residents to protect the health of water-dependent ecosystems and increase the connection between water in the environment and greens space throughout the City.

Table 8. Community – Baselines and Targets Water

COMMUNITY	Baseline (2017/18)	Target
Community scheme water use	96.86 kilolitres per person per year	90 kilolitres per person per year by 2024
Domestic groundwater use	~628,408 kilolitres per year	5% reduction by 2024 (<594,279 kilolitres per year) 9% reduction by 2029 (<573,055 kilolitres per year)
Water Sensitive Cities Index status	Water Supply City status 100% Sewered City status 100% Drained City status 100% Waterways City status 93% Water Cycle City status 41% Water Sensitive City status 19%	Water Supply City status maintained at 100% Sewered City status maintained at 100% Drained City status maintained at 100% Waterway City status 100% by 2024 Water Cycle City status 100% by 2050 Water Sensitive City status to be determined

Table 9. WATER – outcomes we will work towards and the strategies to deliver them	
THE OUTCOMES WE WILL WORK TOWARDS	**STRATEGIES TO DELIVER OUTCOMES**
❖ The use of scheme and groundwater is reduced and water capture and reuse is increased ❖ Water sensitive urban design is implemented on both public and private land ❖ The community is encouraged to understand the local water cycle and to value and protect receiving waters ❖ New developments are required to demonstrate best practice in reducing scheme water use and maximising the capture and use of alternative water sources ❖ Contaminants and pollutants are prevented from entering the environment and from reaching receiving waters	1. Increase water use efficiency in City-owned buildings by upgrading water-using fittings and fixtures and embedding water efficient behaviours within operations 2. Increase groundwater use efficiency in the City's irrigation areas and work with the Department of Water and environmental Regulation to prepare for further reductions in groundwater allocation 3. Identify and utilise alternative (fit-for purpose) water sources, in partnership with relevant government agencies where appropriate 4. Implement the Action Plan developed at the City's 2018 Water Sensitive Cities Index benchmarking workshop 5. Develop and adopt a Water Sensitive Urban Design (WSUD) Plan aligned with the Vision and Transition Strategy for Greater Perth (capture, use and infiltrate environmental water to benefit environment and community; make use of alternative water sources and better integrate water into green spaces) 6. Facilitate WSUD in private development 7. Expand the City's Adopt a Verge program and actively promote the program to encourage continued participation 8. Encourage and assist residents and businesses to understand, apply for and install on-lot greywater systems 9. Increase community water literacy, including the understanding of water efficiency, the local water cycle and connection to and ownership of local wetlands 10. Advocate to both State and Federal Government for higher building design standards for new builds and retrofits (all building types)

	11. Advocate to State Government to require increased water performance standards in new developments and to facilitate greywater use

BENEFITS

- ✧ Reduced depletion of environmental fresh water resources
- ✧ Reduced energy use and greenhouse gas emissions associated with the extraction, production, transportation and treatment of water
- ✧ Reduced corporate and community expenditure on potable water
- ✧ Improved quality of stormwater and groundwater
- ✧ Improved wetland health
- ✧ Increased connection between people and water in the environment
- ✧ Increased water-related environmental services

WASTE

Waste is an issue of concern for local governments around Australia. Landfilling is becoming less desirable as cities run out of suitable sites and the associated greenhouse gas emissions account for a large share of cities' global warming impacts. At the same time major international recyclers China and India are placing restrictions on the materials they accept. A lack of suitable processing and re-manufacturing plants in Australia is leaving recyclable materials stranded around the country. Solutions are being developed at Federal, State and local levels to address these issues and the City of Vincent is playing its part.

City Operations

The City has a vision to achieve zero waste to landfill by 2028 and aims to provide residents with cost effective, sustainable and contemporary waste services to achieve this. In line with this commitment the City increased diversion of waste from landfill from 39% in 2016/17 to 44% in 2017/18. The City's Waste Strategy 2018 – 2023 recognises that the management of waste poses a number of risks for the City through growing population, rising landfill costs, environmental impacts and increased multi-unit development, which poses its own set of waste management challenges. The Waste Strategy focusses not only on increasing recovery to decrease waste to landfill, but also on decreasing waste generation itself. To achieve this, the City has committed to community education and engagement that aims to progress waste behaviour through the waste hierarchy, toward waste avoidance and minimisation as shown in Figure 10.



Figure 10. The waste hierarchy

Community

Our community is doing well compared with the Perth metropolitan average, generating 7kg less waste per household per week. There is however room for improvement, with 29.5% of material in the general waste (green bin) found to be recyclable and with recycling bins (yellow lid) frequently contaminated with organic waste. Opportunities for improvement are being pursued through increased community education and the rollout of additional services such as a food organics and green organics (FOGO) bin.

What our community wants us to do:

- Help the community increase its recycling rates
- Help the community compost correctly and keep organic material out of the municipal waste stream
- Send less waste to landfill

Table 10. Combined municipal (City Operations and Community) – Baseline and Target for Waste

CITY OPERATIONS & COMMUNITY	Baseline (2017/18)	Target
Total waste to landfill	9,530 tonnes (56% of total waste collected)	0 tonnes by 2028* (0% of total waste collected)

*The City's Waste Strategy 2018 – 2023 sets an overarching target of zero waste to landfill by 2028. Interim targets and separate targets for different categories of waste will emerge through the implementation of the projects set out in the Waste Strategy.

Table 11. WASTE – outcomes we will work towards and the strategies to deliver them	
THE OUTCOMES WE WILL WORK TOWARDS	**STRATEGIES TO DELIVER OUTCOMES**
❖ Waste generation is reduced through avoidance ❖ Waste recovery is increased through a suite of cost effective, sustainable and contemporary waste services ❖ Waste to landfill and associated carbon emissions are substantially reduced ❖ Hazardous waste is prevented from entering the environment ❖ The community is informed and engaged in waste avoidance and recovery and is progressing toward a "circular economy" ❖ The City works collaboratively on waste with other local governments and government agencies ❖ New developments are required to demonstrate best practice in reducing waste associated with the construction and maintenance of buildings	1. Implement sustainable procurement practices to minimise waste generation within the City's operations 2. Maximise diversion of waste from landfill through existing waste collection processes 3. Implement the City's Waste Strategy 2018 – 2023 4. Investigate and implement mechanisms to ensure that developments demonstrate best practice in reducing waste associated with construction and maintenance 5. Provide feedback to the community about its waste impacts and support community waste projects that benefit the environment
BENEFITS ✧ Reduced use of natural resources ✧ Reduced greenhouse gas emissions ✧ Reduced contamination of receiving environments	

URBAN GREENING AND BIODIVERSITY

Urban vegetation and trees in particular provide many environmental benefits. These include the removal of atmospheric carbon and particulate air pollutants, mitigation of the urban heat island effect, erosion control and improved quality of environmental water. The City's Greening Plan focuses on opportunities to increase urban tree canopy and vegetation to support local biodiversity. It provides guidance and direction to the City's strategic planning, parks and community partnerships teams. It also informs the City's community about the types of greening activities they can expect to see and about opportunities to get involved.

City operations

The City adopted its first Greening Plan in 2014, though greening activities started some years earlier. From the baseline year of 2009 to the adoption of the Greening Plan in 2014, tree canopy cover on City managed land had already increased by 1.58%. This was assisted by a tree protection policy adopted in 2007 that prevents the removal of street trees. The City recognises verges as corridors that can be enhanced with trees and other vegetation to connect people to nature and to the City's blue (water) and green (parks) spaces.

While recent canopy cover data is yet to be obtained, between 2014 and the review of the Greening plan in 2018, the City completed 25km of greenway plantings (verge and median trees) and 16,000 square metres (1.6 hectares) of eco-zoning. Eco-zoning is native understory planting to support local fauna through food and habitat.

There are a number of challenges to greening of the public realm. Balancing the growing need for active open spaces such as sporting fields against the need for increased tree canopy is one. Supporting trees to thrive in an urban environment where extensive use of paving and bitumen and competition for space from underground services is another. Options for increasing infiltration of rainwater and giving trees more room for healthy root development will need to be investigated and trialled.

What our community wants us to do:

- Prioritise native trees for planting in the public domain
- Increase bird-attracting trees and understory plantings to support local biodiversity

Table 12. City Operations – Baselines and Targets for urban Greening and Biodiversity

CITY OPERATIONS	Baseline (2017/18)	Target
Tree canopy cover on public land	21.45%*	23.33% by 2023 35% by 2050
Number of street trees	13,000	13,500 by 2023 (targets beyond 2023 to be determined)
Length of greenways established within the City	25km	26.5 kilometres by 2023 51 kilometres by 2050
Area of eco-zoning completed**	49,549 square metres	69,549 square metres by 2023

*Note: this is 2014 tree canopy data, which was the latest available at time of writing
**Between commencement of the City's eco-zoning program in 2011 and review of the Greening Plan in 2018

Community

The City's community is supportive of efforts to increase trees and vegetation in the public domain. Given the right information, incentives and support residents may also be encouraged to increase tree planting efforts within their own property boundaries.

While the City's community has expressed a desire to prevent the loss of trees on private land, in-fill development continues across the City, posing an ongoing challenge. Between the baseline year of 2009 and 2014 eight times more vegetation was lost from privately owned land than the City was able to plant through its eco-zoning program. Figure 11 shows the proportion of City-managed land and its tree canopy cover versus privately owned land.

In early 2017 the City introduced planning provisions aimed at halting and reversing permanent vegetation loss caused by development. The impacts of these policy settings are likely to become apparent only during the next mapping cycle, after 2019. The City will continue to engage with developers to ensure that the retention of trees is a priority and landscaping is maximised. Residents will also be supported to increase greening efforts within the private domain.

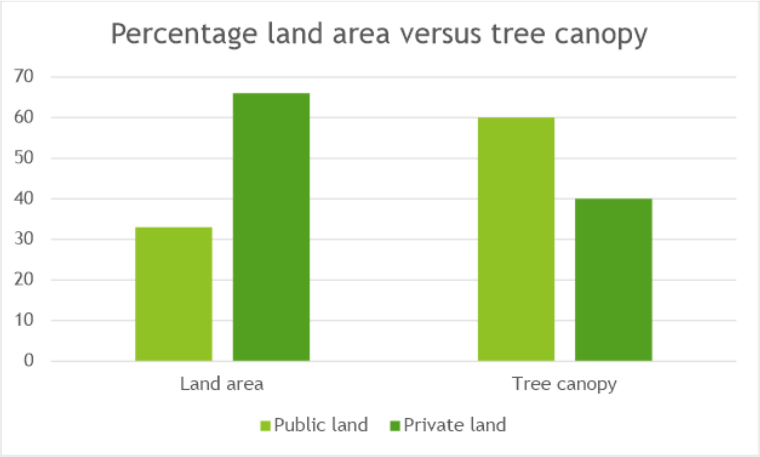

Figure 11. City managed land makes up 33% of the Vincent local government area but provides 60% of the total tree canopy.

Table 13. Community – Baselines and Targets for urban Greening and Biodiversity

COMMUNITY	Baseline (2017/18)	Target
Tree canopy cover on private land	6.81%*	7.53% by 2023 12% by 2050

* Note: this is 2014 tree canopy data, which was the latest available at time of writing.

Table 14. URBAN GREENING AND BIODIVERSITY – outcomes we will work towards and the strategies to deliver them	
THE OUTCOMES WE WILL WORK TOWARDS	**STRATEGIES TO DELIVER OUTCOMES**
❖ Loss of urban vegetation and tree canopy is reduced and the planting of additional trees and shrubs is increased ❖ Urban tree canopy is protected and enhanced to increase habitat and biodiversity ❖ New development is required to plant trees to achieve a minimum site coverage of landscaping and tree canopy ❖ The community is encouraged to value biodiversity and supported to plant appropriate species of trees and shrubs	1. Implement the City's Greening Plan 2018 – 2023 2. Implement the Action Plan developed at the City's 2018 Water Sensitive Cities Index benchmarking workshop to further support the growth of the City's tree canopy and improve connection between Vincent's "green" and "blue" assets
BENEFITS ✧ Improved local amenity ✧ Enhanced community well-being ✧ Removal of atmospheric carbon – climate change mitigation ✧ Mitigation of the urban heat island effect ✧ Increased resilience to climate change impacts ✧ Improved air quality and overall environmental health ✧ Storm and groundwater quality improvements ✧ Community ownership of the City's green assets	

IMPLEMENTATION

To achieve the targets in the City of Vincent Sustainable Environment Strategy 2019-2024 the City intends to work collaboratively with the community and other key stakeholders and to lead by example in its operations. Within Administration, the City must ensure that its officers are fully aware of the environmental impacts of their work and supported to operate in accordance with environmentally responsible principles.

Information, incentives and support for environmental initiatives will be essential to nurture and grow the emerging culture of sustainability in our community and organisation. Meaningful engagement will be required to build connection and cohesiveness between community-led, City-led and other stakeholder-led activities and to promote a sense of shared responsibility for the health of our environment.

Actions to deliver the desired outcomes described in this Strategy and to progress the City and its community toward stated targets are set out in an Implementation Plan. The Sustainable Environment Strategy 2019-2024 Implementation Plan will be used to inform the City's Corporate Business Plan, Long Term Financial Plan and Annual Budgets for the period 2019-2024. It is intended to be a flexible document, allowing for new opportunities and technological solutions to be added as they arise over the life of the Strategy.

EVALUATION

The City's Sustainable Environment Strategy 2019-2024 will be reviewed and updated in 2024. In the interim the City's Administration will continually track the completion of actions and measure progress toward targets. Our community will be informed about the delivery of actions and progress toward targets via the City's Annual Report and through a range of community education initiatives.

WHO DO I CONTACT FOR MORE INFORMATION?

To find out more about our *Sustainable Environment Strategy,* or any of our programs, contact:

The City of Vincent

Address: 244 Vincent Street (corner of Loftus Street), Leederville, Western Australia, 6007

Tel: (08) 9273 6000. **Fax:** (08) 9273 6099 www.vincent.wa.gov.au

Graphic design to be completed

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CITY OF VINCENT

IMPLEMENTATION PLAN - SUSTAINABLE ENVIRONMENT STRATEGY 2019-2024

City of Vincent - Sustainable Environment Strategy 2019-2024 Implementation Plan

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INTRODUCTION

To achieve the targets in the City of Vincent Sustainable Environment Strategy 2019-2024 the City intends to work collaboratively with the community and other stakeholders and to lead by example in its operations.

This Implementation Plan sets out actions to deliver the desired outcomes and to progress toward the targets set out in the Sustainable Environment Strategy. For each of the Strategy's Key Opportunity Areas, actions are grouped according to their mode of delivery. There are three modes of delivery available to the City:

(i) Control – Actions that the City has management responsibility for and control over as service provider. These include local government infrastructure, services and policy settings;

(ii) Influence – Actions that the community can take and that the City can attempt to influence through education, support and incentives; and

(iii) Advocacy – Actions that neither the City nor the community control, but which the City can advocate for on behalf of the community. This includes State and Federal policy settings and regulation.

This Implementation Plan will be used to inform the City's Corporate Business Plan, Lon Term Financial Plan and Annual Budgets for the period 2019-2024. It is intended to be a flexible document, allowing for new opportunities and technological solutions can be added for consideration as they arise.

A number of actions that make a significant contribution to the outcomes and targets identified in Sustainable Environment Strategy 2019-2024 commenced and were completed in the 2018/19 financial year, following the completion of baseline measurements in 2017/18. While these actions contribute toward outcomes and targets, they fall outside the five-year period covered by the Strategy. As a result, they are listed in the tables that follow in a separate column to the actions nominated for 2019 to 2024. Actions that commenced in 2018/19 but will also continue into the period 2019-2024 are shown in both 2018/19 and 2019-2024 columns. Actions that have been identified as appropriate for the years beyond 2024 have also been captured in a further column and are intended to inform the next iteration of the Strategy beyond 2024. If the opportunity arises, some of these later actions could be brought forward to 2019-2024.

KEY OPPORTUNITY AREA: ENERGY

	Control – Infrastructure/Services/Policy				
No.	**Strategies**	**Actions delivered in 2018/19**	**Actions to be delivered 2019-2024**	**Estimated Resourcing requirements 2019-2024**	**Actions to be delivered beyond 2024**
1.	Reduce the energy demand of City-owned buildings through physical modifications	Install block-out blinds at the City's Administration Centre Plant deciduous shade trees to the north of the City's Administration Centre and replace bitumen adjacent to the building with garden	1. Consider installing additional external shading to the northern side of the City's Administration Centre to further reduce summer heat load 2. Ensure all renovation/redevelopment of City owned facilities meets the energy performance standards set out in the City's Built Form Policy	Additional $20,000	
2.	Increase the efficiency of energy use in City-owned building by upgrading energy using plant and equipment	LED lighting retrofits at Beatty Park Leisure Centre (gym and corridor) LED lighting retrofits at Administration Centre (level 1) plus installation of lighting master switch HVAC system adjustment at Administration Centre, plus installation of ceiling fans to offices A portion of indoor lighting at Beatty Park Leisure Centre added to building management system (BMS) for improved control Upgrade HVAC system in the Canteen Building at the City's Works Depot	1. Complete LED lighting retrofit at Beatty Park Leisure Centre (fitness studios and administration offices) 2. Investigate and implement if feasible the addition of all lighting at Beatty Park Leisure Centre to the existing BMS for improved control; alternatively consider upgrading the BMS at Beatty Park to capture all functions on site 3. Upgrade HVAC system and controls at the City's Administration Centre 4. Complete LED lighting retrofit at the City's Administration Centre, Works Depot Canteen Building, Library & local History Centre and Loftus Community Centre 5. Install a BMS at the City's Administration Centre 6. Display switch-off signage around manually-operated energy using equipment 7. Investigate the benefits of changing irrigation pumps to variable speed drives and prepare a replacement plan if feasible 8. Install variable speed drives to motors throughout City-owned facilities where efficiency gains can be demonstrated 9. Ensure all energy using plant and equipment requiring upgrade is replaced with the highest efficiency alternative 10. Consider upgrading the HVAC system at Loftus Recreation Centre and Gymnastics WA facilities 11. Consider upgrading BMS at Beatty Park to capture all functions at that site 12. Consider upgrading to a single, multi-user BMS to cover Beatty Park Leisure Centre, Library & Local History Centre and Administration Centre 13. Consider including leased facilities in Loftus Centre in the above multi-user BMS to give leaseholders greater control over energy use	Additional $20,000 Additional $50,000-$100,000 Additional $1,000,000 Additional $60,000 Additional $120,000 - - Additional $100,000 - TBD following investigation TBD following investigation TBD following investigation TBD following investigation	Install additional skylights/solar tubes at Loftus Community Centre and Loftus Recreation Centre Implement voltage optimisation technology where appropriate after other energy efficiency upgrades are completed
3.	Increase solar energy generation on City-owned buildings	Install solar photovoltaic (PV) systems at the City's Administration Centre, Library & Local	1. Investigate the feasibility of additional solar PV systems at the City's remaining facilities and sites – include consideration of	Additional $66,000	Pilot emerging technologies (such as energy storage and energy

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		History Centre, Beatty Park Leisure Centre and Works Depot	battery storage, emerging innovations such as solar shade structures and opportunities for energy sharing 2. Install solar PV at additional facilities that are found to be feasible 3. Monitor developments in energy sharing technology and consider adopting it for sites with existing solar PV when regulatory changes make it possible	Additional $610,000	sharing) in City owned facilities that have solar PV systems
4.	Increase the use of renewable energy for water heating in City-owned buildings		1. Complete a feasibility study for solar hot water system retrofits for the remaining City-owned facilities that were not included in the previous round of solar hot water system installations	$10,000	Undertake solar hot water system retrofits at feasible sites
5.	Increase the use of ground source geothermal energy at Beatty Park Leisure Centre	Replace existing large single gas boiler with small modular boilers to allow the geothermal heating system to cover a larger share of the heating load and to be expanded to include space heating in future	1. Upgrade and integrate the space heating system with the geothermal heating system (space heating to shift from using gas to geothermal energy)	Existing Capital Budget	
6.	Reduce grid-supplied energy use for public open space and carpark lighting through energy efficiency and solar power	Retrofit LED fittings to existing public space lighting around the City's Administration Centre Install solar park lighting in selected locations Complete LED car park and outdoor building lighting at Beatty Park Leisure Centre LED path lighting upgrade commenced at Hyde Park	1. Retrofit all remaining carpark and public open space lighting infrastructure with LED lights 2. Where possible, make new public open space lighting solar powered 3. Investigate and implement where feasible the installation of motion-sensor linked controls on public open space and car park lighting	Additional $150,000 Existing operational Existing operational	
7.	Increase the energy efficiency of street lighting		1. Upgrade City owned and maintained street lighting to LED (around 5% of streetlights) 2. Prioritise and where feasible upgrade selected Western Power owned and maintained street lighting to LED	Additional $270,000 Cost to be determined	Upgrade remaining streetlighting to LED
8.	Embed energy efficient behaviours within the City's operations	Monitor real-time energy use at the City's Administration Centre, Beatty Park Leisure Centre and Library and Local History Centre – follow up and correct anomalies to prevent energy wastage Commence work on the City's new Leasing and Licensing framework to ensure appropriate accountability for energy use is built into lease agreements for City-owned facilities	1. Expand real-time energy monitoring to the City's Works Depot 2. Track month-to-month energy bills and follow up anomalies with responsible officers 3. Make energy efficient operation of facilities a priority for staff with sign-off authority for energy bills at City managed facilities	Additional $7,000 Additional 0.2 full time equivalent staff (Sustainability or Assets)	
9.	Promote and facilitate energy efficiency in the community	Amend the City's Built Form Policy to drive continuous improvement in the energy performance of new developments	1. Maintain provisions within the City's planning policies that continue to drive improvements in the energy performance of new developments	Existing operational	
10.	Promote and facilitate the adoption of solar energy in the community		2. Review and amend the Sustainability Implications section of Council report templates to ensure that relevant information is captured and linked in a meaningful way to the outcomes of the City's Sustainable Environment Strategy	Existing operational	

	Influence – Community Education/ Support/Incentives				
No.	**Strategies**	**Actions delivered in 2018/19**	**Actions to be delivered 2019-2024**	**Estimated Resourcing requirements 2019-2024**	**Actions to be delivered beyond 2024**
9.	Promote and facilitate energy efficiency in the community	Continued membership by the City of the Switch Your Thinking Program to provide residents with free energy saving guidance, workshops and discounts on energy saving products Deliver events focused on promoting sustainable building design and energy efficiency (Sustainable House Day and Sustainability Pop-up Hub) Collaborate and partner with industry to deliver events and educational materials to the community	1. Update the City's community education resources relating to energy efficiency 2. Continue to deliver events to communicate the importance of energy efficiency and to share resources on how to implement this in the home 3. Continue to seek opportunities to collaborate and partner with industry to deliver events and educational materials to the community 4. Measure and report on the effectiveness/impact of events and educational materials to guide future decisions about investment in different forms of community education/engagement 5. Provide developers with information about energy efficient building design and technologies as part of the development approval process 6. Report annually on the City's energy use, the installation of energy efficient technologies and the associated greenhouse gas and cost savings to motivate energy efficiency actions by the community	Existing operational Existing operational Existing operational Existing operational Existing operational Existing operational	Facilitate owners of rented dwellings to install solar PV systems Provide advice and support to local businesses to improve energy efficiency and install solar PV
10.	Promote and facilitate the adoption of solar energy in the community	Deliver a solar PV and battery energy storage workshop Deliver a Sustainability Pop-up Hub featuring solar technology Maintain an up-to-date solar resources page on the City's website Offer discounts on solar PV and battery storage for Vincent residents and businesses through Switch Your Thinking program	1. Continue solar community education and promotion activities as per 2018/19 2. Investigate and implement additional marketing opportunities for the promotion of solar resources and incentives to increase community exposure 3. Work with the Switch Your Thinking program to expand the range of solar incentives available to the City's community 4. Report on the City's installation of solar PV and the associated greenhouse gas and cost savings to motivate the uptake of solar PV by the community 5. Investigate and implement if feasible mechanisms for providing ongoing funding to sustainability focussed community groups that have a proven track record of delivering actions in line with the City's Sustainable Environment Strategy	Existing operational Existing operational Existing operational Existing operational	

	Advocacy – Submissions/Forums/Working Groups				
No.	**Strategies**	**Actions delivered in 2018/19**	**Actions to be delivered 2019-2024**	**Estimated Resourcing requirements 2019-2024**	**Actions to be delivered beyond 2024**
11.	Advocate to both State and Federal government for higher building design standards for new builds and retrofits (all building types)		1. Identify best practice adopted in other States and internationally 2. Take advantage of opportunities to make submissions to State and Federal reviews into building standards to advocate for adoption of best practice 3. Partner with other organisations when opportunities arise to strengthen advocacy efforts 4. Proactively engage with relevant agencies to seek support for energy performance provisions within local, State and Federal policies and standards to drive continuous improvement in new developments	Existing operational Existing operational Existing operational Existing operational	
12.	Advocate to State Government to require increased energy performance standards in new developments	Proactively engage with the Western Australian Planning Commission to seek support for energy performance provisions within State and local planning policy	1. Take advantage of opportunities to advocate to State and Federal Governments – this may be in response to direct consultation or as part of proactive campaigns led by partner organisations such as the Western Australian Local Government Association or the Green Building Council of Australia	Existing operational	
13.	Advocate to State Government and relevant government agencies in relation to energy sharing and renewable energy technologies		1. Proactively engage with the Western Australian Planning Commission to encourage increased energy performance standards in State Planning Policy and seek support for additional energy performance provisions within local planning policies to drive continuous improvement in new developments 2. Proactively engage with relevant government agencies to seek opportunities for the City and its community to be included in trials of innovative renewable energy technologies such as community solar battery storage and microgrids 3. Advocate to State Government for the removal of regulatory barriers to peer-to-peer energy sharing and the facilitation of energy sharing technologies	Existing operational Existing operational	

KEY OPPORTUNITY AREA: TRANSPORT

	Control – Infrastructure/Services/Policy				
No.	**Strategies**	**Actions delivered in 2018/19**	**Actions to be delivered 2019-2024**	**Estimated resourcing over five years from 2019/20 to 2023/24**	**Actions to be delivered beyond 2024**
1.	Support and encourage City employees to use public transport, active transport and car sharing	Deliver Active Transport program for staff comprising a monthly BBQ breakfast and quarterly gift vouchers for staff who consistently use active and public transport and those who car-share to commute to work Provide new employees with resources about active transport options and incentives Provide an electric bike fleet for staff to use for travel during the work day Continue to provide corporate Smart Rider cards for staff to use for work-related travel on public transport	1. Continue the staff Active Transport program 2. Review and update the Vincent TravelSmart Workplace Plan with a view to creating new initiatives to encourage and grow the confidence of staff in using active/public transport 3. Investigate and consider offering staff Active Transport credits in lieu of free staff parking 4. If feasible, implement a program offering staff Active Transport credits in lieu of free staff parking	Existing operational Existing operational Existing operational Cost to be determined	
2.	Support and encourage the community to increase use of public and active transport	Improve the pedestrian environment in North Perth Town Centre through the development of a town centre shared space (North Perth Common) Trial reduced vehicle speeds in local streets (40 km/h speed zones) Install additional bike parking facilities in town centres Deliver workshops and events to support active transport use (bike maintenance pop-ups & courses, bike-based community events) Install bike network infrastructure along Oxford Street North Complete Loftus Street bike lanes Improve the pedestrian and cycling environment in Mount Hawthorn Town Centre with a raised pedestrian plateau in Fairfield Street (north side of intersection with Scarborough Beach Road	1. Provide active transport accommodation at City-run events (e.g. temporary bike parking infrastructure) 2. Deliver bike lane along Florence/Carr/Strathcona/Golding streets 3. Implement train station access improvements as determined through consultation with the Perth Transport Authority and Department of Transport	Existing operational Subject to State funding Subject to State funding	

3.	Reduce the use of petroleum-based fuels in the City's vehicle fleet via renewable alternatives and increased fuel efficiency	Begin transition to a hybrid passenger vehicle fleet (in lieu of suitable fully electric vehicles which are not yet available and/or affordable) For work utility vehicles that are not yet available as hybrids or fully electric, purchase the highest fuel efficiency and lowest emissions vehicles in their class to minimise both greenhouse gas and fuel particulates being emitted into the local environment	1. Progressively transition the City's passenger vehicles fleet to fully electric or alternative technologies with zero tailpipe emissions as suitable vehicles become available 2. For work utility vehicles that are due for replacement, seek hybrid or zero emission alternatives before purchasing conventional combustion engine technology	Additional $150,000 Cost to be determined once alternatives become available	For heavy vehicles, seek opportunities to trial renewable alternatives in collaboration with partner organisations such as vehicle manufacturers, the City's waste contractors and the Australian Renewable Energy Agency (ARENA) Purchase green power to cover the shortfall from solar at facilities where the City's EVs are charged to ensure zero greenhouse gas emissions from the electric vehicle fleet (alternatively buy carbon offsets)
4.	Facilitate investment in electric vehicle (EV) charging infrastructure		1. Ensure the City's planning processes and property management framework are ready to handle applications for public EV charging stations 2. Identify and engage with businesses seeking to invest in public electric vehicle charging infrastructure in the metropolitan area 3. Work with charge station providers to ensure and infrastructure they install is in appropriate locations 4. Identify and implement mechanisms to encourage developers to incorporate EV charging management systems in new developments	Existing operational Existing operational Existing operational Existing operational	
5.	Facilitate the establishment of electric micro-transport in the city		1. Ensure transport planning by the City includes consideration of the impact of electric micro-transport	Existing operational	
6.	Develop, adopt and implement an Integrated Transport Plan to set the future course for mode share, car parking and the City's bike network	Commence work on the City's Integrated Transport Plan	1. Complete the City's Integrated Transport Plan, including: setting targets around mode share shift; review and update of the City's Parking Strategy; and review and update of the City's Bike Network Plan to grow the bike network and increase connectivity within Vincent and across local government boundaries 2. Review and amend the Sustainability Implications section of Council report templates to ensure that relevant information is captured and linked in a meaningful way to the outcomes of the City's Sustainable Environment Strategy	Existing operational Existing operational	Continue implementation of the City's Integrated Transport Plan

	Influence – Community Education/ Support/Incentives				
No.	**Strategies**	**Actions delivered in 2018/19**	**Actions to be delivered 2019-2024**	**Estimated resourcing over five years from 2019/20 to 2023/24**	**Actions to be delivered beyond 2024**
2.	Support and encourage the community to		1. Include active transport information in the promotion of City-run events	Existing operational	Consider trialling additional part-time pedestrian friendly spaces

	increase use of public and active transport		2. Investigate and implement if feasible mechanisms for providing ongoing funding to sustainability focussed community groups that have a proven track record of delivering actions in line with the City's Sustainable Environment Strategy	Existing operational	using temporary road closures in town centres
5.	Facilitate the establishment of electric micro-transport in the city		1. Use the City's communication platforms to encourage the use of electric micro-transport (including the City's community Bike Library)	Existing operational	
7.	Encourage and support the transition to zero emission vehicles by the community		1. Use the adoption of hybrid and zero emission vehicles by the City as an opportunity to promote similar technologies to the community 2. Include resource links on the City's website to educate and encourage the community to shift to EVs and to install charging stations at home (include information about safety considerations for home charging) 3. Promote the air quality benefits of zero-emission vehicles to the community 4. Offer free parking for zero emission vehicles in the City's car parks for the term of this Strategy (to 2024)	Existing operational Existing operational Existing operational	Review incentives offered to the community to encourage and support the transition to zero emission vehicles Implement further initiatives to encourage and support the transition to zero emission vehicles if appropriate

	Advocacy – Submissions/Forums/Working Groups				
	Strategies	**Actions delivered in 2018/19**	**Actions to be delivered 2019-2024**	**Estimated resourcing over five years from 2019/20 to 2023/24**	**Actions to be delivered beyond 2024**
4.	Facilitate investment in electric vehicle charging infrastructure		1. Collaborate with State Government on planning for public EV charging stations	Existing operational	
5.	Facilitate the establishment of electric micro-transport in the city	Start engaging with e-mobility providers and the State Government to establish principles/framework to deployment of e-mobility	1. Continue engaging with e-mobility providers and the State Government to establish principles/framework to deployment of E-mobility (in particularly shared e-scooters and e-bikes)	Existing operational	
8.	Work with the State Government to improve public transport services in Vincent	Participate in the Inner-City Local Government Transport Working Group – seek opportunities to maximise public and active transport Work with the Perth Transport Authority and the Department of Transport on improving train station access strategies Work with the Perth Transport Authority to improve existing bus stops/shelters	1. Continue to work with the Perth Transport Authority to improve existing bus stops/shelters 2. Work with the State Government to expand public transport services in Vincent for improved connectivity 3. Work with the State Government to encourage the use of public transport – specifically work with the Department of Transport to deliver and coordinate the roll-out of the Your Move program in Vincent 4. If the trial of reduced speed zones is successful, advocate to the State Government for additional reduced speed zones in Vincent	Existing operational Existing operational Existing operational Existing operational	

9.	Advocate to State Government for the promotion of electric vehicle charging and management infrastructure in new developments		1. Advocate to State Government for building regulations relating to electric vehicle charging infrastructure in multi-dwelling developments 2. Advocate to State Government to empower local government to require the inclusion of electric vehicle charging infrastructure in new developments 3. Advocate to State Government on issues and opportunities identified in the City's Integrated Transport Plan	Existing operational Existing operational Existing operational	

KEY OPPORTUNITY AREA: WATER

	Control – Infrastructure/Services/Policy				
No.	**Strategies**	**Actions delivered in 2018/19**	**Actions to be delivered 2019-2024**	**Estimated resourcing over five years from 2019/20 to 2023/24**	**Actions to be delivered beyond 2024**
1.	Increase water use efficiency in City-owned buildings by upgrading water-using fittings and fixtures and embedding water efficient behaviours within operations	Install a dedicated hot water main to the health and fitness area within Beatty Park Leisure Centre to prevent cold water wastage Commence work on the City's new Leasing and Licensing framework to ensure appropriate accountability for water use is built into lease agreements for City-owned facilities	1. Install water sub-meters at City-owned facilities that have multiple tenancies or are large complex sites 2. Install real-time water monitoring at facilities with high water use and where leaks are difficult to detect 3. Develop, adopt and implement a new Water Efficiency Action Plan in accordance with the Waterwise Councils Program 4. Continue to install the most water efficient fixtures available in facility upgrades/retrofits 5. Track month-to-month water bills and follow up anomalies with responsible officers 6. Make water efficient operation of facilities a priority for staff with sign-off authority for water bills at City managed facilities – prepare and implement a process to facilitate this	Existing operational Existing operational Existing operational Existing operational Additional 0.2 full time equivalent staff to deliver Actions 5 and 6	Continue participation in the Waterwise Council Program Continue participation in the Waterwise Aquatic Centre program Implement actions that emerge from the 2024 Water Sensitive Cities Benchmarking Workshop Consider undertaking the Water Sensitive Cities visioning process and development of a transition framework specifically for the City.
2.	Increase groundwater use efficiency in the City's irrigation areas and work with the Department of Water and environmental Regulation to prepare for further reductions in groundwater allocation	Seek information from the Department of Water and Environmental Regulation about potential changes to future groundwater allocations and how these may affect the City Complete minimum of 4,000m^2 of Eco-zoning	1. Develop, adopt and implement a new Water Efficiency Action Plan in accordance with the Waterwise Councils Program 2. Review the irrigation requirements of the City's reserves based on the Public Open Space Hierarchy 3. Complete implementation of the City's centralised irrigation control system; identify and implement ways to optimise performance 4. Ensure irrigation and parks maintenance crews are correctly trained to operationalise water efficient irrigation practices 5. Maintain the rate of eco-zoning at 4,000m^2 per year 6. Complete further analysis of high water-use reserves specifically to identify further water saving opportunities (including landscaping treatments and changes to hydro-zoning)	Existing operational Existing operational Existing operational Existing operational Existing operational Additional $5,000	Take further actions to prepare for possible future reductions in groundwater licence volumes as a response to the impacts of climate change and declining aquifer availability Consider full automation of irrigation schedules in response to weather conditions using soil moisture sensors and one or more weather stations

3.	Identify and utilise alternative (fit-for purpose) water sources, in partnership with relevant government agencies where appropriate	Seek to partner with Water Corporation to access alternative fit-for-purpose water sources for irrigation	1. Continue to engage with Water Corporation to keep abreast of opportunities to access alternative fit-for-purpose water sources for irrigation 2. Undertake a greywater feasibility study at City-owned facilities with a view to offsetting scheme water use for irrigation of amenity plantings (consider lessons learnt by other organisations, cost of health approvals, management plans and ongoing monitoring and maintenance)	Existing operational Additional $26,000	Based on the outcome of the feasibility study, consider installing greywater systems at one or more City-owned facilities
4.	Implement the Action Plan* developed at the City's 2018 Water Sensitive Cities Index benchmarking workshop	*Action 6:* Explore options for localised resource recovery *Action 8:* Improve the City's collaboration with the Water Sensitive Transition Network (and with Water Corporation)	1. *Action 6:* Explore options for increased use of recycled water and other fit-for-purpose water supplies 2. *Action 8:* Improve the City's collaboration with New WAter Ways to build water sensitive urban design capacity within the City	Additional 0.1 full time equivalent staff to deliver Actions 1 and 2	*Actions 4:* Focus on lowering greenhouse gas emissions associated with water infrastructure (primarily water pumping) *Action 5:* Undertake work to quantify the benefits and opportunities associated with water-related services/activities in the City *Action 7:* Evaluate the outcomes of planning processes related to water to measure the degree of success
5.	Develop and adopt a Water Sensitive Urban Design (WSUD) Plan aligned with the Vision and Transition Strategy for Greater Perth: Capture, use and infiltrate environmental water to benefit environment and community; make use of alternative water sources; and better integrate water into green spaces	Commence Brisbane Street car park upgrade – install tree pits to capture and infiltrate storm water Trial non-chemical alternatives to standard herbicides that persist in the environment and affect the ecosystems of receiving waters	1. Complete Brisbane Street car park upgrade – if feasible implement permeable carpark technology to increase stormwater infiltration into the local groundwater system 2. Review and update the City's Asset Management Plan for Transport Assets, addressing the following: i. Future road and car park upgrades designed to divert stormwater to passively irrigate trees and garden beds; ii. Disconnection from centralised drainage systems where possible; iii. Biofiltration systems included in upgrade works to increase local infiltration into the groundwater system and improve the quality of receiving waters (by removing nutrients, hydrocarbons, organic carbon and pesticides); and iv. Replacement of hardstand where possible, to be replaced by permeable surfaces (preferably planted). 3. Continue to trial and adopt new forms of weed control to reduce the City's use of chemical herbicides (to protect receiving waters)	Existing operational and capital budgets Existing operational Additional $10,000	Review and update the City's Asset Management Plan for Transport Assets to include WSUD principles and align with the City's WSUD Plan
6.	Facilitate WSUD in private development		1. Investigate and implement mechanisms to encourage WSUD in private development 2. Follow the outcomes of greywater trials for green roofs and walls and consider introducing planning requirements for the inclusion of such green infrastructure in new developments 3. Review and amend the Sustainability Implications section of Council report templates to ensure that relevant information is	Existing operational Existing operational Existing operational	

			captured and linked in a meaningful way to the outcomes of the City's Sustainable Environment Strategy		

*For further details refer to City of Vincent Water Sensitive Cities Benchmarking and Assessment Report

	Influence – Community Education/Support/Incentives				
No.	**Strategies**	**Actions delivered in 2018/19**	**Actions to be delivered 2019-2024**	**Estimated resourcing over five years from 2019/20 to 2023/24**	**Actions to be delivered beyond 2024**
4.	Implement the Action Plan* developed at the City's 2018 Water Sensitive Cities Index benchmarking workshop	*Action 2:* Improve understanding of domestic bore (groundwater) use in the City of Vincent	1. *Action 2:* Promote responsible domestic bore (groundwater) use with guidance from the department of Water and environmental Regulation and Water Corporation	Existing operational	
7.	Expand the City's Adopt a Verge program to further reduce community water use on verges and actively promote the program to encourage continued participation	Facilitate 100 verge transformations in 2018/19	1. Consider expanding the Adopt a Verge program by 50% and implementing a marketing campaign to encourage increased community participation in the Adopt a Verge program 2. At the time of the next Greening Plan review (2023) also review the Adopt a Verge program and its ongoing resource requirements	Additional $250,000 Additional 0.2 full time equivalent staff to deliver Action 1 Existing Operational	
8.	Encourage and assist residents and businesses to understand, apply for and install on-lot rain water and greywater systems	Ongoing participation by the City in the Switch Your Thinking program entitles residents and businesses to discounts on rainwater tanks	1. Use the City's website and social media to share up-to-date information about rainwater and greywater system suitability, installation, use and maintenance 2. Share with the community lessons learned from the City's feasibility study (and potential implementation) of greywater systems 3. Deliver workshops and events including information and advice on rainwater and greywater 4. Undertake a survey to determine the extent/success of greywater use in households where greywater systems have previously been installed	Additional $10,000 Additional 0.2 full time equivalent staff to deliver Actions 1 to 4	Informed by the community greywater survey, consider: 1. Implementing mechanisms for incentivising residents and businesses to install greywater systems; 2. Resourcing the City's Environmental Health team to provide more in-depth information and guidance to residents and businesses on the application process and installation of rainwater and greywater systems

9.	Increase community water literacy, including the understanding of water efficiency, the local water cycle and connection to and ownership of local wetlands	Deliver a Sustainability Pop-Up Hub event featuring Water Corporation and Greywater Industry representatives to educate the community on water saving and reuse options Provide discounts on rainwater tanks to community and business via the City's participation in the Switch Your Thinking program Include a River-friendly Garden category in the City's garden competition	1. Use the City's website and social media to share water-related information and resources produced by the City and third parties such as Water Corporation, Switch Your Thinking and River Guardians 2. Continue to seek opportunities to collaborate and partner with industry to deliver events and educational materials to the community 3. Measure and report on the effectiveness/impact of events and educational materials to guide future decisions about investment in different forms of community education/engagement 4. Use signage at local wetlands to communicate their value and vulnerability to contaminants, pollutants and other human impacts (to be deployed in alignment with the Public Open Space Signage Strategy) 5. Investigate and implement if feasible stormwater drain marking to raise awareness of the impact of pollutants on receiving environments (consider delivering this in collaboration with the community – City to supply materials and traffic control) 6. Investigate and implement if feasible mechanisms for providing ongoing funding to sustainability focussed community groups that have a proven track record of delivering actions in line with the City's Sustainable Environment Strategy	Existing operational Existing operational Existing operational Additional $2,000 Additional $80,000	Implement further community education actions that emerge from the 2024 Water Sensitive Cities Benchmarking Workshop

*For further details refer to City of Vincent Water Sensitive Cities Benchmarking and Assessment Report

	Advocacy – Submissions/Forums/Working Groups				
No.	**Strategies**	**Actions delivered in 2018/19**	**Actions to be delivered 2019-2024**	**Estimated resourcing over five years from 2019/20 to 2023/24**	**Actions to be delivered beyond 2024**
10.	Advocate to both State and Federal Government for higher building design standards for new builds and retrofits (all building types)		1. Take advantage of opportunities to advocate to State and Federal Governments – this may be in response to direct consultation or as part of proactive campaigns led by partner organisations such as the Western Australian Local Government Association or the Green Building Council of Australia	Existing operational	
11.	Advocate to State Government to require increased water performance standards in new developments and to facilitate greywater use		1. Proactively engage with the Western Australian Planning Commission to encourage increased water performance standards in State Planning Policy and seek support for additional water performance provisions within local planning policies to drive continuous improvement in new developments 2. Consider advocating to the State Government for the relaxation of greywater regulations that currently limit uptake (determined if current regulations are unnecessarily restrictive in the local context)	Existing operational Existing operational	

KEY OPPORTUNITY AREA: WASTE

	Control – Infrastructure/Services/Policy				
No.	**Strategies**	**Actions delivered in 2018/19**	**Actions to be delivered 2019-2024**	**Estimated resourcing over five years from 2019/20 to 2023/24**	**Actions to be delivered beyond 2024**
1.	Implement sustainable procurement practices to minimise waste generation within the City's operations	Start to replace single-use vinyl event banners with recyclable pressed cardboard signs – install five permanent roadside frames and make available for community use Change all dog waste bags in Vincent parks to a compostable material Change bin liners at City facilities to compostable waste bags Introduce kitchen waste composting and recycling stations throughout City of Vincent offices	1. Complete replacement of all vinyl roadside banners used by the City (via display frame installations) 2. Replace the use of pole-mounted single-use vinyl banners with recyclable pressed cardboard signs (install pole-mounted frame structures to hold cardboard signs) 3. Prohibit the use of single-use vinyl roadside banners by the community (provide community access to the City's permanent frames for displaying recyclable signs)	Existing operational Existing operational Existing operational	Investigate feasibility of ending the sale of specific single use items (particularly plastic) in the City
2.	Maximise diversion of waste from landfill through existing waste collection processes	Work with Mindarie Regional Council to allow all of the City's kerbside collections waste trucks to deliver waste to the Resource Recovery Facility for composting			
3.	Implement the City's Waste Strategy 2018 – 2023* Note: Waste Strategy actions are grouped together under projects. These are shown here for context.	*Project 1: Recovery of Organic Material Food and Green Options Appraisal* Undertake an Options Appraisal to explore options to improve the management of food organics and green organics (FOGO)	1. Actions to increase recovery of organic waste to be guided by outcomes of *Project 1: Recovery of Organic Material Food and Green Options Appraisal* Give consideration to the greenhouse gas emissions resulting from organic material recovery and processing options.	Resourcing requirements to be determined	
		Project 2: Bulk Hard Waste (junk) Service Options Appraisal Undertake an options appraisal to assess alternative means of collection	2. Actions to increase resource recovery from bulk hard waste to be guided by outcomes of *Project 2: Bulk Hard Waste (junk) Service Options Appraisal*	Resourcing requirements to be determined	
		Project 3: Improving Collection and Waste Recovery in Multi-Unit Developments (MUDs) Undertake a cross-boundary collaborative partnership program with the City of Perth, City of Stirling and Western Australian Local Government Association to investigate better practice solutions for MUDs		Resourcing requirements to be determined	

		Project 5: Research Alternative Waste Treatment Options Find alternatives to landfill in line with the waste hierarchy	3. *Project 5: Research Alternative Waste Treatment Options* – Find alternatives to landfill in line with the waste hierarchy Give consideration to the greenhouse gas emissions resulting from alternative waste treatment options.	Existing operational	
		Project 7: Develop Business Systems for Waste Services for Accurate Records and Reporting Improve business systems to deliver higher level customer service and service efficiency	4. *Project 7: Develop Business Systems for Waste Services for Accurate Records and Reporting* – Improve business systems to deliver higher level customer service and service efficiency	Resourcing requirements to be determined	
		Project 8: Commercial Waste Collections Options Appraisal Review the City's commercial waste services and consider separating the waste charge for businesses from property rates	5. Actions to ensure the best service provision to businesses and provide transparency around waste collection costs to be guided by the outcomes of *Project 8: Commercial Waste Collections Options Appraisal*	Resourcing requirements to be determined	
		Project 9: Separate Waste Charge Options Appraisal Investigate the potential to incentivise waste reduction and recovery through separating the waste charge for residential properties from property rates	6. Actions to create a transparent charging mechanism that will incentivise residents to minimise waste to landfill will be guided by the outcomes of *Project 9: Separate Waste Charge Options Appraisal*	Resourcing requirements to be determined	
4.	Investigate and implement mechanisms to ensure that developments demonstrate best practice in reducing waste associated with construction and maintenance	Built Form Policy review to include waste performance in environmentally sustainable design provisions (using either the Green Star rating system or Life Cycle Assessment)	1. Review and amend the Sustainability Implications section of Council report templates to ensure that relevant information is captured and linked in a meaningful way to the outcomes of the City's Sustainable Environment Strategy		

*For further details, refer to City of Waste Strategy 2018 - 2023

	Influence – Community Education/Support/Incentives				
No.	**Strategies**	**Actions delivered in 2018/19**	**Actions to be delivered 2019-2024**	**Estimated resourcing over five years from 2019/20 to 2023/24**	**Actions to be delivered beyond 2024**
3.	Implement the City's Waste Strategy 2018-2023* Note: Waste Strategy actions are grouped together under projects. These are shown here for context.	*Project 6: Waste and Recycling Education, Awareness and Promotional Programs* Identify barriers, improve awareness and provide solutions to drive community behaviour higher up the waste hierarchy (maximise waste avoidance and recovery)	1. *Project 6: Waste and Recycling Education, Awareness and Promotional Programs* – Identify barriers, improve awareness and provide solutions to drive community behaviour higher up the waste hierarchy (maximise waste avoidance and recovery)	Resourcing requirements to be determined	

5.	Provide feedback to the community about its waste impacts and support community waste projects that benefit the environment	Support Transition Town Vincent to establish a community compost hub Support the establishment of a Repair Cafe	1. Continue to support community groups to set up local projects that reduce waste generation and increase waste diversion 2. In community education material include information about: i. The amount of greenhouse gas emissions produced by the average Vincent household through its waste; ii. Waste tonnages collected by the City (to help residents understand the volumes of waste landfilled and recycled) 3. Investigate and implement if feasible mechanisms for providing ongoing funding to sustainability focussed community groups that have a proven track record of delivering actions in line with the City's Sustainable Environment Strategy	Community Budget Submissions (to be determined year to year)	

*For further details, refer to City of Waste Strategy 2018 - 2023

	Advocacy – Submissions/Forums/Working Groups				
No.	**Strategies**	**Actions delivered in 2018/19**	**Actions to be delivered 2019-2024**	**Estimated resourcing over five years from 2019/20 to 2023/24**	**Actions to be delivered beyond 2024**
3.	Implement the City's Waste Strategy 2018 – 2023* Note: Waste Strategy actions are grouped together under projects. These are shown here for context.	*Project 4: Regional and Cross Boundary Collaborative Partnership* Identify solutions to shared issues (cross-boundary); Explore economies of scale; Develop consistent approach to waste on a regional level	1. *Project 4: Regional and Cross Boundary Collaborative Partnership* – Identify solutions to shared issues (cross-boundary); Explore economies of scale; Develop consistent approach to waste on a regional level	Existing operational	
		Project 10: Advocacy and Lobbying for Change to State and Federal Waste Legislation and Policy Advocate for change in waste management legislation and policy at State and Federal levels to enable, encourage or mandate new/alternative approaches to waste production, manufacturing, management and disposal	2. *Project 10: Advocacy and Lobbying for Change to State and Federal Waste Legislation and Policy* – Advocate for change in waste management legislation and policy at State and Federal levels to enable, encourage or mandate new/alternative approaches to waste production, manufacturing, management and disposal	Existing operational	

*For further details, refer to City of Waste Strategy 2018 - 2023

KEY OPPORTUNITY AREA: URBAN GREENING & BIODIVERSITY

	Control – Infrastructure/Services/Policy				
No.	**Strategies**	**Actions delivered in 2018/19**	**Actions to be delivered 2019-2024**	**Estimated resourcing over five years from 2019/20 to 2023/24**	**Actions to be delivered beyond 2024**
1.	Implement the City's Greening Plan 2018 – 2023* Note: Greening Plan actions are grouped together based on their objectives. These are included here for context.		1. *Objective 1: Increase Canopy Cover on Public Land* - Plant more trees than are lost or removed - Complete 1.5 kilometres of additional greenway planting per year - Select trees to maximise overall canopy cover for each planting area - Implement quality pruning & management techniques to maximise the canopy of each individual tree	Additional $1,200,005	
		Objective 2: Enhance Habitat and Promote Biodiversity Identify existing areas of biodiversity value Preserve, enhance and expand existing areas of biodiversity value through supplementary planting Connect existing areas of biodiversity value through additional planting of biodiversity linkages across the City Prioritise the preservation & improvement of native habitat and biodiversity in all greening activities	2. *Objective 2: Enhance Habitat and Promote Biodiversity* - Identify existing areas of biodiversity value - Preserve, enhance and expand existing areas of biodiversity value through supplementary planting - Connect existing areas of biodiversity value through additional planting of biodiversity linkages across the City - Prioritise the preservation & improvement of native habitat and biodiversity in all greening activities	Additional $300,000	
		Objective 3: Greening the Town Centres Select trees and amenity plantings based on the functional needs of each Town Centre and in consultation with relevant stakeholders Develop a program of tree planting in City-managed open-air car parks to achieve 60% tree canopy cover in accordance with the City's Built Form Policy	3. *Objective 3: Greening the Town Centres* - Select trees and amenity plantings based on the functional needs of each Town Centre and in consultation with relevant stakeholders - Develop a program of tree planting in City-managed open-air car parks to achieve 60% tree canopy cover in accordance with the City's Built Form Policy	Existing operational	

		Objective 4: Greening Private Land and New Development Use available planning instruments to mandate and incentivise the retention or reinstatement of vegetation Investigate incentives for encouraging tree retention by property owners outside the development approval process Review the Built Form Policy canopy requirements to determine if the current canopy requirements are sufficient to achieve the identified target of 12% in the private domain	4. *Objective 4: Greening Private Land and New Development* - Use available planning instruments to mandate and incentivise the retention or reinstatement of vegetation - Investigate incentives for encouraging tree retention by property owners outside the development approval process - Review the Built Form Policy canopy requirements to determine if the current canopy requirements are sufficient to achieve the identified target of 12% in the private domain 5. Review and amend the Sustainability Implications section of Council report templates to ensure that relevant information is captured and linked in a meaningful way to the outcomes of the City's Sustainable Environment Strategy	Existing operational	
		Objective 5: Greening the Community Invite community input and participation in City driven greening initiatives Invite the community to nominate greening projects and initiatives to be delivered by the City	6. *Objective 5: Greening the Community* - Invite community input and participation in City driven greening initiatives - Invite the community to nominate greening projects and initiatives to be delivered by the City	Additional $304,000 + Community Budget Submissions (to be determined year to year)	
2.	Implement the Action Plan** developed at the City's 2018 Water Sensitive Cities Index benchmarking workshop to further support the growth of the City's tree canopy and improve connection between Vincent's "green" and "blue" assets		1. *Action 1:* Prioritise local streets that connect neighbourhoods to bodies of water for biodiversity plantings to improve the walkability to nearby lakes and to the river	Existing operational	

*For further details, refer to City of Vincent Greening Plan 2018-2023 - Appendix 2: Five Year Implementation Plan

**For further details refer to City of Vincent Water Sensitive Cities Benchmarking and Assessment Report

	Influence – Community Education/Support/Incentives				
No.	**Strategies**	**Actions delivered in 2018/19**	**Actions to be delivered 2019-2024**	**Estimated resourcing over five years from 2019/20 to 2023/24**	**Actions to be delivered beyond 2024**
1.	Implement the City's Greening Plan 2018 – 2023*	*Objective 2: Enhance Habitat and Promote Biodiversity* Identify existing areas of biodiversity value Preserve, enhance and expand existing areas of biodiversity value through supplementary planting Connect existing areas of biodiversity value through additional planting of biodiversity linkages across the City Prioritise the preservation & improvement of native habitat and biodiversity in all greening activities	1. *Objective 2: Enhance Habitat and Promote Biodiversity* - Identify existing areas of biodiversity value - Preserve, enhance and expand existing areas of biodiversity value through supplementary planting - Connect existing areas of biodiversity value through additional planting of biodiversity linkages across the City - Prioritise the preservation & improvement of native habitat and biodiversity in all greening activities	Additional $400,024	
		Objective 3: Greening the Town Centres Proactively engage with and provide technical advice to stakeholders involved in greening activities	2. *Objective 3: Greening the Town Centres* - Proactively engage with and provide technical advice to stakeholders involved in greening activities	Existing operational	
		Objective 4: Greening Private Land and New Development Educate the community on the benefits of trees and soft landscaping Support and advise residents in choosing appropriate tree and landscaping species Engage and educate developers on the value of trees and soft landscaping to developments Advise developers in choosing appropriate tree and landscaping species	3. *Objective 4: Greening Private Land and New Development* - Educate the community on the benefits of trees and soft landscaping - Support and advise residents in choosing appropriate tree and landscaping species - Engage and educate developers on the value of trees and soft landscaping to developments - Advise developers in choosing appropriate tree and landscaping species	No additional resourcing required at current level of service Additional staff will be needed if the level of service is to increase	

		Objective 5: Greening the Community Provide effective communication, education and networking opportunities centred on urban greening Support the community to deliver greening projects and initiatives through financial and in-kind support from the City	4. *Objective 5: Greening the Community* - Provide effective communication, education and networking opportunities centred on urban greening - Support the community to deliver greening projects and initiatives through financial and in-kind support from the City - Investigate opportunities to create further free community mulch piles and implement where possible - Place informative signage in eco-zoned areas to educate and encourage residents to undertake similar plantings on their properties and verges – to be aligned with the Public Open Space Signage Strategy 5. Investigate and implement if feasible mechanisms for providing ongoing funding to sustainability focussed community groups that have a proven track record of delivering actions in line with the City's Sustainable Environment Strategy	Additional $4,000 No additional staff resourcing needed at current level of service Additional staff will be needed if the level of service is to increase (Parks & Environment) Existing operational	
2.	Implement the Action Plan** developed at the City's 2018 Water Sensitive Cities Index benchmarking workshop to further support the growth of the City's tree canopy and improve connection between Vincent's "green" and "blue" assets	*Action 1:* Provide guidance on plant selection and free waterwise native plants to Adopt a Verge participants	6. *Action 1:* Continue and expand the Adopt-a Verge program to incentivise and assist residents to create native verge gardens that contribute links to the chain of "biodiversity islands" being established by the City to connect green and blue spaces	Additional resourcing needed for expansion of the Adopt a Verge program is set out in the Water section above	

*For further details, refer to City of Vincent Greening Plan 2018-2023 - Appendix 2: Five Year Implementation Plan

**For further details refer to City of Vincent Water Sensitive Cities Benchmarking and Assessment Report

	Advocacy – Submissions/Forums/Working Groups				
No.	**Strategies**	**Actions delivered in 2018/19**	**Actions to be delivered 2019-2024**	**Estimated resourcing over five years from 2019/20 to 2023/24**	**Actions to be delivered beyond 2024**
1.	Implement the City's Greening Plan 2018 – 2023*		1. *Objective 4: Greening Private Land and New Development* - Advocate for changes to State planning legislation and policy to facilitate protection of both trees on privately owned land and their owners against tree-related liability	Existing operational	

2.	Implement the Action Plan** developed at the City's 2018 Water Sensitive Cities Index benchmarking workshop to further support the growth of the City's tree canopy and improve connection between Vincent's "green" and "blue" assets	*Action 3:* Advocate for changes to State legislation to facilitate tree protection by local government	1. *Action 3:* Continue to advocate for changes to State legislation to facilitate tree protection by local government	Existing operational	

*For further details, refer to City of Vincent Greening Plan 2018 - 2023 - Appendix 2: Five Year Implementation Plan

**For further details refer to City of Vincent Water Sensitive Cities Benchmarking and Assessment Report

EVALUATION

The City's Sustainable Environment Strategy 2019-2024 and this Implementation Plan will be reviewed and updated in 2024. In the interim the City's Administration will continually track the completion of actions and measure progress toward targets. Our community will be informed about the progress of implementation via the City's Annual Report and through the community education actions included in this Implementation Plan.

WHO DO I CONTACT FOR MORE INFORMATION?

To find out more about our *Sustainable Environment Strategy*, or any of our programs, contact:

The City of Vincent

Address: 244 Vincent Street (corner of Loftus Street), Leederville, Western Australia, 6007

Tel: (08) 9273 6000. **Fax:** (08) 9273 6099

www.vincent.wa.gov.au

9.2 INFORMATION BULLETIN

TRIM Ref: D19/66817

Author: Emma Simmons, Governance and Council Support Officer

Authoriser: Kerryn Batten, Executive Director Corporate Services

Attachments:

1. Minutes of the Children and Young People Advisory Group Meeting held on 1 April 2019
2. Minutes of the Arts Advisory Group Meeting held on 4 April 2019
3. Unconfirmed Minutes of the Environmental Advisory Group Meeting held on 8 April 2019
4. Minutes of the Design Review Panel Meeting held on 17 April 2019
5. Minutes of Tamala Park Regional Council Meeting held on 18 April 2019
6. Minutes of the Reconciliation Action Plan Working Group Meeting held on 29 April 2019
7. Street Tree Removal Information
8. Statistics for Development Applications as at end of April 2019
9. Register of Legal Action and Prosecutions Register Monthly - Confidential
10. Register of State Administrative Tribunal (SAT) Appeals – Progress Report as at 9 May 2019
11. Register of Applications Referred to the MetroWest Development Assessment Panel – Current
12. Register of Applications Referred to the Design Review Panel – Current
13. Register of Petitions - Progress Report - May 2019
14. Register of Notices of Motion - Progress Report - May 2019
15. Register of Reports to be Actioned - Progress Report - May 2019

RECOMMENDATION:

That Council RECEIVES the Information Bulletin dated April 2019.

CITY OF VINCENT

CHILDREN AND YOUNG PEOPLE ADVISORY GROUP

Monday, 1 April 2019 at 6pm

Venue: Committee Room

City of Vincent Administration and Civic Centre
244 Vincent Street, Leederville

UNCONFIRMED MINUTES

Attendees:

City of Vincent Councillors:
Cr Alex Castle (Chairperson) (AC)
Cr Susan Gontaszewski (SG)

Community Representatives:
Joel Birch (JB)
Megan Kaino (MK)

City of Vincent Officers:
Sandra Watson – Manager Community Partnerships (SW)
Kate Allen – Community Partner (KA)
Wayne Grimes – Senior Community Projects Officer (WG)

****

1. Welcome / Declaration of Opening

The Chairperson opened the meeting at 6.04pm and delivered an Acknowledgement of Country on behalf of the group.

2. Apologies

Andrew Rigg (AR), Karen Balm (KB), John Thomson (JT), Michael Quirk (MQ)

3. Confirmation of Previous Minutes

The Minutes from the previous meeting held on 4 February w2019 were confirmed as a true and correct record.

4. Business

4.1 Leederville Oval Master Plan

- WG provided an overview of the project and current status. A consultant has provided an initial breakdown of the different 'zones' within Leederville Oval and ideas for the possible development or reconfiguration of spaces, in the form of an information sheet.
- WG explained that they are seeking feedback from all City Advisory Groups about the Master Plan and are particularly interested in feedback from CYPAG relating to what children and young people might want in the space.

(6.20pm JB arrived)

- Feedback from the group included the following:
  - Making the area more appealing for events and activations
  - Making area 9 (access road from Oxford Street) a shared space/pedestrian mall which could be utilised by TAFE students and encourage people to walk from Oxford St to the oval
  - A public art piece at the main entrance
  - Area 4 (eastern side) is one of the nicest areas currently for families to sit and view football games and a toilet should be retained on this side of the oval
  - Furniture that can also be used by skateboarders or skate sculptures
  - Space and facilities for performances to be held
  - An entrance from Loftus Recreation Centre to draw people down into the space
  - Opening area 2 (woodchip/northern corner) up to the Loftus carpark
  - Installing exercise/ parkour equipment, basketball or netball rings at area 2
  - Making the embankment of area 2 less steep to make it more accessible

ACTION: KA to send the Leederville Oval information sheet out to the CYPAG members for further feedback

4.2 Action Item Review

KA provided updates on previous Action Items:

- KA confirmed that CYPAG members have now received the email with details regarding nominations of community representatives.
- MK followed up with Craig Rodgers at Aranmore College regarding the use of photos from Year 9 Engagement Week activities – KA has now received confirmation from Craig that the photos are able to be used.
- The VYN have been advised of the CYPAG members' suggestions for barista course facilitators.
- KA advised that the WA Debating League (WADL) have confirmed that they are happy for the City to livestream or record the interschool debating competition. Once schools have confirmed attendance, we will ask for their feedback and permission.
- KA advised that WADL are also happy for schools to debate locally relevant topics and have offered to assist with choosing the best topics.
  Some topics suggested by the group were:
  - Skateboarding in public spaces and on public furniture.
  - Waste and recycling.
  - Public art vs public open space.
  - Women's sport and pay/sponsorship equality.

ACTION: KA to send email to CYPAG members to request any additional debating topic ideas

4.3 Vincent Youth Network (VYN) - Update

- KA advised a review will be undertaken of the day and time for meetings as many of the VYN members have had changes to their availability.
- The VYN have been working on hosting a barista course but no date has been set as yet.
- The VYN have started contacting local schools requesting to speak with students about joining the VYN and possibly hosting mini-workshops to get feedback from students on what events and facilities they want within the City. The group suggested making contact with Mt Lawley and Churchlands High School's also and offered to provide some contacts.
- The group discussed promoting the VYN to school P&C's and offering assistance with P&C events.
- Several VYN members attended Leedy Open Streets last month to hand out flyers promoting the VYN.

ACTION: KA to send email to CYPAG members to request names of contacts at Churchlands and Mount Lawley High School.

4.4 Interschool Debating Competition

- KA advised four (4) schools have returned EOIs and agreed to participate. One school has not responded and Mount Hawthorn Primary School have advised they have a pupil free day and cannot participate.
- A Noongar Elder has been engaged to provide a Welcome to Country for the event.
- SG advised Highgate Primary School also have a pupil free day on that date so it was suggested all schools are contacted to double check if they can participate and to consider whether a change of date is required

ACTION: KA to contact all participating schools to check if they have a pupil free day and to arrange change of date for the competition if required

4.5 Youth Week Update

- KA advised all promotional materials have been developed and distributed with events advertised on the City's website and social media;
- All events are open for registrations and one event is already full;
- 10-17 year age group event registrations have filled up fast, with the 18-25 year age group filling at a slower rate. Discussed additional avenues to promote these events; and
- The City is also promoting other Youth Week events being held by local organisations.

4.6 CYPAG Community Member Nominations

- No nominations or enquiries have been received regarding new members;
- The young person previously identified as a possible member is now unable to attend due to other commitments on Monday evenings; and
- KA requested the group to continue to promote the opportunity to their networks.

4.7 Other Business

- No other business was raised for discussion

5. Close / Next Meeting

The Chairperson closed the meeting at 7.14pm. The next meeting is scheduled to be held on Monday, 10 June 2019

Signed_____
Councillor Alex Castle (Chairperson)

Dated this_____day of_____2019

Summary of Actions	Date
KA to send the Leederville Oval information sheet out to the CYPAG members for further feedback by 15 April 2019.	4 April 2019
KA to send email to CYPAG members to request any additional debating topic ideas.	4 April 2019
KA to send email to CYPAG members to request names of any contacts for Churchlands and Mount Lawley High School.	4 April 2019
KA to contact all participating schools to check if they have a pupil free day and to arrange change of date for the competition if required.	2 April 2019

CITY OF VINCENT

ARTS ADVISORY GROUP

Thursday, 4 April at 6:00pm

Venue: Committee Room
City of Vincent Administration and Civic Centre
244 Vincent (corner Loftus) Street, Leederville

MINUTES

Attendees:

City of Vincent Councillors
Cr Jimmy Murphy (Chair)

Community Representatives
Mr Graham Hay
Ms Julie Rosario
Ms Claire Stokes
Ms Sioux Tempestt
Mr Simon Venturi

City of Vincent Officers
Rosslind Ellis – Manager Marketing and Communications (RE)
Tegan Patrucco – Arts and Activation Officer (TP)
Caris Mooney – Arts and Activation Officer (CM)

Guest Speakers
Philippa Baker –Community Projects Officer – Leisure Planner (PB)

****

1. Welcome / Declaration of Opening – Acknowledgement of Country

JM opened the meeting at 6.04pm and acknowledged the traditional custodians of the land on which the meeting was held.

2. Apologies

Cr Joanne Fotakis; Michael Quirk – Director Community Engagement (MQ); and Community Representatives – Jessica Darlow and Laura Warren.

3. Confirmation of Previous Minutes

The minutes from the previous meeting held on 7 February 2019 were confirmed as a true and correct record.

4. Updates

4.1 Leederville Oval Master Plan – Presentation

PB presented the draft Leederville Oval Master Plan materials and requested feedback from the Arts Advisory Group on how public art could best be incorporated into the space, and what overall themes should be reflected in the development. The following comments were made:

a) SV suggested including wayfinding artworks, as the pedestrian lanes are narrow and the entrance to the oval is not very noticeable

b) CS suggested speaking to local Noongar groups for guidance around themes

c) GH suggested having a café on the ground floor of the Department of Sport and Recreational Services building

d) JM suggested the artwork themes reflect the Leederville café and food culture

e) ST suggested making the area and key buildings mixed-use

f) GH noted that trees around the oval should screen people from the summer sun, but not block too much of the winter sun

g) Discussion was held concerning using some of the building space as an artist co-working/creative space. It was suggested Artsource could manage the space. TP and CM to investigate.

PB noted that her email address has been provided to the Arts Advisory Group if they have any further feedback to give.

5. Key Items for Discussion

5.1 Arts Funding Applications

The application summary document previously circulated by TP was tabled for consideration. Discussion was held concerning which projects most strongly aligned to the Arts Development Action Plan 2018-2020.

The applications were put into priority order by the Arts Advisory Group. TP noted that this feedback will be provided to council in the council report on the funding round.

5.2 Vincent Creates (Guerrilla Arts Project)

CM presented a project overview for Platform, previously known as the guerrilla arts project. The following comments were made:

a) JM queried whether the project would use the Make Vincent Instagram. CM clarified that it would, while still using the Platform name to distinguish entries easily.

b) JM noted that one of the measures of the project's success could be the diversity of people participating, and the diversity of artforms represented.

c) SV suggested adding 'or creativity' to the phrase 'your artwork', to make participation less intimidating and capture and broader range of the community.

d) Discussion was had concerning whether the guidelines should specify original works. It was agreed upon to leave it as open as possible at this stage.

e) GH advised that the City make it clear that the more restrictive guidelines apply only to public space.

f) SV noted that it is important to keep the project viable for the City.

5.3 Major Artwork Commission

TP updated the Arts Advisory Group on the current stage of major artwork commission planning. The following comments were made:

a) TP enquired whether there were any objections to running the artist EOI as an open process, rather than a curated/targeted list. TP noted that particular artists could still be encouraged to apply, but the open EOI would increase the processes transparency and diversity. No objections were made.

b) TP enquired whether there were any objections to Nathan Giles (Perth Public Art Foundation) joining the selection panel. None were noted.

c) SV suggested that the City set up a public art selection panel officially.

d) Discussion was had concerning the inclusion of Town Centres on the artwork locations list, and the definition of 'entry statement'. It was agreed upon that Town Centre locations could be included and that artists can suggest alternative locations.

e) GH suggested that the major artwork could be a roaming artwork and use multiple locations. JR noted the high cost of this and suggested that some applications in the Arts Funding round achieve this already.

f) It was agreed upon that TP will circulate the EOI document to the Arts Advisory Group before opening it to the public.

JM and ST left the meeting at 7.05pm.

6. Close / Next Meeting

The meeting was closed at 7.40pm. The next meeting is scheduled to be held on 6 June 2019.

Summary of Actions	Responsibility	Due Date
Investigate possibility of creative space at Leederville Oval	TP and CM	30 May 2019
Circulate draft EOI document for major artwork commission to Arts Advisory Group	TP	15 May 2019
Include Arts Advisory Group application feedback in council report on Arts Funding applications	TP	16 April 2019

CITY OF VINCENT

ENVIRONMENTAL ADVISORY GROUP MEETING

8 April 2019 AT 6:00PM

Venue: City of Vincent – Committee Room

UNCONFIRMED MINUTES

Attendees:

City of Vincent Councillors:
Cr Loden *(Chair)*

Community Representatives:
Chris Cutress, David White, Halinka Lamparski, Zoe Myers, Lisa Edwards

City of Vincent Officers:
Chief Executive Officer (CEO), Executive Director Infrastructure and Environment (EDIE), Project Officer Parks and Environment (PO) Sarah Hill, Sustainability Officer (SO) Anita Marriott, Sustainability Officer (SO) Sara Orsi

****

1. Welcome/Declaration of Opening – Acknowledgement of Country

The Chair opened the meeting at 6.05pm and provided acknowledgement of the traditional owners of the land.

2. Apologies

Cr. Hallett, Anthony Horton, Fiamma Riviera, Jacinta Key, Isaac Lorca, Manager Policy and Place

3. Confirmation of Minutes

Minutes from the EAG meeting on 11 February, 2019 were confirmed by all members in attendance.

4. Business

4.1 Leederville Oval Master Plan

This items was deferred to allow for item 4.2 to be discussed at greater length.

Action: Background information and early concept plans and to be sent to the EAG via email. EAG members to provide feedback directly to the City's Community Partnerships team or via the City's online engagement platform Imagine Vincent.

4.2 Draft Sustainable Environment Strategy 2019-2024

The EAG discussed the City's Draft Sustainable Environment Strategy (SES) 2019-2024 and the accompanying Implementation Plan. Administration advised that EAG feedback and recommendations provided after the February 2019 meeting of the EAG had been addressed within the draft documents where feasible, and that graphic design is yet to be completed.

Outcome: The EAG provided broad support for the draft SES and accompanying Implementation Plan provided that the following items were addressed or considered:

- Key opportunity area title 'Stationary Energy' to be simplified to 'Energy';
- In the Targets section clarify the source of emissions to make it clear that the Greenhouse Gas Emissions referred to are from 'energy use';
- In the Implementation Plan:
    - Make it clear that investigation of solar battery storage is to be included in the solar feasibility studies listed for 2019 to 2024; and
    - Additional actions to be considered: Investigation of 1) solar shade structures 2) energy sharing 3) free parking for zero emission vehicles in the City's car parks 4) advocacy for adoption of energy sharing technologies 5) advocacy for trialing of new solar technologies in Vincent 6) advocacy for changes to greywater regulations to ease restrictions 7) mechanisms for providing ongoing funding to sustainability focused community groups that have a proven track record of delivering actions in line with the City's Sustainable Environment Strategy.

Actions:

- Administration to email copies of the draft SES and Implementation Plan to EAG members; and
- EAG members to provide any additional feedback relating to the draft SES and Implementation Plan via email by a date to be specified by Administration.

4.3 Previous Agenda Items – status update

Item	Current Status	Next Step
Greening Plan	Completed – adopted by Council September 2018	
Waste Strategy	Completed – adopted by Council September 2018	
Sustainable Environment Strategy development	draft Strategy prepared	To be presented to Council at its May meeting
Hyde Park Floating Reed Bed Filtration System - Trial	EAG recommended that the City proceed with the trial	City's Officers to prepare a report for Council to consider approving trial
Encouraging Community Solar	Online resource page completed. Promotion rolled out via social media/news. Solar workshop for community delivered October 2018.	
Hyde Park Lakes Turtle Study	Project specifics and timeline being revised by UWA	TBD following receipt of revised project specifics
Verge Policy Review	Completed	Develop flyers for quick reference on what can be done on verges

9. Next meeting

17 June, 2019

10. Close

The Chair closed the meeting at 8.01 pm

These Minutes were confirmed as a true and correct record of the meeting of the Environmental Advisory Group held on 8 April 2019.

Signed: ..... Chairperson

Dated: This ..... day of 2019

CITY OF VINCENT

DESIGN REVIEW PANEL

Wednesday 17 April 2019 at 3.30pm

Venue: Function Room
City of Vincent Administration and Civic Centre

MINUTES

Attendees:

Design Advisory Committee Members:	City of Vincent Officers
Sasha Ivanovich (Chairperson)	Joslin Colli (A/Manager Development & Design)
Munira Mackay	Kate Miller (A/Coordinator Planning Services)
Joe Chindarsi	Mitch Hoad (Senior Urban Planner)
Stephen Carrick	Karsen Reynolds (Urban Planner)
	Roslyn Hill (Minute Secretary)

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Applicant-Item 3.1	
Trent Durward	Megara
Kris Mainstone	UBG
Bert Gianolti	UBG

Applicant-Item 3.2	
Megan Gammon	Urbis
Adam Wood	Urbis
Graham Morrisson	
David Ta	

****

3.30pm **Member Discussion**
4.00pm

1. Welcome / Declaration of Opening

The Chairperson, Sasha Ivanovich declared the meeting open at 4.10pm.

2. Apologies

3. Business

4.10pm–4.45pm – Applicant Presentation – No DA lodged

3.1 **Address**: No's 41-43 and 45 Angove Street, North Perth

Proposal: Mixed Use development

Applicant: Megara

Reason for Referral: For the DRP to consider the changes made by the applicant in response to the previous DRP comments and recommendations of 8 March 2017

Applicant's Presentation:
The applicant presented a power point presentation

Recommendations & Comments by DRP on 8 March 2017:

Principle 1 – Context and Character	• Integration with the lower scale Woodville streetscape • Section diagrams required to show the transition from • Residential to the abutting building (west side) – scale relationships • Relationship to the building to match the setback
Principle 2 – Landscape quality	• 15% soft landscaping is not sufficient • More detailed landscaping required (deep soil zones, • mature canopy cover etc, show extent of landscaping)
Principle 3 – Built form and scale	• What is the Design rationale for the building height?
Principle 4 – Functionality and build quality	• Design of the semi-public central space (window location, material for windows etc) • Store room and balcony design in the acute angles is tight and appears unusable • Foyer and arrival access – more thought and details needed in these areas (location of any utilities, post boxes, communications). More separation/screening of car parking. • Be mindful of the depth of the balconies for useability (2.5m min) • Consider the detail of the laneway corner (additional landscape and cut built form back) • Awning should continue along the street front façade
Principle 5 – Sustainability	N/A
Principle 6 – Amenity	• Concept of breezeways is strong • Strong ideas, however incorporate access for direct • winter sunlight – building separation
Principle 7 – Legibility	N/A
Principle 8 – Safety	N/A
Principle 9 – Community	N/A
Principle 10 – Aesthetics	• Consider details for the communal open space
Comments	• Detailed elevations and plans are to be submitted • Referral to DER will be required

Recommendations & Comments by DRP (using the Built Form Policy Design Principles):

Principle 1 – Context and Character	• Overall architectural language is commended. Use of tiling is acknowledged as a good reference to existing street character • Ground floor façade appears flat. Further refinement is needed to achieve articulation and depth in the façade. • Bulk and scale of development appears out of context with the Angove Street main street and mostly single storey buildings surrounding it. Resolution of upper floor massing required to mitigate this and to reduce the prominence of Levels 4 and 5 on the street and from the pedestrian eye view (45 degree angle). • Provide more information with regards to materiality • Ground floor activation appears limited reliant on single

	tenancy. Examine introducing other elements which may create better street activation. • Provide more information, including servicing provisions, on how the presented one single tenancy could in the future, be broken down into smaller tenancies. Consider providing the main entry to apartments at the corner of Angove and Woodville Streets or centrally in the Angrove Street façade - as a focus and to activate the street facade • Consider reconfiguration of upper floors to provide a greater level of communal open space and landscaping/canopy coverage. • The proposed communal space does not appear to be sufficiently user friendly: consider providing more weather protection, roof canopy, providing shade, bbqs, a plunge pool, etc. • Much of the central lightwell is quite skinny and may not receive sufficient natural light. Increasing the size may also increase views from the lower apartments.
Principle 2 – Landscape quality	• The extent of landscaping is under the City requirements. • Deep soil and canopy coverage requirement to be reviewed. • Engage a landscaping architect to look at opportunities for greater landscaping
Principle 3 – Built form and scale	• Overshadowing of southern property results in approximately two-thirds of the adjoining property overshadowed (not inclusive of the right of way). • Additional height (to scheme max allowed) is contributing to this and impacting on the amenity of the adjoining property. Reconsideration of the upper floors is required to allow for stepping back of the development from the street/ROW, to reduce the extent of overshadowing and to make the project compliant • Reconsider setbacks in relation to the impact of the development on existing neighbouring residential areas.
Principle 4 – Functionality and build quality	• External facades lack windows to provide natural light and ventilation to bathrooms and ensuites • Storerooms as provided, buried in the basement appear to be hidden away in an unsafe location and not particularly useable. Look at integrating stores in the apartments so they are more accessible. • Bike parking is not shown on the development plans • There are no internal elevations provided (facing the lightwell) and no demonstration of how the bedroom windows relate to the internal (central lightwell) walkways. There is no separation provided between the access walkways and adjoining bedrooms. No separation impacts on the amenity of residents. Look at ways to screen/separate bedrooms from walkways. • Reconsider location of access to the bathrooms, away from the living rooms • Covered terraces are a good size but deep placing living spaces in perpetual shadow. Terrace for apartment 8 doesn't receive much sunlight and would impact the amenity of the residents

	• Consider providing more shelter to the upper floor terraces • Further consideration is required to apartment layouts where sharp angles affect amenity. This includes kitchens. Further consider width of galley kitchens particularly when one end is blocked. • A U-shaped overall floor plan could improve solar access and provide a better shape for the central access way/lightwell and reorientate the internal courtyard area so that it faces north south. This may also assist in reducing overshadowing of the neighbouring property.
Principle 5 – Sustainability	• Depth of terraces reduce the amount of light that is available to apartments and should be re-considered
Principle 6 – Amenity	• Proximity of communal area and access walkways to apartments and apartment bedrooms needs to be reconsidered to address noise impacts on the apartments and apartment bedrooms. • Opportunities to increase internal natural light and reduce dead-ends to improve amenity • Review functionality and size of communal spaces • Some bathrooms on external walls do not have windows and additional openings could be provided to improve light & ventilation to these areas.
Principle 7 – Legibility	N/a
Principle 8 – Safety	N/a
Principle 9 – Community	N/a
Principle 10 – Aesthetics	N/a
Comments	• Provide a report in response to the contamination status of the site. This would assist in understanding the benefit of the development in light of site constraints

Conclusion:

To be returned to DRP.

4.45pm–5.20pm – Applicant Presentation – No DA Lodged

3.2 **Address**: No. 29 – 45 Lindsay Street Perth

Proposal: Mixed Use Development (Car Park & Café/Bar)

Applicant: Urbis / Mornington Land Pty Ltd

Reason for Referral: The proposal will likely benefit from the referral to the DRP in terms of the City's Built Form Local Planning Policy 7.1.1 (LPP 7.1.1)

Applicant's Presentation:
The applicant presented a power point presentation

Recommendations & Comments by DRP (using the Built Form Policy Design Principles):

Principle 1 – Context and Character	• Provide further detail as to how the laneway will be screened / secured • Given the timeframe proposed of ten years, consider how the local context, continuity of street character, can be maintained and integrated into the development for the duration of the life of the development. Consider screening of the carpark from the street and other measures to street frontage to achieve and enhance the continuity of neighbourhood character.
Principle 2 – Landscape quality	• Give further consideration of options available to green the spaces / building and to provide canopy cover and shade required within the parking area and in compliance with the City's landscaping requirements. • Increase canopy coverage by introducing tree planting between bays and in corners of the site • Consider water sensitive urban design principles to collect water in deep soil zones • Given the time the development may be on site, additional landscaping is highly recommended. Look at reconfiguration or relocation of bays to provide space for landscaping • Landscaping on the boundary is also highly recommended as this is unlikely to affect future development and can screen the car parking from the street. • Look at the opportunity to incorporate gardens into the outdoor areas of the bar/café. Also explore landscape treatments to create separation between alfresco areas and car parking • Consider landscape treatment to north east corner to reduce impact of parking on Lindsay Street
Principle 3 – Built form and scale	n/a
Principle 4 – Functionality and build quality	• Consider the impact of the bar / café on the adjoining residential area in terms of noise as the proposal can accommodate large number of people and provide calibrated evidence, like an acoustic analysis, of proposed measures to be taken • Provide further evidence of security measures that will be maintained – such as for external loose furniture, storage provided. • If the facades are in full height glass as shown, the stacking and storage of furniture will be unsightly • The toilets are very removed from the bar / café. This will create a supervision problem. Look at integrating the toilets with the building and providing internal access. If the toilets are to remain where they are, provide further information in terms of appearance, accessibility, management, etc. • The car parking abutting the back of the building feels abrupt and does not provide any space for screening through landscape, for example. • Provide further detail where café/bar services, such as bins/ area/ stores will be provided • Dedicated parking needs to be relocated closer to main entry to the premises so that disabled patrons need not

	be required to walk around the entire building to access the interior or across the whole carpark to access the universal access toilet/s
Principle 5 – Sustainability	n/a
Principle 6 – Amenity	• More information is needed on the acoustic treatments
Principle 7 – Legibility	n/a
Principle 8 – Safety	• Provide detail of lighting within the carpark and to show how lighting will impact the adjoining residential properties.
Principle 9 – Community	n/a
Principle 10 – Aesthetics	n/a
Comments	• Built form policy and the council and community expectation is for side and rear setbacks to be provided with landscaping • Community engagement is encouraged prior to formal lodging of the proposal for planning approval

Conclusion:

To be returned to DRP.

4. General Business

5. Close / Next Meeting

There being no further business, the Chairperson, Sasha Ivanovich declared the meeting closed 5.20pm.

The next meeting will be held on 8 May 2019.

TAMALA PARK REGIONAL COUNCIL
Building a sustainable community

Ordinary Meeting of Council

Minutes

Thursday 18 April 2019, 6:00pm
City of Joondalup
90 Boas Avenue, Joondalup

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

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MEMBERSHIP

OWNER COUNCIL	MEMBER	ALTERNATE MEMBER
Town of Cambridge	Cr Andres Timmermanis	Cr Jo McAllister
City of Joondalup	Cr John Chester Cr Nige Jones	Cr Sophie Dwyer Cr Christine Hamilton-Prime
City of Perth	Cr Andrew Hammond	Cr Gaye McMath
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 Sonet Coetzee Cr Domenic Zappa

PRESENT

Chairman	Cr Giovanni Italiano
Councillors	Cr Claire Anderson Cr Karen Caddy (arrived 6:04pm) Cr John Chester Cr Emma Cole (arrived 6:11pm) Cr Joe Ferrante Cmr Andrew Hammond Cr Nige Jones Cr Bianca Sandri (arrived 6:09pm) Cr Andres Timmermanis Cr Brett Treby
Staff	Mr Tony Arias (Chief Executive Officer) Ms Vickie Wesolowski (Executive Assistant)
Apologies Councillors	Cr Samantha Fenn
Leave of Absence	Nil
Absent	Nil
Consultants	Mr Carl Buckley (Satterley Property Group) Mr Brenton Downing (Satterley Property Group) Ms Julia Nelson (Satterley Property Group) Mr Matej Nvota (Satterley Property Group)
Apologies Participant Councils' Advisers	Mr Daniel Simms (City of Wanneroo) Mr Murray Jorgensen (City of Perth) Mr Stuart Jardine (City of Stirling) Mr Anthony Vuleta (Town of Victoria Park) Mr John Giorgi (Town of Cambridge) Mr David MacLennan (City of Vincent)
In Attendance Participant Councils' Advisers	Mr Garry Hunt (City of Joondalup) Mr Ross Povey (City of Stirling) Ms Noelene Jennings (City of Wanneroo)
Members of the Public	Nil
Press	Nil

1. OFFICIAL OPENING

The Chairman declared the meeting open at 6:01pm and welcomed Councillors to the Tamala Park Regional Council meeting.

DISCLOSURE OF INTERESTS

Nil

2. PUBLIC STATEMENT/QUESTION TIME

Nil

3. APOLOGIES AND LEAVE OF ABSENCE

Cr Samantha Fenn
Cr Nige Jones requested Leave of Absence 19 June 2019 to 25 June 2019.

4. PETITIONS

Nil

5. CONFIRMATION OF MINUTES

Ordinary Meeting of Council – 21 February 2019

Moved Cr Treby, Seconded Cr Jones.

That the minutes of the Ordinary Meeting of Council of 21 February 2019 be confirmed, and signed by the Chairman, as a true and correct record of proceedings.

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

5A. BUSINESS ARISING FROM MINUTES

Nil

6. ANNOUNCEMENTS BY CHAIRMAN (WITHOUT DISCUSSION)

Nil

7. MATTERS FOR WHICH MEETING MAY BE CLOSED

9.11 Catalina Front Landscaping Services Tender (Tender 2/2019) - Confidential
9.12 Review of Project Milestones FYE 2019 - Confidential
9.13 CEO Further Contract of Employment – Confidential

8. REPORTS OF COMMITTEES

CEO Performance Review Committee Meeting – 14 March 2019

Cr Jones – Chairman, CEO Performance Review Committee Meeting advised that the Committee considered a report on the CEO further CONTRACT OF EMPLOYMENT and had recommended to Council's endorsement as detailed in Item 9.13.

.

Management Committee Meeting – 21 March 2019

Cr Treby – Chairman, Management Committee advised that the Committee considered a number of Items listed in this Agenda and that there had been significant discussion on Item 9.9.

Cr Caddy arrived during this item (6:04pm).

9.1 BUSINESS REPORT – PERIOD ENDING 11 APRIL 2019

Moved Cr Treby, Seconded Cr Ferrante.

[The recommendation in the agenda]

That the Council RECEIVES the Business Report to 11 April 2019.

The Motion was put and declared CARRIED (9/0).

9.2 STATEMENTS OF FINANCIAL ACTIVITY FOR THE MONTHS OF JANUARY & FEBRUARY 2019

Moved Cr Caddy, Seconded Cr Treby.

[The recommendation in the agenda]

That the Council RECEIVES and NOTES the Statements of Financial Activity for the months ending:

- **31 January 2019; and**
- **28 February 2019.**

The Motion was put and declared CARRIED (9/0).

9.3 LIST OF MONTHLY ACCOUNTS SUBMITTED FOR THE MONTHS OF JANUARY & FEBRUARY 2019

Moved Cr Chester, Seconded Cr Anderson.

[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 January and February 2019:

- **Month ending 31 January 2019 (Total $938,170.01)**
- **Month ending 28 February 2019 (Total $604,343.79)**

- **Total Paid - $1,542,513.80**

The Motion was put and declared CARRIED (9/0).

9.4 PROJECT FINANCIAL REPORT – FEBRUARY 2019

Moved Cr Jones, Seconded Cr Caddy.

[The recommendation in the agenda]

That the Council RECEIVES the Project Financial Report (February 2019) submitted by the Satterley Property Group.

The Motion was put and declared CARRIED (9/0).

9.5 SALES AND SETTLEMENT REPORT – PERIOD ENDING 11 APRIL 2019

Moved Cr Caddy, Seconded Cr Treby.

[The recommendation in the agenda]

That the Council RECEIVES the Sales and Settlement Report to 11 April 2019.

Cr Sandri arrived during this item (6:09pm).

The Motion was put and declared CARRIED (10/0).

9.6 DRAFT VISION, OBJECTIVES AND STRATEGIES - STRATEGIC COMMUNITY PLAN

Moved Cr Caddy, Seconded Cr Chester.

[The recommendation in the agenda]

That the Council APPROVES the Strategic Community Plan - Summary (2019) outlining Catalina Vision, Objectives, Strategies and Measurements (March 2019) to inform the review of the Strategic Community Plan 2013-2023.

Cr Cole arrived during this item (6:11pm).

The Motion was put and declared CARRIED (11/0).

9.7 DRAFT PROJECT BUDGET FYE 2020

Moved Cr Treby, Seconded Cr Jones.

[The recommendation in the agenda]

That the Council:

1. RECEIVES the draft Project Budget FYE 2020, submitted by the Satterley Property Group.

2. APPROVES the use of the draft Project Budget FYE 2020, submitted by the Satterley Property Group, as the basis of planning and development for the Project Budget FYE 2020, subject to the following changes:
   i. WAPC Land – deferral of payment for the acquisition of WAPC land to FYE 2020 and FYE 2021;
   ii. Distribution to Member Local Governments – inclusion of a distribution to member local governments in FYE 2020;
   iii. Grove Earthworks – deferral of earthworks to FYE 2021.

The Motion as amended was as follows:

That the Council:

1. **RECEIVES the draft Project Budget FYE 2020, submitted by the Satterley Property Group.**

2. **APPROVES the use of the draft Project Budget FYE 2020, submitted by the Satterley Property Group, as the basis of planning and development for the Project Budget FYE 2020, subject to the following changes:**
   i. WAPC Land – deferral of payment for the acquisition of WAPC land to FYE 2020 and FYE 2021;
   ii. Distribution to Member Local Governments – provision of information on the viability of the inclusion of a distribution to member local governments in FYE 2020;
   iii. Grove Earthworks – deferral of earthworks to FYE 2021.

The Motion was put and declared CARRIED (11/0).

9.8 SALES - MARKETING CAMPAIGN EXTENSION

Moved Cr Ferrante, Seconded Cr Anderson.

[The recommendation in the agenda]

That the Council:

1. **RECEIVES the Satterley Property Group correspondence (dated 13 March 2019) regarding the extension to the Sales and Marketing Campaign.**

2. **APPROVES participation in a refreshed Sales and Marketing Campaign at Catalina Estate, as detailed in the Satterley Property Group advice (dated 13 March 2019), commencing 22 April 2019 to 30 June 2019, to include the following:**
   (a) A discount of $10,000 to apply at settlement for all currently released lots in Catalina;
   (b) The deletion of the Early Construction Rebate from all lots;
   (c) The use of a $2,000 referral fee to the Builder's Sales Representative for providing a qualified sales lead that results in the settlement of a lot at Catalina and that this fee be paid directly by the TPRC;

(d) The discount not applying to the Stage 26 release.

The Chairman put the Recommendations 1 and 2 (a) –(c) and 2 (d) separately.

1. **RECEIVES the Satterley Property Group correspondence (dated 13 March 2019) regarding the extension to the Sales and Marketing Campaign.**

2. **APPROVES participation in a refreshed Sales and Marketing Campaign at Catalina Estate, as detailed in the Satterley Property Group advice (dated 13 March 2019), commencing 22 April 2019 to 30 June 2019, to include the following:**
   - **(a) A discount of $10,000 to apply at settlement for all currently released lots in Catalina;**
   - **(b) The deletion of the Early Construction Rebate from all lots;**
   - **(c) The use of a $2,000 referral fee to the Builder's Sales Representative for providing a qualified sales lead that results in the settlement of a lot at Catalina and that this fee be paid directly by the TPRC;**

The Motion was put and declared CARRIED (11/0).

(d) The discount not applying to the Stage 26 release.

The Motion was put and declared CARRIED (10/1).

For: Cr Anderson, Cr Caddy, Cr Cole, Cr Chester, Cr Ferrante, Cmr Hammond, Cr Italiano, Cr Jones, Cr Sandri and Cr Treby.

Against: Cr Timmermanis.

9.9 MANAGEMENT OF SALES CONTRACTS

Moved Cr Treby, Seconded Cr Sandri.

[The recommendation in the agenda]

That the Council APPROVES delegation to the Chief Executive Officer to vary the contract sale price, subject to:

1. **A recommendation from the Development Manager supporting the variation.**

2. **The variation not being greater than 10% of the original contract price.**

3. **That the use of the delegation by the CEO on lot price variations be reported to Council.**

The Motion was put and declared CARRIED BY ABSOLUTE MAJORITY (10/1).

For: Cr Anderson, Cr Cole, Cr Chester, Cr Ferrante, Cmr Hammond, Cr Italiano, Cr Jones, Cr Sandri, Cr Timmermanis and Cr Treby.

Against: Cr Caddy.

9.10 CATALINA LOT PRICING POLICY

Moved Cr Caddy, Seconded Cr Timmermanis.

An Alternative recommendation

That the Council APPROVES the Lot Pricing Policy for public release lots at Catalina (dated March 2019), subject to the following change:
That the words "unless otherwise determined by Council" be added to the end of the sentence, "The lot sale price will be determined by the higher value from the Development Manager and the Council appointed valuer".

The Motion was put and declared CARRIED (11/0).

Moved Cr Caddy, Seconded Cr Jones.

That Standing Orders be suspended to allow Confidential Items 9.11 to 9.13 to be discussed behind closed doors.

The Motion was put and declared CARRIED (10/1).

For: Cr Anderson, Cr Caddy, Cr Chester, Cr Cole, Cr Ferrante, Cmr Hammond, Cr Italiano, Cr Jones, Cr Sandri and Cr Treby.

Against: Cr Timmermanis.

9.11 CATALINA FRONT LANDSCAPING SERVICES TENDER (TENDER 2/2019) - CONFIDENTIAL

Moved Cr Timmermanis, Seconded Cr Anderson.

[The recommendation in the agenda]

That the Council ACCEPTS the LD Total Front Landscaping tender submission (dated February 2019), for the provision of front landscaping services in accordance with Tender 2/2019 (Catalina Front Landscaping Services, dated February 2019).

The Motion was put and declared CARRIED (11/0).

9.12 REVIEW OF PROJECT MILESTONES FYE 2019 - CONFIDENTIAL

Moved Cr Treby, Seconded Cr Chester.

[The recommendation in the agenda]

That the Council:

1. **RECEIVES the Satterley Property Group report on Project Milestones (February 2019).**

2. **ACCEPTS that Development Managers Key Performance Indicators (June 2014), 2.10 - *Completion of two six-monthly Milestone reviews and acceptance of the reviews* has been Achieved.**

3. **ADVISES the Satterley Property Group that it notes that a number of the designated Milestones in the Annual Plan have not been met and that it is required to provide a report to Council for the June 2019 meeting as to how these milestones will be satisfactorily addressed so that they do not adversely affect the Project.**

The Motion was put and declared CARRIED (11/0).

9.13 CEO FURTHER CONTRACT OF EMPLOYMENT – CONFIDENTIAL

The CEO and Councils' Officers vacated the meeting.

Moved Cr Jones, Seconded Cr Treby.

[The recommendation in the agenda]

That the Council:

1. OFFERS Mr Arias a further Contract of Employment as TPRC CEO (subject to same terms and conditions), for a period of three (3) years commencing 12 October 2019.

2. MODIFYS the Termination clause in the contract, section 10.2(a)(ii) that states,
"The TPRC may terminate the Officer's employment at any time for any reason prior to the expiry of the Term by paying to the Officer the Balance of the Remuneration payable for the Term" to;
"The TPRC may terminate the Officer's employment at any time for any reason prior to the expiry of the Term by paying to the Officer the Balance of the Remuneration not exceeding twelve months" to align with industry standards.

An Alternative recommendation:

That the Council:

1. **OFFERS Mr Arias a further Contract of Employment as TPRC CEO (subject to same terms and conditions with the exception of section 10.2(a)(ii)) for a period of three (3) years commencing 12 October 2019.**

2. **MODIFIES the Termination clause in the contract, section 10.2(a)(ii) that states,**
"The TPRC may terminate the Officer's employment at any time for any reason prior to the expiry of the Term by paying to the Officer the Balance of the Remuneration payable for the Term" to:
"The TPRC may terminate the Officer's employment at any time for any reason prior to the expiry of the Term by paying to the Officer the Balance of the Remuneration not exceeding twelve months" to align with industry standards.

3. **REQUESTS a report be presented to Council providing a strategy on succession planning and knowledge retention for the CEO.**

4. **NOTES that compliance with the Salaries and Allowances Tribunal Determination as specified in Section 5.39(7) of the *Local Government Act 1995* has not been satisfied given Mr Arias' status as a "preserved CEO".**

The Motion was put and declared CARRIED (11/0).

Moved Cr Treby, Seconded Cr Hammond.

That the Meeting be REOPENED to the public.

The Motion was put and declared CARRIED (11/0).

The CEO, Councils' Officers and Consultants joined the meeting.

The recommendations for Confidential Items 9.11 to 9.13 were read out as follows:

9.11 CATALINA FRONT LANDSCAPING SERVICES TENDER (TENDER 2/2019) - CONFIDENTIAL

That the Council ACCEPTS the LD Total Front Landscaping tender submission (dated February 2019), for the provision of front landscaping services in accordance with Tender 2/2019 (Catalina Front Landscaping Services, dated February 2019).

9.12 REVIEW OF PROJECT MILESTONES FYE 2019 - CONFIDENTIAL

That the Council:

1. *RECEIVES the Satterley Property Group report on Project Milestones (February 2019).*
2. *ACCEPTS that Development Managers Key Performance Indicators (June 2014), 2.10 - Completion of two six-monthly Milestone reviews and acceptance of the reviews has been Achieved.*
3. *ADVISES the Satterley Property Group that it notes that a number of the designated Milestones in the Annual Plan have not been met and that it is required to provide a report to Council for the June 2019 meeting as to how these milestones will be satisfactorily addressed so that they do not adversely affect the Project.*

9.13 CEO FURTHER CONTRACT OF EMPLOYMENT – CONFIDENTIAL

That the Council:

1. *OFFERS Mr Arias a further Contract of Employment as TPRC CEO (subject to same terms and conditions with the exception of section 10.2(a)(ii)) for a period of three (3) years commencing 12 October 2019.*
2. *MODIFIES the Termination clause in the contract, section 10.2(a)(ii) that states,*
   "The TPRC may terminate the Officer's employment at any time for any reason prior to the expiry of the Term by paying to the Officer the Balance of the Remuneration payable for the Term" to:
   "The TPRC may terminate the Officer's employment at any time for any reason prior to the expiry of the Term by paying to the Officer the Balance of the Remuneration not exceeding twelve months" to align with industry standards.

3. *REQUESTS a report be presented to Council providing a strategy on succession planning and knowledge retention for the CEO.*

4. *NOTES that compliance with the Salaries and Allowances Tribunal Determination as specified in Section 5.39(7) of the Local Government Act 1995 has not been satisfied given Mr Arias' status as a "preserved CEO".*

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

9.11 Catalina Front Landscaping Services Tender (Tender 2/2019) - Confidential
9.12 Review of Project Milestones FYE 2019 - Confidential
9.13 CEO Further Contract of Employment – Confidential

14. GENERAL BUSINESS

Cr Timmermanis requested that attachments relating to confidential items be marked as "Confidential" and be circulated to Councillors with agendas to allow for full consideration of the relevant information prior to Council meetings.

15. FORMAL CLOSURE OF MEETING

The Chairman declared the meeting closed at 8:26pm.

These minutes were confirmed at a meeting on ……..……..

SIGNED this …… day of ……..……..……..…… 2019

as a true record of proceedings.

CHAIRMAN

CITY OF VINCENT

RECONCILIATION ACTION PLAN WORKING GROUP (RAPWG)

Monday, 29 April 2019 at 6.00pm

Venue: Noongar Radio Boardroom

UNCONFIRMED MINUTES

Attendees:

City of Vincent Councillors
Cr Dan Loden (Co-Chair)
Cr Roslyn Harley (Co-Chair)

Community Representatives
Gordon Cole (GC)
Jade Dolman (JD)
Sarah Janali (SJ)
Marilyn Lyford (ML)
Maria McAtackney (MM)
Phil Walley-Stack (PWS)

City of Vincent Officers
Michael Quirk – Director Community Engagement (MQ)
Sandra Watson – Manager Community Partnerships (SW)
Karen Balm – Senior Community Partner (KB)
Gayatrii Surendorff – Community Partner (GS)
Wayne Grimes – Senior Community Project Officer (WG)

****

1. Welcome / Declaration of Opening – Acknowledgement to Country

The meeting was opened at 5.55pm with Phil Walley-Stack Welcoming the Group to Country and Cr Loden delivering the Acknowledgement of Country.

2. Apologies

Cr Josh Topelberg and community representative Kathy Kickett (KK).

3. Confirmation of Previous Minutes – 25 February 2019

The Minutes from the previous meeting held on 25 February 2019 were confirmed as a true and correct record.

4. Business

4.1 Leederville Masterplan

- WG provided an overview of the project and discussed the master plan with the RAPWG and requested their comments and feedback relating to ways that Noongar culture and tradition could be celebrated at the site. He also asked if there were any external stakeholders the City should engage with regarding Noongar stories, history or significant events at the site. WG mentioned that GS had contacted the Whadjuk Working Party to alert them about the project and GS provided the Whadjuk Working Party with a link to the online survey for their comments and feedback and has requested the City be put on a future Party's Agenda to discuss the Masterplan.

- GC suggested that Nyoongar Wellbeing and Sport should be contacted and a discussion should take place about relocating the organisation to the City.

- GC suggested that Nyoongar Wellbeing and Sport could be an anchor tenant at Leederville Oval and that their involvement with the Masterplan should begin at the start of the consultation process. GC also discussed the possibility of Aboriginal Elders and artists having residence at Leederville Oval in the future.

- PWS agreed that Nyoongar Wellbeing and Sport would be an ideal anchor tenant at Leederville Oval and that the location of the site would allow Aboriginal people to easily access services and events at the site. PWS and GC suggested that the oval be renamed with a Noongar word and that the future scoreboard could include an Aboriginal name or artwork.

- Cr Loden recommended that the significance of the area should be investigated when re-naming the site and that other RAP deliverables could be implemented into the new design and look of Leederville Oval including native vegetation. PWS suggested that Yellagonga's cultural ties to the area could be investigated during the consultation. Cr Harley agreed and said that the fact Lake Monger had previously existed across the freeway and into Leederville before it was drained could also be acknowledged.

- Cr Harley spoke of the significant opportunity that the City has to utilise Leederville Oval and attract large crowds to the space due to the closure of Subiaco Oval. She stated that the City had an opportunity to genuinely embed Aboriginal culture into the Leederville Oval Masterplan. MQ highlighted the opportunity the City had to activate the Oval during the AFL off season and to bring more people to the area over summer.

ACTIONS:

(1) PWS recommended ethnographic mapping and research to determine location of wetlands, burial sites and Yellagonga path.

(2) GC recommended Whadjuk Stadium naming rather than commercial sponsorship.

(3) GC to contact Nyoongar Wellbeing and Sport to discuss the Leederville Oval Masterplan and the potential of their organisation relocating to the City of Vincent. GC to introduce GS to Nyoongar Wellbeing and Sport and then GS liaise with City Managers, Directors and Project Team.

(4) RAPWG to provide feedback regarding the Leederville Oval Masterplan to the City's Community Projects team by Monday 6 May 2019.

(5) GS to send a follow up email to the Whadjuk Working Party regarding the Leederville Masterplan.

4.2 Action Item Review

The City conducted the final community consultation for the draft 'Innovate' RAP for 14 days during April 2019, and then presented the document to Council for endorsement. The 'Innovate' RAP was endorsed by Council on 30 April and will be forwarded on to Reconciliation Australia for final endorsement.

4.3 Specific Projects and Initiatives:

Local Government Aboriginal Network Meetings

GS informed the RAPWG that City Officers attend meetings with fellow WA local government Officers working in the reconciliation space. The City hosted the February 2019 meeting at Kuditj Café and it was attended by over 12 Officers from various local governments.

Close the Gap Day

- GS spoke of the successful staff event the City held on Close the Gap Day. A Welcome to Country from Aunty May McGuire opened the event and Vaughn McGuire held a Smoking Ceremony that staff and special guests partook in. Maar Koodjal performed a dance which the Mayor and staff participated in. Bindi Bindi Dreaming catered for the event and staff and special guests were able to enjoy local bush spiced foods.

- The event also saw staff shirts designed by Kevin Bynder launched. These shirts will be worn by City and Noongar Radio staff to celebrate Aboriginal and Torres Strait Islander culture and acknowledge the meaningful partnership the City and Noongar Radio have.

Aranmore Catholic College Traineeships

- Two students from Aranmore Catholic College started their traineeships with the City in March 2019. They have begun working on projects with the Community Partners team and have also worked with Library and Marketing and Communications staff. Students will work towards completing a Certificate II in Business during their traineeships.

Upcoming Workshops

- GS outlined the planned workshops the City will host over the coming months.

- During Reconciliation Week Marissa Verma, Esther McDowell and Vivienne Hansen will host workshops at the Vincent Library to celebrate Noongar culture and tradition. The City will also partake in the Department Local Government, Sport and Cultural Industries' annual Reconciliation Banner Project and fly banners in North Perth and Mount Hawthorn.

- PWS suggested that in the future local Aboriginal and non-Aboriginal students become involved in creating street banners. GC added that the City could increase Aboriginal procurement by seeking contractors to be involved in printing the banners and installing them. Cr Harley asked if there was a way the City could connect with more local Aboriginal residents. GC mentioned that a dinner or lunch hosted by the Mayor could be organised to introduce Aboriginal residents to City staff and Councillors.

- Noongar Six Season workshops have been planned for the next twelve months. Sessions for the community will be facilitated and catered by Marissa Verma and will take place at various locations throughout the City. City staff in the Parks and Urban Green team will also undertake Six Season training commencing in May 2019. Facilitated by Jason Barrow, the workshops will be held over twelve months to highlight each of the seasons and their significance to Noongar people. Cr Harley commented that the City's reconciliation workshops are generally held on week days and in order to not exclude certain community member the City should look to host weekend workshops.

- The City has partnered with Jade Dolman to host workshops for Aboriginal youth in the lead up to NAIDOC Week. The initial session will feature a panel of Noongar business owners that will speak to young people about forging a career as an artist or workshop facilitator and the final two sessions will allow attendees an opportunity to work under Jade Dolman's guidance to produce artwork that will be featured at the City's 2019 NAIDOC Festival. GC suggested sending official invites to people and organisations to purchase the art at the Festival. He also discussed how the workshops could become regular youth Aboriginal sessions with various business owners and entrepreneurs facilitating and mentoring young people. GC foresees Perth becoming a hub for Noongar people working in digital technology industries.

- The City will host a cultural awareness session for community members during NAIDOC Week that will be facilitated and catered by Marissa Verma. The City will also seek a facilitator to hold a session for children in the Library during NAIDOC Week.

NAIDOC Festival

The City will host a NAIDOC Festival with Noongar Radio on 6 July at North Perth Town Hall. The Festival will celebrate Noongar culture and NAIDOC Week, as well as Noongar Radio's 10th Birthday and the launch of the City's 'Innovate' RAP. Cr Harley suggested the City investigate the closure of View Street during the Festival and SJ encouraged GS to work alongside North Perth Primary School students and the P&C to include them in the celebration.

ACTIONS: (1) GS to work with the Community Partner - Youth and Children to facilitate banner making sessions for local students for Reconciliation Week 2020.

(2) GS to organise an event hosted by the Mayor for local Aboriginal residents.

(3) GS to contact Marissa Verma and reschedule some/all workshops so that they are held on weekends.

(4) GC and GS to invite organisations and individuals to purchase Aboriginal youth art at the NAIDOC Festival.

(5) GC, JD and GS to meet and discuss regular Aboriginal youth workshops hosted by the City.

(6) GS to forward details to the City's Art Officers regarding Aboriginal youth art classes to ensure the City's Arts Advisory Group are aware of the planned workshops.

(7) GS to organise a session in the Vincent Library for children during NAIDOC Week.

(8) A sub committee to be formed to plan and coordinate regular Aboriginal youth workshops.

(9) GS to discuss funding opportunities with PWS for the Aboriginal youth workshops.

(10) JD to seek Aboriginal mentors for Aboriginal youth workshops.

(11) GS to investigate the potential closure of View Street in North Perth during the NAIDOC Festival.

(12) SJ to introduce GS to North Perth Primary School P&C.

4.5 Other Business

Nil.

5. Close / Next Meeting

Cr Loden closed the meeting at 7.10pm. The next meeting is scheduled to be held on Monday, 24 June 2019.

Signed _____
Councillor Roslyn Harley (Co-Chair)

Date this _____ day of _____ 2019

Summary of Actions	Date
GC to contact Nyoongar Wellbeing and Sport to discuss the Leederville Oval Masterplan and the potential of their organisation relocating to the City of Vincent. GC to introduce GS to Nyoongar Wellbeing and Sport to enable discussions with the Project Team.	May 2019
PWS recommended ethnographic mapping and research to determine location of wetlands, burial sites and Yellagonga path.	May 2019
GC recommended Whadjuk Stadium naming rather than commercial sponsorship.	May 2019

Summary of Actions	Date
RAPWG to provide feedback regarding the Leederville Oval Masterplan to the City's Community Project team by Monday 6 May 2019.	31 May 2019
GS to send a follow up email to the Whadjuk Working Party regarding the Leederville Masterplan.	2 May 2019
GS to work with the Community Partner - Youth and Children to facilitate banner making sessions for local students for Reconciliation Week 2020.	January to June 2020
GS to organise an event hosted by the Mayor for local Aboriginal residents.	October 2019
GS to contact Marissa Verma and reschedule workshops so that they are held on weekends.	6 May 2019
GC and GS to invite organisations and individuals to purchase Aboriginal youth art at the NAIDOC Festival.	20 June 2019
GC, JD and GS to meet and discuss regular Aboriginal youth workshops hosted by the City.	18 May 2019
GS to forward details to the City's Art Officers regarding Aboriginal youth art classes to ensure the City's Arts Advisory Group are aware of the planned workshops.	2 May 2019
GS to organise a session in the Vincent Library for children during NAIDOC Week.	10 July 2019
A sub committee to be formed to plan and coordinate regular Aboriginal youth workshops.	June 2019
GS to discuss funding opportunities with PWS for the Aboriginal youth workshops.	18 May 2019
JD to seek Aboriginal mentors for Aboriginal youth workshops.	18 May 2019
GS to investigate the potential closure of View Street in North Perth during the NAIDOC Festival.	6 June 2019
SJ to introduce GS to North Perth Primary School P&C.	18 May 2019

CITY OF VINCENT

INFORMATION BULLETIN

SUBJECT:	Street Tree Removal Requests
DATE:	1 May 2019
AUTHOR:	Tracy Hutson, Executive Secretary John Gourdis – Supervisor Parks Services
AUTHORISER:	Andrew Murphy, Director Infrastructure & Environment

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 4 April 2019 to 31 April 2019.

CITY OF VINCENT

INFORMATION BULLETIN

CITY OF VINCENT - Street Tree Removal Requests to 31 April 2019

Date	Requested By	Location / Address	Reason for Removal	Tree Species	Inspection Comments	Approved for Removal (Y/N)	Replacement Tree (Y/N - species)
03/04/2019	Resident	10 Hardy Street, North Perth	Tree is diseased, has bad form and is dropping sap	*Hymenosporum flavum*	Tree is in decline due to long term infestation of scale. Treatment not viable and species has proven unsuitable	Y	Y - *Jacaranda mimosaefolia*
04/04/2019	Resident	4 Hardy Street, North Perth	Tree is messy, unappealing and constantly drops sap	*Hymenosporum flavum*	Tree is in decline due to long term infestation of scale. Treatment not viable and species has proven unsuitable	Y	Y - *Jacaranda mimosaefolia*
17/04/2019	Resident	92 Carr Street, West Perth	Tree is dead	*Lophostemon confertus*	Tree has been monitored over the last twelve months, has declined further and is now dead	Y	Y - *Jacaranda mimosaefolia*
17/04/2019	Resident	9a Vine Street, North Perth	Tree is unhealthy and messy	*Agonis flexuosa*	Tree trunk has a slight split, however the structure and the canopy are in good condition	N	N/A
23/04/2019	Resident	Hyde Street Reserve, Mount Lawley	Very large gum tree in park has cracks in the trunk that are growing and widening. The structural integrity of the tree is being compromised and at 15m tall it may come down in the near future.	*Corymbia maculata*	The tree has been stressed by high winds which has twisted the trunk resulting in splitting of the bark both sides of the tree. Tree will be pruned to make safe and monitored	N	N/A
24/04/2019	Resident	96 Sasse Avenue, Mount Hawthorn	Tree is affected by tree scale. It has been this way for the four years I have lived at the property. The council has tried to kill off the disease to no avail. The tree is so heavily infested, that plants cannot grow underneath due to the amount of sap the tree is dropping. It is clear a drastic step such as removing the tree and planting a new tree is needed.	*Sapium sebiferum*	A number of trees in this street also have scale infestation. Resident has been notified that we have a treatment program in place for the trees.	N	N/A
24/04/2019	Resident	128 Buxton Street, Mount Hawthorn	Tree is dead	*Lophostemon confertus*	Tree is confirmed dead	Y	Y - *Jacaranda mimosaefolia*
30/04/2019	Resident	5 Alfonso Street, North Perth	Tree is dead	*Lophostemon confertus*	Tree is confirmed dead	Y	TBD
01/05/2019	Parks Officer	6 & 8 Hardy Street, North Perth	While inspecting removal requests for 4 & 10 Hardy Street, It was identified that the verge trees at 6 & 8 have suffered from long term scale infestation and require removal	*Hymenosporum flavum*	Tree is in decline due to long term infestation of scale. Treatment not viable and species has proven unsuitable	Y	Y - 2 x *Jacaranda mimosaefolia*

Statistics for Development Applications
As at the end of April 2019

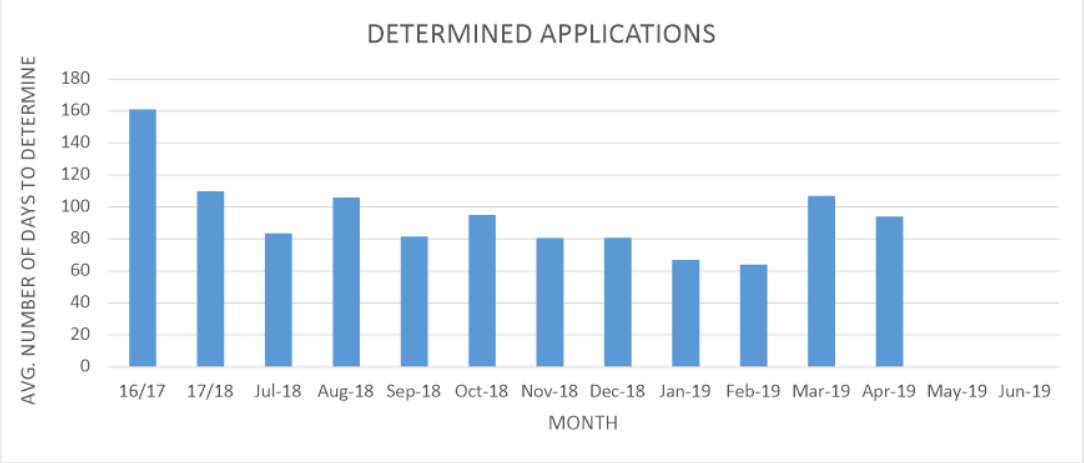

Table 1: Minimum, Average and Maximum Processing Timeframes for determined applications in each financial year since 2016/17 and each month since July 2018.

Processing Days	16/17	17/18	Jul-18	Aug-18	Sept-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19
Minimum	7	17	1	3	5	5	0	15	0	5	46	0		
Average	161	110	83.5	106	81.6	95	80.6	80.8	66.9	64	107	94		
Maximum	924	647	386	787	494	505	407	216	176	167	188	251		

DA's Determined	60	46	46	41	50	37	29	27	41	48		
Value of Determined DA's (in millions)	-	$24.41	$9.67	$17.5	$15.2	$31.5	$2.9	$4.8	$24.1	$14		

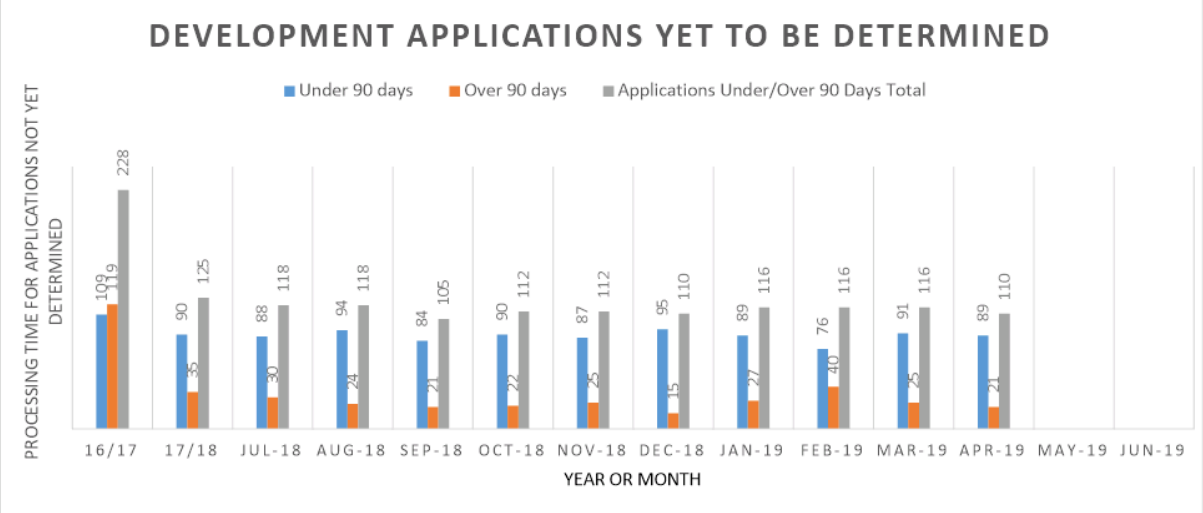

Table 2: No. of DA's to be determined.

	Jul-18	Aug-18	Sept-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19
DA's lodged	53	46	37	51	53	38	42	30	45	45		
DA's to be Determined	118	118	105	112	112	110	116	116	116	110		
Value of DA's to be Determined (in millions)	-	$69.95	$80.55	$79.13	$62.89	$59.86	$60.17	$99.29	$85.86	$90.12		

REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS
AS AT 9 MAY 2019

NO.	ADDRESS & SAT REVIEW NO.	DATE RECEIVED	APPLICANT	REVIEW MATTER & COMMENTS
1.	Nos. 120-122 Richmond Street, Leederville (CC 49 of 2018)	15 January 2017	Dorn	Review in relation to a Building Order to remove unauthorised buildings and structures associated with single house. ********** 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 540 square metres across both Nos. 120 and 122 Richmond Street. This order only relates to No. 22 Richmond Street. An appeal was lodged with the SAT on 11 January 2018. Mediation held on site on 7 February 2018. A further Mediation wasp held on 22 February 2018. Following discussions between the applicant and the SAT, it was agreed to adjourn the mediation to a further mediation conference to be held on 12 April 2018. The applicant was granted a four week extension to remove the structures from the property and any further action was pending the applicant's progress during that period. Mediation Conferences held on 27 April 2018, 11 May 2018 and 23 May 2018 – further adjourned until 26 July 2018. As part of this and following a review of the applicant's progress in removing unauthorised structures on the sites, on 23 May 2018 the applicant was granted an eight week extension to remove the structures from the property and any further action is pending the applicant's progress during that period. Due to a lack of satisfactory progress to remove the structures, on 26 July 2018, the matter was adjourned for a further directions hearing to be held on 6 August 2018, where the matter was set for final hearing on 13 November 2018. At the Hearing on 13 November 2018, the appellant advised of his intention to lodge applications for Development Approval for the existing unauthorised structures. Application for Development Approval for the existing unauthorised structures was lodged on 26/11/18 and was subsequently refused. The trial date was vacated and the matter was listed for a new Directions Hearing on 12 February 2019. Adjournment until 18 March 2019 while Application for Development Approval was being processed. The Applicant has advised that they will be appealing the refusal of the Application for Development Approval. Adjourned until 20 May 2019 to allow the two appeals to be considered together. *Representation by: Kott Gunning Lawyers*

REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS
AS AT 9 MAY 2019

NO.	ADDRESS & SAT REVIEW NO.	DATE RECEIVED	APPLICANT	REVIEW MATTER & COMMENTS
2.	No. 48 Egina Street, Mount Hawthorn (DR 274 of 2018)	26 October 2018	Urbanista	Application for review of Council's decision to refuse the application for two grouped dwellings on 16 October 2018. ********** The City attended a mediation 14 December 2018. SAT issued orders advising the applicant to provide amended plans and additional information by the 19 December 2019 to enable Council to reconsider the application at its meeting 5 February 2019. The application was presented to Council 5 February 2019 for reconsideration, Council resolved to refuse the amended proposal. The matter was scheduled for a full hearing 9 April 2019. The SAT appeal was dismissed as at the time of refusing the application and the appeal being lodged, the application proposed two grouped dwellings on the subject sites. The lots have since been subdivided and the proposal now comprises two single houses. As a result of the subdivision, the SAT ruled that the appeal was invalid as it was seeking review of decision on a lot that no longer existed. A new development application is required to be lodged. **Completed.** *Representation by: Allerding and Associates*
3.	No. 8 Moir Street, Perth (DR 281 of 2018)	9 November 2018	Kogon	Application for review of Council's decision to refuse the application for short term dwelling on 16 October 2018. ********** A Directions Hearing was held on 30 November 2018. SAT issued orders advising the applicant to provide amended plans and a management plan by the 31 January 2019 to enable Council to reconsider the application on or before 2 April 2019. The amended proposal was reconsidered and refused at the OMC on 2 April 2019. The City attended the Directions Hearing held on 9 April 2019. The matter has been scheduled for a full hearing. The hearing will be held on the papers with submissions and evidence provided by the respondent and the applicant provided in writing only. The oral decision will be available by 14 June 2019. *Representation by: Allerding and Associates*

REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS
AS AT 9 MAY 2019

NO.	ADDRESS & SAT REVIEW NO.	DATE RECEIVED	APPLICANT	REVIEW MATTER & COMMENTS
4.	No. 3 Bulwer Avenue, Perth (DR 304 of 2018)	30 November 2018	Justin Mortley	Application for review of Council decision to refuse the application for Alterations and Additions to Single House (unauthorised existing development) on 18 September 2018. ********** The City attended a directions hearing 14 December 2018, with the matter scheduled for mediation on 17 January 2019. Staff attended mediation 17 January 2019 where the parties were unsuccessful in mediating a suitable outcome. A Directions Hearing was scheduled 25 January 2019 where the SAT scheduled a second mediation session was held 5 March 2019. The SAT ordered the applicant to test removing a portion of the render. A report was provided on the test and has been considered by the City's heritage experts. Mediation was held on 7 May 2019 and has been scheduled for a further mediation 7 June 2019. *Representation by: Altus Planning*
5.	Nos. 308 – 310 Oxford Street, Leederville (DR 315 of 2018)	29 November 2018	Urbanista Town Planning	Application for review of JDAP decision to refuse the application for mixed use development on 29 November 2018. ********** The City attended mediation 30 January 2019 where the SAT directed the applicant to provide amended plans by the 22 February 2019 and the JDAP to reconsider the application by the 5 April 2019.The amended proposal was approved consistent with the City's recommendation 4 April 2019 (carried unanimously). Application for review withdrawn 10 April 2019. **Completed**. *Representation by: JDAP*
6.	No. 125 Richmond Street, Leederville (DR 302/2018)	4 December 2018	Network PPD	Application for review of JDAP decision to refuse the application for an amendment to the existing approval for Multiple Dwellings on 13 October 2018. ********** The City attended mediation on 26 February 2019 where the SAT scheduled for the applicant to provide amended plans on 29 March 2019. On-site mediation followed by further mediation at the City's Administration Offices was held on 12 April 2019. Orders received requesting the DAP reconsider the application under section 31 of the SAT Act on or before 31 May 2019. *Representation by: JDAP*
7.	No. 377 Walcott Street, Coolbina (DR 51/2019)	6 March 2018	Building Development Group constructions Pty Ltd	Deferred by Council 5 March 2019. Applicant notified the City 6 March 2019 of their application to SAT. ********** The Applicant provided amended plans to address the reasons for deferral and requested the application be determined at the Ordinary Council Meeting of 30 April 2019. Application was approved by Council at the 30 April 2019 Ordinary Council Meeting. Application withdrawn. **Completed**. *Representation by: Administration*

REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS
AS AT 9 MAY 2019

NO.	ADDRESS & SAT REVIEW NO.	DATE RECEIVED	APPLICANT	REVIEW MATTER & COMMENTS
8.	No. 58 Kalgoorlie Street, Mount Hawthorn (DR 55/2019)	7 March 2018	Caitlin Kyron (represented by Urbanista Town Planning)	Deferred by Council 5 March 2019. Applicant notified the City 7 March 2019 of their application to SAT. ********** Application refused by Council at its meeting 2 April 2019. Final Hearing has been scheduled for 12 June 2019 commencing 9:30am on site and 11:00am at the Tribunal. *Representation by: Allerding and Associates*
9.	No. 11 Douglas Street, Perth (DR 73/2019)	5 April 2019	Amanda Deurloo (represented by Michael Duke)	Application refused under delegation. ********** Administration attended a directions hearing 26 April 2019, orders received requesting the applicant to provide additional information by the 30 April 2019 to allow the application to be readvertised by the 1 May 2019 and reconsidered determined on or before 22 May 2019. *Representation by: Administration*
10.	No. 14 Orange Avenue, Perth (DR 75/2019)	10 April 2019	Allerding and Associates	Deferred by Council at its Ordinary Council Meeting of 18 October 2018 and 5 March 2019. ********** City notified an appeal had been lodged on 10 April 2019. Directions hearing held on 26 April 2019. Onsite mediation held on 3 May 2019 with Design Review Panel chair and Cr Topelberg in attendance. Applicant requested to submit amended plans by 13 May 2019 to allow the application to be reconsidered at the 25 June 2019 Ordinary Council Meeting. *Representation by: Administration*
11.	Nos. 80-84 Ellesmere Street and No. 35 Blackford Street, Mount Hawthorn (DR 82/2019)	30 April 2019	KGCC Properties Pty Ltd	Application for review of Metro West JDAP decision to refuse the application 20 March 2019. ********** Directions Scheduled 10 May 2019, City not required to attend. *Representation by: JDAP*

METROWEST DEVELOPMENT ASSESSMENT PANEL (MWDAP)
REGISTER OF APPLICATIONS RELATING TO THE CITY OF VINCENT
AS AT 9 MAY 2019

No.	ADDRESS	APPLICANT	PROPOSAL	DATE APPLICATION RECEIVED	DAP MEETING DATE	DAP DECISION
1.	No. 13 Blake Street, North Perth	**Applicant:** Planning Solutions	Form 1 – Multiple Dwellings (10)	31 January 2019	23 May 2019	Not yet determined.
2.	No. 164 Edward Street, Perth	**Applicant:** Peter Webb & Associates	Form 1 – Office	31 January 2019	To be confirmed.	Not yet determined.
3.	No. 742 Newcastle Street, Leederville	**Applicant:** Element	Form 1 – Commercial Development	22 February 2019	To be confirmed.	Not yet determined.
4.	No. 81 Angove Street, North Perth	**Applicant:** Tom Godden Architects	Form 2 – Alterations and additions to child care premises (amendment to approved)	8 March 2019	29 April 2019	The application was approved consistent with the City's recommendation dated 29 April 2019. Carried unanimously. The minutes are available here.
5.	No. 500 Fitzgerald Street, North Perth	**Applicant:** Studio Technica	Form 2 – Alterations and additions to mixed use development (amendment to approved)	8 March 2019	29 April 2019	The application was approved consistent with the City's recommendation dated 29 April 2019. Carried unanimously. The minutes are available here.
6.	No. 189 Charles Street, West Perth	**Applicant:** Choice Constructions Pty Ltd	Form 2 – Alterations and additions to mixed use development (amendment to approved)	20 March 2019	16 May 2019	Not yet determined.
7.	Nos. 9-11 Money Street, Perth	**Applicant:** Fratelle Group	Form 2 – Alterations and additions to mixed use development (amendment to approved)	8 April 2019	To be confirmed.	Not yet determined.
8.	No. 125 Richmond Street, Leederville	**Applicant:** RainDay Holdings Pty Ltd	Form 2 – Alterations to multiple dwellings (amendment to approved)	30 April 2019	To be confirmed.	Not yet determined.

CITY OF VINCENT DESIGN REVIEW PANEL (DRP)
REGISTER OF APPLICATIONS CONSIDERED BY DRP
AS AT 9 MAY 2019

NO.	ADDRESS	APPLICANT	PROPOSAL	DRP MEETING DATE	REASON FOR REFERRAL
1.	Nos. 41-43 and No. 45 Angove Street, North Perth	Megara	Mixed Use development	17/4/19	For the DRP to consider the changes made by the applicant in response to the previous DRP comments and recommendations of 8 March 2017. No DA lodged.
2.	Nos. 29-45 Lindsay Street Perth	Urbis/Mornington Land Pty Ltd	Mixed Use Development (Car Park & Café/Bar)	17/4/19	The proposal will likely benefit from the referral to the DRP in terms of the City's Built Form Local Planning Policy No. 7.1.1 (LPP 7.1.1). No DA lodged.
3.	Nos. 160-166 Palmerston Street	Toh Construction/Starlily Nominees	Proposed Hotel and Restaurant Addition	8/5/19	For the DRP to consider the changes made by the applicant in response to the previous DRP comments and recommendations of 20 March 2019. DA lodged.
4.	No. 66 Lindsay Street, Perth	Campion Design Group	Six Multiple Dwellings and One Home Office	8/5/19	For the DRP to consider the changes made by the applicant in response to the previous DRP comments and recommendations of 28 November 2018. DA lodged.
5.	No. 164 Edward Street, Perth	Peter Webb & Associates/ Edwardstar Pty Ltd	Office Building	8/5/19	For the DRP to consider the changes made by the applicant in response to the previous DRP comments and recommendations of 3 April 2019. DA lodged.
6.	No. 64 Cleaver Street, West Perth	MW Urban	12 Multiple Dwellings	8/5/19	For the DRP to consider the changes made by the applicant in response to the previous DRP comments and recommendations of 6 March 2019. No DA lodged.

CITY OF VINCENT

INFORMATION BULLETIN

TITLE:	**Register of Petitions – Progress Report – May 2019**
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
EDCE	Executive Director Community Engagement
EDCS:	Executive Director Corporate Services
EDDS:	Executive Director Development Services
EDI&E:	Executive Director Infrastructure & Environment

NO OUTSTANDING PETITIONS AS AT 1 MAY 2019

CITY OF VINCENT

INFORMATION BULLETIN

TITLE:	**Register of Notices of Motion – Progress Report – May 2019**
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
EDCE Executive Director Community Engagement
EDCS: Executive Director Corporate Services
EDDS: Executive Director Development Services
EDI&E: Executive Director Infrastructure & Environment

Details	Action Officer	Comment
2 April 2019 – Submitted by Cr Topelberg		
Tender or Quotations for Bulk Verge Collection, by June 2019	EDI&E	Report to be submitted to OMC in June 2019.
13 November 2018 – Submitted by Cr Topelberg		
Policy No. 3.8.12 – Mobile Food Vendor, by 30 April 2019	EDDS	Administration has undertaken a review of Policy No. 3.8.12 – Mobile Food Vendors and presented a report to the 9 April Council Workshop on the matter. An amended Policy will be presented to the 28 May 2019 Council Meeting for approval to advertise.
21 August 2018 – Submitted by Cr Loden		
Transparency of rates spend in the Budget	EDCS	This will be done as part of the upcoming 2019/2020 Budget Workshops, as per the recommendation.
4 April 2018 – Submitted by Cr Loden		
Action on Climate Change	Office of the CEO	Administration will present the draft Sustainable Environment Strategy to Council for advertising by June 2019. The work completed on the draft Strategy to date has informed the items put forward by Administration for draft Budget 2019/20. The draft Sustainable Environment Strategy will include the measures identified in Items 4 and 5 of Council's resolution.
22 August 2017 – Submitted by Cr Gontaszewski		
Strategies to Improve Participation and Accessibility by Women and Girls at City of Vincent Sportsground and Associated Facilities, by February 2019	EDCE	Specific strategies endorsed at the Council Meeting held on 24 July 2018. Update presented to Council on 5 February 2019 with a further update in June 2019.
27 October 2015 – Submitted by former Mayor Carey		
Review of Laws, Policies and Practices relating to the impact of construction activity, on the public realm, by May 2016	EDI&E/ EDDS	Administration will circulate proposed amendments to the Property Local Law to Council Members in advance of formally presenting the matter to Council in early 2019.

CITY OF VINCENT

INFORMATION BULLETIN

TITLE:	**Register of Reports to be Actioned – Progress Report – May 2019**
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
EDCE Executive Director Community Engagement
EDCS: Executive Director Corporate Services
EDDS: Executive Director Development Services
EDI&E: Executive Director Infrastructure & Environment

Item	Report Details	Action Officer	Comments
Council Meeting – 30 April 2019			
9.7	Character Retention and Amendment No. 5 to Local Planning Scheme No. 2	EDDS	**Completed**. Administration will prepare and undertake a marketing plan for the Mount Hawthorn Character Retention Area. Amendment No. 5 to be forwarded to the EPA prior to public advertising.
10.2	Tender 565-19 Supply and Delivery of Two (2) Waste Collection Vehicles - Appointment of Successful Tenderer	EDI&E	Further report to be submitted to Council.
11.4	Transfer and dedication of lots as road - Charles Street, North Perth	EDCS	Administration to commence the transfer and dedication processes, which includes providing public notice.
11.5	Amendment to Policy No. 1.2.8 - Corporate Credit Card	EDCS	**Completed - 29 April 2019.** Updated policy has been uploaded on website and added to policy register.
12.1	Draft City of Vincent 'Innovate' Reconciliation Action Plan 2019-2021	EDCE	The Draft 'Innovate' Reconciliation Action Plan has been sent to Reconciliation Australia for final endorsement. The Launch of the Plan is scheduled for July 2019.
18.1	Confidential Item: Write off of debts over limitation period	EDCS	**Completed.** 8 May 2019
18.2	Confidential Item: Declaration of Chief Executive Officer's appointment to the Open House Perth Board	EDCS	CEO has been advised of the decision. CEO to complete a Conflict of Interest (COI) disclosure to Mayor's satisfaction.
Council Meeting – 2 April 2019			
9.4	No. 441 (Lot: 11; D/P: 1114) William Street and No. 6 (Lot: 10; D/P: 1114) Brisbane Place, Perth - Hotel, Restaurant and Office Development	EDDS	**Completed**. The applicant revised ground floor layout and car parking options for staff. Item approved by Council at 30 April 2019 Council Meeting.
11.4	Amendments to the Trading in Public Places Local Law 2008 and Local Government Property Local Law 2008	EDCS	Administration to provide public notice of the amendment local laws for a period of at least 6 weeks and at least 21 days' notice of the amended Street Entertainers Policy. Administration will present results of public notice to Council in June or July 2019.
Council Meeting – 5 March 2019			
9.1	No. 14 (Lot: 1; SP: 12592) Orange Avenue, Perth - Second Storey Addition and Alterations to Single Dwelling	EDDS	**Completed**. The applicant has applied to have the deemed refusal reviewed by SAT. SAT have issued orders requesting the applicant submit amended plans by 13 May 2019 to allow the application to be reconsidered at the 25 June 2019 Ordinary Council Meeting.

Item	Report Details	Action Officer	Comments
9.2	No. 377 (Lot: 162; D/P: 2630) Walcott Street, Coolbinia - Four Multiple Dwellings	EDDS	**Completed**. The applicant has applied to have the deemed refusal reviewed by SAT. The Applicant provided amended plans to address the reasons for deferral and requested the application be determined at the Ordinary Council Meeting of 30 April 2019. Application was approved by Council at the 30 April 2019 Ordinary Council Meeting.
10.1	Business Case for the Adoption of a Three Bin Food Organic/Garden Organics System	EDI&E	Further report to Council by June 2019.
12.1	Draft Banks Reserve Master Plan Extended Public Comment Feedback	EDCE	**Completed.** Detailed design phase to commence. Funding for Active Zone construction included in Draft 2019/20 budget.
12.2	State Tennis Centre Proposal for Robertson Park – Community Consultation Outcomes	EDCE	**Completed.** Funding for Robertson Park Development Plan to be considered in the Draft 2019/20 Budget.
12.3	LATE REPORT: Floreat Athena Football Club (inc.) – Request for In Principle approval of a new Five Year Lease	EDCE	Progress report on completion of requirement to extend term of lease to be submitted to Council Meeting in June 2019.
Council Meeting – 5 February 2019			
12.1	Amended Use of Les Lilleyman Reserve by Subiaco Football Club (SFC)	EDCE	Administration convened a meeting with the community and Subiaco Football Club representatives on 17 April 2019. Meeting notes distributed with a number of actions for City Officers, the Club and local residents.
12.2	UPDATE: Notice of Motion – Cr Susan Gontaszewski – Strategies to Improve Participation and Accessibility by Women and Girls at City of Vincent Sportsgrounds and Associated Facilities	EDCE	Specific strategies endorsed at the Council Meeting held on 24 July 2018. Further update to be presented to Council in June 2019.
Council Meeting – 11 December 2018			
11.5	Land Exchange – Portion of Lot 75 Brentham Street (Brentham Street Reserve) for Portion of Lot 100 (No 20) Brentham Street (Aranmore Catholic Primary School)	EDCS	Administration to present the community submissions to Council at the 28 May OMC, along with a request for Council to initiate the scheme amendment and enter into a conditional contract with the City.
18.2	Amendment of rates record for period 2013/14 – 2018/19 – rates exemption applications	EDCS	The City's Rates Section is writing to all affected organisations and amendments will be made based on responses.
Council Meeting – 16 October 2018			
10.1	Proposed 40kph Area Wide Speed zone Trial – South Vincent Progress Report No. 2	EDI&E	Trial commenced 29 April 2019.
11.5	Variation of Leederville Tennis Club and North Perth Tennis Club leases to enable return of funds held in City's reserve accounts to clubs	EDCS	North Perth Tennis Club's variation of lease has been executed by both parties. Leederville Tennis Club's variation of lease is with the Club for review.
12.1	Management of Services at Weld Square for People Experiencing Homelessness	EDCE	Further report to be presented in June 2019 to confirm outcomes on City of Perth Homelessness Framework Committee.
Council Meeting – 18 September 2018			
10.4	Response to Petition – Alma Road and Claverton Streets, North Perth	EDI&E	To be actioned as per Council's decision Item 10.3, at its Ordinary Meeting of 11 December 2018, requiring a further report by June 2019.
Council Meeting – 21 August 2018			
10.2	Axford Park Upgrade - Concept Design & Implementation of Quick Win Works Items	EDI&E	The 'Quick Win's', inclusive of the Park's works and Exceloo relocation completed. The final stage, the Fairfield Street plateau commenced 6 May, and should be completed by the end of the month.
Council Meeting – 26 June 2018			
11.2	Acquisition of private rights of way as Crown Land and vesting in City – Right of Way between London and Dunedin Streets, Mount Hawthorn (Lot 60) and Colvin Lane, West Perth (Lot 67)	EDCS	London / Dunedin Street Right of Way (ROW) has been dedicated as road. Administration provided notice to properties adjoining ROW on 30 January 2019. Waiting on dedication of Colvin Lane.

Item	Report Details	Action Officer	Comments
Council Meeting – 29 May 2018			
11.1	Leases to Department of Health to govern Department's current use of the Child Health Clinics within City of Vincent	EDCS	Leases are with Department for execution. Signs acknowledging City's support to be installed.
18.1	CONFIDENTIAL ITEM: Licence to govern encroachment of drainage infrastructure from 152 Joel Terrace, Mount Lawley into Swan River Foreshore Reserve 43459	EDCS	Owners have submitted application for approval of infrastructure to the Department of Biodiversity, Conservation and Attractions. City waiting on approval in order to sign licence.
Council Meeting – 4 April 2018			
11.1	Lease of Leederville Oval by East Perth Football Club Inc & Subiaco Football Club Inc - Request for waiver and write-off of fees and variation of leases	EDCS	Clubs working with the City's Community Engagement Directorate to resolve some leasing issues.
Council Meeting – 27 June 2017			
9.4	Proposed Amended Parking Restrictions – Mount Hawthorn Town Centre	EDDS	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. A consultant has undertaken a survey of parking in the Mount Hawthorn area as part of the Integrated Transport Plan and the results of this work will be presented to Council Members in 2019 as part of this project.
9.5	Submission to WALGA – Third Party Appeal Rights in Planning	EDDS	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.
12.1	No. 34 (Lot 1) Cheriton Street, Perth – Progress Report No. 8	EDCE	Department of Planning, Lands and Heritage (DPLH) is liaising with the Public Transport Authority and Department of Communities in respect to future use options for the land, in order to determine if the management order will be relinquished from all or part of the land.
Council Meeting – 30 May 2017			
10.1	Water Corporation – Long Term Water Main Replacement Program within the City of Vincent	EDI&E	The Water Corporation's only 2018/19 Project within the City of Vincent is in Beaufort Street, between Newcastle Street and Chelmsford Road, is underway and expected completion is still July/August 2019.
12.5	Perth Parking Levy	EDCE	Awaiting outcomes of the Perth CBD Transport Plan and specific recommendations regarding the Perth Parking Levy.
Council Meeting – 7 March 2017			
9.3.5	Review of City of Vincent Local Laws under Section 3.16 of the Local Government Act 1995 (SC2688)	EDDS/ EDI&E	The Health; Property; and Trading in Public Places Local Laws are being reviewed. Presentation to Council made at Council Workshop held on 20 November 2018.
Council Meeting – 18 October 2016			
9.2.1	Proposed Safety Improvement at the Intersection of Walcott and Beaufort Streets, Mount Lawley (SC686, SC986)	EDI&E	On hold pending the completion of the Water Corporation's Beaufort Street 'Pipes for Perth' water main replacement project.
Council Meeting – 5 April 2016			
9.1.6	Review of Licences for Outdoor Eating Areas and Display of Goods on Footpaths	EDDS	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 went live on 22 February 2018. The outcomes and results of this system were presented to the Council Workshop on 20 November 2018. Amendments to the Trading in Public Places Local Law 2008 and Local Government Property Local Law 2008 were adopted by Council for public notice at the 2 April 2019 Ordinary Meeting of Council.

Item	Report Details	Action Officer	Comments
Council Meeting – 8 March 2016			
9.3.5	Leederville Gardens Retirement Village Estate (SC313/SC308)	Office of the CEO	The City to write to Leederville Gardens and request they respond formally to this matter.
Council Meeting – 27 October 2015			
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)	EDCS	Negotiating terms with the City's Community Engagement Directorate. This is pending completion of the City Property Framework which will be presented to Council for adoption later this year.
Council Meeting – 18 November 2014			
9.1.4	Car Parking Strategy Implementation – Progress Report No. 1 (PRO0084/SC1345)	EDDS/ EDI&E / EDCE	The option of having parking benefit districts will be reviewed as part of the review of the Car Parking Strategy and preparation of an Integrated Transport Plan. 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. 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. The replacement of the CALE ticket machines throughout the City is complete. 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.
Council Meeting – 7 October 2014			
9.3.2	Lease for North Perth Tennis Club – Lease of Premises at Woodville Reserve, 10 Farmer Street, North Perth (SC351/SC621)	EDCS	No further action pending the outcomes and recommendations included within the Tennis West Strategic Facilities Plan and the City's Property Management Framework.
Council Meeting – 23 September 2014			
9.3.6	Lease for Leederville Tennis Club – Lease of premises at 150 Richmond Street, Leederville (SC351 & PR25077)	EDCS	No further action pending the outcomes and recommendations included within the Tennis West Strategic Facilities Plan and the City's Property Management Framework.
Council Meeting – 27 May 2014			
9.3.4	LATE ITEM: East Perth Football Club and Subiaco Football Club Lease additional space at Medibank Stadium	EDCS	Further discussions ongoing as part of broader discussions with Football Clubs.
Council Meeting – 12 February 2013			
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	EDCS	Contacted Department of Planning, Lands and Heritage for update. Will resubmit application.
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)	EDCS	Contacted Department of Planning, Lands and Heritage for update. Will resubmit application.

10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

11 REPRESENTATION ON COMMITTEES AND PUBLIC BODIES

12 CLOSURE