AGENDA

Supplementary Reports
Council Briefing
3 December 2019

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

David MacLennan
Chief Executive Officer
**Order Of Business**

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5 STRATEGY & DEVELOPMENT

5.8 AMENDMENT NO. 5 TO LOCAL PLANNING SCHEME NO. 2 - OUTCOMES OF ADVERTISING

TRIM Ref: D19/157612
Authors: Matt Cosson, Strategic Planning Officer
         Jordan Koroveshi, A/Manager Policy & Place
Authoriser: Stephanie Smith, A/Executive Director Strategy and Development
Attachments: 1. Map of Character Streets  ⇩  2. Advertised Amendment No. 5 to Local Planning Scheme No. 2  ⇩  3. Summary of Submissions - Scheme Amendment No. 5  ⇩  4. Amendment No. 5 to Local Planning Scheme No. 2  ⇩  5. Amendment No. 5 to Local Planning Scheme No. 2 - Schedule of Modifications  ⇩

RECOMMENDATION:

That Council:

1. NOTES the submissions received and ENDORSES Administration’s response to those submissions in relation to the advertising of Amendment No. 5 to Local Planning Scheme No. 2 included as Attachment 3; and

2. SUPPORTS Amendment No. 5 to Local Planning Scheme No. 2, with proposed modifications to address issues raised in the submissions, included as Attachment 4 pursuant to Part 5, Division 3, Regulation 50(3)(b) of the Planning and Development (Local Planning Schemes) Regulations 2015.

PURPOSE OF REPORT:

For Council to consider:

- the outcomes of community consultation on Amendment 5 to Local Planning Scheme No. 2 (LPS2); and
- supporting Amendment 5 to Local Planning Scheme No. 2 with modifications pursuant to Part 5, Division 3, Regulation 50(3)(b) of the Planning and Development (Local Planning Schemes) Regulations 2015.

BACKGROUND:

The City’s (former) Town Planning Scheme No. 1 (TPS1) came into effect in 1998 and included Clause 20(4)(d)(ii) which served to limit development in the Norfolk Precinct to a maximum of two dwellings per lot. Local Planning Scheme No. 2 (LPS2) came into effect on 16 May 2018 and included Clause 26(6) which continued to limit development to a maximum of two dwellings per lot and was worded as follows:

“Within the areas coded R40 bounded by Vincent Street, Beaufort Street, Walcott Street and Fitzgerald Street, a maximum of two dwellings will be permitted per lot.”

For various reasons Clause 26(6) was amended in 2018 and the current Clause now reads:

“Within the areas coded R40 bounded by Vincent Street, Beaufort Street, Walcott Street and Fitzgerald Street, a maximum of two dwellings will be permitted per lot, with exception of lots with subdivision approval for more than two strata or survey-strata lots granted prior to gazettal of Local Planning Scheme No. 2.”

The intent of these provisions was to retain the character of the area by restricting development to a predominately low-density, single-storey residential development pattern in the area, by permitting and
encouraging infill development in the form of subdivision to the rear of the existing dwelling and to
discourage greater levels of development in the form of multiple dwellings.

A review of development in the area has shown that there are a number of properties that have existing
development with more than two dwellings per lot. There are a number of reasons for this, including:

1. The legal interpretation of ‘two dwellings per lot’ under the *Town Planning and Development Act 1928*
   (repealed 2006), which allowed more than two dwellings.
2. Decision makers used Clause 40 of former TPS1 to vary the requirement and approve ‘non-complying’
development.
3. Clause 20(4)(d)(ii) of former TPS1 and Clause 26(6) of LPS2 was not referenced or acknowledged
   during the approval process; and
4. Lots were subdivided into green titles allowing two dwellings to be built on each of the newly created
   green title lots.

The first three of these issues have been addressed through various measures and are not anticipated to
arise again and Clause 26(6) is now being implemented in accordance with its original intent. Despite these
improvements the current clause does not provide an effective mechanism to address point four above as
land could still subdivided into green titles allowing two dwellings to be built on each of the newly created
green title lots.

Further investigations have revealed that limiting development to a maximum of two dwellings per lot, even
when implemented properly, has not led to the retention of character within the area. The introduction of the
*Planning and Development Act (Local Planning Schemes Regulations) 2015* removed the requirement for
development approval for the demolition of single houses. Clause 26(6) currently does not contain a
mechanism to retain character dwellings and there are many circumstances where character dwellings have
been demolished and replaced with a new single house or two new grouped dwellings. There is currently no
mechanism within the planning framework to actively prevent the demolition of character dwellings except for
the heritage listing process. Under the existing planning framework, the number of character dwellings being
demolished is expected to continue to increase in the area.

No. 6 Burt Street, Mount Lawley falls within the amendment area and has a development approval for nine
Serviced Apartments, two Multiple Dwellings, a Caretaker’s Residence and a Restaurant/Café. Following
approval, the applicant lodged a scheme amendment application to remove the subject properties from
Clause 26(6). The intent being to enable consideration of the Serviced Apartments to be converted to
Multiple Dwellings. Following discussion with the City the applicant chose to withdraw the scheme
amendment so that further investigations could be undertaken to consider a broader approach for
Clause 26(6).

A desktop study of the area has revealed that there is an existing character building constructed prior to
1940 on approximately 49% of all properties subject to Clause 26(6). Of these properties, approximately 18%
(or 9% of all dwellings) would be affected by the proposed amendment to Clause 26(6) as they have enough
site area to develop more than two dwellings. A detailed investigation revealed that there were six intact
character streetscapes in the area subject to Clause 26(6). *Attachment 1* identifies the intact character
streetscapes within the City and those at risk of development.

The City considered the ‘at-risk’ character streetscapes and prepared Amendment No. 5 to LPS2 at its
meeting held on the 30 April 2019 (Item 9.7). The intent of Amendment 5 is to encourage the retention of
character dwellings, while still managing the scale of development in the area consistent with existing
development patterns.

The amendment proposes to allow development of more than two dwellings (up to an R40 density) where a
significant portion of a character building, built prior to 1940, is retained. The development potential for all
other lots would remain as a maximum of two dwellings per lot. The advertised amendment is included at
*Attachment 2*.

Following approval from the Environmental Protection Authority, Amendment 5 was advertised for a period of
42 days between 20 July and 31 August 2019. The following methods of advertising were undertaken in
accordance with the requirements of the City’s Policy No. 4.1.5 – Community Consultation and the *Planning
and Development (Local Planning Schemes) Regulations 2015* (Regulations):

- Advertisement in a local newspaper;
- Display notice of the proposed amendment in the City’s Administration and Civic Centre;
Referral in writing to affected persons/agencies (this included letters being sent to all landowners and occupiers in the area); and
Display on the City’s website.

DETAILS:

The City received 15 submissions during the consultation period covering two key issues in relation to the amendment. Six submissions expressed support for the proposed amendment and nine submissions objected to the proposal. A full summary of submissions and responses to those submissions is included within Attachment 3.

1. Role and Purpose

The amendment seeks to incentivise the retention of character dwellings and character elements within the area. Submitters raised concerns that the advertised amendment would not be capable of protecting character in the area as intended. Submitters advised that not all dwellings constructed prior to 1940 have significance or contribute to the unique character. Concerns were also raised that the advertised amendment fails to define what a ‘character element’ of a building is.

While some streets have been largely developed already and others are more intact, the City has found that buildings constructed prior to 1940 are those which contribute most to the character of the area, so the retention of these is the focus of the amendment. Administration agrees, however, that the advertised amendment could lead to interpretation issues and be challenged in the future.

In response to these concerns, Administration proposes to modify Amendment 5 to:

- Introduce a definition of ‘character elements’ into LPS2; and
- Reference an urban design study to identify and confirm the ‘character elements’ of a building required to be retained.

2. Managing Density

The proposed amendment seeks to incentivise the retention of character dwellings by allowing for greater development potential on certain lots. A number of submissions raised concerns that the proposed increase in density would compromise the look and feel of the area and result in additional traffic congestion and exacerbate the existing levels of parking stress.

While it is acknowledged that the proposed amendment may result in an increase in density for the 9% of properties to which it applies, the size and scale of any new development would continue to be controlled through the existing policy framework and an assessment against LPP 7.1.1: Built Form would be required. LPP 7.1.1 seeks to ensure an application responds to the constraints of a site and has a negligible impact upon the amenity of adjoining properties. The remaining 91% of dwellings would be subject to the maximum two dwelling restriction as well as the provisions of LPP 7.1.1.

With reference to the traffic and parking concerns, streets in the area are engineered with sufficient capacity to cater for the traffic demand for R40 development and the amendment area is very well-serviced by public transport. Furthermore, all new dwellings are required to provide parking on-site. Therefore, it is considered that the area is able to cater for the expected increase in density.

Submitters also identified that the advertised amendment fails to address a situation where multiple lots are acquired in a single ownership and then developed in accordance with their R40 coding. It is acknowledged that the advertised wording does not specifically require all character buildings on an amalgamated site to be retained. This could result in a significant amount of character buildings being demolished where an applicant amalgamated several lots and was only required to retain one existing character building.

In response to this concern, Administration proposes to modify Amendment 5 to:

- Include a reference to each building on a lot that has character value.

The recommended modifications to the amendment would reduce the level of ambiguity and reinforce the intended purpose of Clause 26(6), to retain character buildings. The recommended modifications include:
1. Insert the term ‘character elements’ to Part 6, Division 1 – General definitions used in Scheme, as follows:

“Character elements means any design features of a building as viewed from the public realm, that combine to contribute to the appearance of the building including colour palette, texture, scale, materials and roof pitch.”

2. Modify the advertised Clause 26(6) as follows:

“Within the areas coded R40 bounded by Vincent Street, Beaufort Street, Walcott Street and Fitzgerald Street, a maximum of two dwellings are permitted per lot except where:

- A lot has subdivision approval for more than two strata or survey-strata lots granted prior to the gazettal of the Local Planning Scheme No. 2; or
- Development on a lot proposes the retention of an entire building, or a significant portion of each a building on that lot which was constructed prior to 1940 and which maintains all character elements of those buildings deemed to be valuable by an urban design study.”

The final amendment is included as Attachment 4 with the schedule of modifications included as Attachment 5.

CONSULTATION/ADVERTISING:

Following the formal decision from the Minister, the City will notify submitters, publish a notice in a local newspaper and on the City’s website advising of the final decision of the Amendment and the location where it can be viewed in accordance with Part 5, Division 5, Regulation 64 of the Regulations.

LEGAL/POLICY:

- Planning and Development Act 2005;
- Planning and Development (Local Planning Scheme) Regulations 2015;
- City of Vincent Local Planning Scheme No. 2;
- Local Planning Policy 7.1.1 – Built Form; and
- Policy No. 4.1.5 – Community Consultation.

RISK MANAGEMENT IMPLICATIONS:

It is considered low risk to support Amendment 5 to the City’s Local Planning Strategy No. 2 for the purpose of submitting the amendment to the WAPC to make a recommendation to the Minister for Planning to determine the amendment.

STRATEGIC IMPLICATIONS:

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

Enhanced Environment

We have minimised our impact on the environment.

Sensitive Design

Our built form character and heritage is protected and enhanced.

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

Not applicable.
COMMENTS:

It is recommended that the City proceed with Amendment No. 5 with the proposed modifications. The additional changes provide more appropriate measures to retain the established character of the area, thereby ensuring the original intent of Clause 26(6) is being met to a better standard than before.

Council’s decision on this amendment along with the amendment documents will be forwarded to the WAPC along with Council’s decision. The WAPC must make any recommendations to the Minister for Planning in respect of the amendment that is considered appropriate, and submit the recommendation and associated documents to the Minister in accordance with section 87(1) of the Planning and Development Act 2005.
Review of Vincent Steetscapes

This map identifies the streets within the City that are considered to be intact character streets resulting from a comprehensive review. Two categories of streets have been identified and are defined as follows:

- Category 1: those streetscapes which have an entirely intact character (>90% of dwellings within the streetscape are original character dwellings with consistent design features).
- Category 2: those streetscapes which have a predominantly intact character (>60% of dwellings within the streetscape are character dwellings).
LOCAL PLANNING
SCHEME NO. 2

Amendment No. 5

Standard amendment to modify the wording of Clause 26(6) to allow more than two dwellings where development on a lot proposes the retention of an entire building, or a significant portion of a building, constructed prior to 1940 and maintains all character elements of that building as viewed from the public realm.
Planning and Development Act 2005

RESOLUTION TO PREPARE AMENDMENT TO LOCAL PLANNING SCHEME

CITY OF VICTENT LOCAL PLANNING SCHEME NO. 2
AMENDMENT NO. 2

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. Modify the wording of Clause 26(6) to be as follows:

"Within the areas coded R40 bounded by Vincent Street, Beaufort Street, Walcott Street and Fitzgerald Street, a maximum of two dwellings are permitted per lot except where:

- A lot has subdivision approval for more than two strata or survey-strata lots granted prior to the gazettal of the Local Planning Scheme No. 2; or
- Development on a lot proposes the retention of an entire building, or a significant portion of a building, constructed prior to 1940 and maintains all character elements of that building as viewed from the public realm."

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 promoting the retention of the existing built character and social fabric, whilst allowing for innovative and contemporary development;
- The amendment will have minimal impact on the surrounding area as development within the precinct is still required to adhere to the residential density code of R40 and the relevant documents guiding development standards for residential development;
- 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.

Dated this 30 day of April 2019

____________________________

CHIEF EXECUTIVE OFFICER

[Form 2A]
LOCAL PLANNING SCHEME NO. 2
Amendment No. 2

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 XXXX 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.........................................
Amendment 5 to Local Planning Scheme No. 2: Summary of Submissions

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<th>Administration Response</th>
<th>Recommended Modification</th>
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<tr>
<td>1.1 Support</td>
<td>3, 4, 5, 6, 8 and 12</td>
<td>Noted.</td>
<td>No modification.</td>
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2.1 Submitters expressed concerns that the advertised amendment would not be capable of protecting character in the area as intended. The proposed amendment is not nuanced enough to account for individual situations and design solutions.

Not all dwellings constructed prior to 1940 have significance or contribute to the unique character. Many existing dwellings contribute little to the character of the area or have been heavily modified. Certain specific elements might no longer have character value. Furthermore, there is no clarity in what is a ‘character element’.

Clause 26(6) should be removed altogether to allow more than two dwellings, without the restriction of requiring a dwelling or a significant portion of a dwelling to be retained. Character retention would be better controlled through the existing policy framework, predominantly the Built Form Policy and the Character Retention Policies.

1.11, 12, 13, 14

The City acknowledges that the proposed amendment, like the existing clause, does not outright require the retention of character buildings. The intent of the proposed amendment is to provide an incentive for owners to retain character dwellings and a deterrent for demolishing them.

The provision of additional density can be an effective tool as an incentive to retain character as long as there is a perceived value to prospective developers. The effectiveness of the proposed amendment and other mechanisms can be assessed and modified after implementation. The City is investigating a more holistic approach to character retention through the various other mechanisms available.

The entire area to which clause 26(6) applies to has been identified as a priority area for the protection of character dwellings. While some streets have been largely developed already and others are more intact, the City has found that buildings constructed prior to 1940 are those which contribute most to the character of the area, so the retention of these is the focus of the amendment.

The City agrees that not all 1940s development is of character value. While a further assessment would be required for each subdivision and development application, further guidance should be provided through defining ‘character elements’ and through an urban design study for each new proposal. The standard planning and subdivision approval process could then determine whether the factors identified in an urban design study are of a sufficient quality or not.

The proposed clause, in conjunction with the existing policy framework, would ensure that new development would be sensitively designed and sited behind the retained character dwellings.

1

Generally, larger development sites do have a greater impact on the amenity of an area and, therefore, have a greater burden of addressing that amenity impact.

As part of a development application, the decision maker needs to consider the land use (multiple dwellings), serviced apartments in addition to the design (size, scale, materials etc). The proposed amendment does not alter the land uses permissible but it does provide more options to a prospective developer as long as they have retained a character building.

2.2 The burden of protecting character falls disproportionately on those with larger lots. An outcome where 12 multiple dwellings become a mix of serviced apartments, multiple dwellings, and ancillary uses is still possible (i.e. a less desirable outcome from the same built form). The proposed amendment does not alter this outcome.

2.3 The report to initiate this amendment misleadingly claims that the community opposed serviced apartments for the application at No. 6 Burt Street when there were more submissions opposing the initial multiple dwellings development. The issue surrounding this single property should not have been the basis of the proposed amendment. A proponent seeking to take full advantage of the development potential of their lot is now driving the proposed amendment.

10

Previous planning decisions have demonstrated that the existing clause has not provided an adequate level of protection for the character of the area. The clause, as existing, would promote further demolition of a significant number of character dwellings on 650m² sized lots which would result in the further erosion of the character of the area. The proposed amendment would incentivise the protection of character dwellings.

To clarify the comments in the initiation report, of the 24 objections received during the advertising of the amended application to convert some of the multiple dwellings to serviced apartments at No. 6 Burt Street, 7 raised concerns.

No modification.
**Amendment 5 to Local Planning Scheme No. 2: Summary of Submissions**

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<tr>
<td>2.4 The existing clause has achieved the objective of limiting multiple dwellings in the area, but there is no recognition that the proposed clause would drastically alter this capability. The proposal should include a &quot;no multiple dwellings&quot; provision for land R40 and below.</td>
<td>10</td>
<td>The initial intent of the clause was to retain the low-density, single-storey residential development pattern in the area, by encouraging infill development in the form of subdivision to the rear of the existing dwelling. While the provision limited multiple dwellings in the area, the development pattern since the introduction of the clause has been characterised by side-by-side development which has resulted in the demolition of the existing buildings. The proposed clause would incentivise the retention of character dwellings by allowing development within the area in accordance with the R40 code. While this may result in additional development potential on certain lots, the low-density, low scale residential nature of the area will be retained when viewed from the public realm. The Built Form Policy provides for a two-storey height limit in this precinct as well as other development controls to ensure only low scale residential development is permitted, whether that is a single house, grouped dwelling, or multiple dwelling. Effectively, multiple dwellings will not necessarily result in any greater impact than a single house or grouped dwelling in terms of size/scale.</td>
<td>No modification.</td>
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<td>2.5 The existing policy has been successful in discouraging demolition of existing character dwellings. Whilst this could be improved, the proposed amendment as worded would have other more damaging consequences.</td>
<td>10</td>
<td>Recent planning decisions and development types in the area have proven that the existing clause has not been successful in protecting existing character dwellings. This has occurred for a number of reasons. In TPS 1, (the Clause 206) was discretionary in its application and the City, the WAPC and the JUDP used that discretion to approve development against the guidance of the clause. Additionally, there have been occasions where the clause has simply been ignored or disregarded by the City or WAPC = Administration have put processes in place to ensure this doesn’t happen again. Since the 1940s, 37% of the properties in the amendment area have been demolished and replaced with dwellings from 1950 and beyond. Any negative consequences of density would be mitigated through development/subdivision assessment against other planning instruments like the Built Form Policy and DesignWA.</td>
<td>No modification.</td>
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<tr>
<td>3.1 Increase of dwellings in the area will result in issues related to:</td>
<td>2, 9 and 15</td>
<td>The amendment area is well-serviced by public transport in addition to all new dwellings being required to provide parking on-site. Streets in the area are engineered with sufficient capacity to cater for the traffic demand for R40 development. Matters relating to noise are controlled through the Environmental Protection (Noise) Regulations 1997. Concerns relating to parties, amplified music and people’s behaviour should be referred to the Police. Any additional development potential that is created as a result of Amendment 5 is not considered to result in noise levels beyond that which would be expected within the urban context of the area. The State Government has already approved the existing density code of R40 for this area and should be planning their facilities such as schools and hospitals to cater for the existing density code and demographic projections.</td>
<td>No modification.</td>
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<td>3.2 The clause discourages greater density even if it could be dealt with in a sensitive way.</td>
<td>1</td>
<td>The clause currently discourages density but the proposed wording is intended to better identify and protect character elements worthy of retention while allowing density in line with the density coding.</td>
<td>No modification.</td>
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<td>3.3 Any change should insist that a retained dwelling must occupy a minimum of 70% of the lot frontage. This is the only safeguard against developers buying 2/3/4 or more homes in a row, demolishing all but one built prior to 1945, then amalgamating and developing as a ‘super-lot’.</td>
<td>10</td>
<td>Administration acknowledge that the proposed wording does not adequately protect all dwellings if a number of lots are acquired by an individual or group with the intention of developing the land. To address this issue it is recommended that the wording of the proposed amendment be modified to require the retention of all character dwellings on all lots subject to a development proposal.</td>
<td>3. Modify the advertised Clause 26(6) as follows: “Development on a lot proposes the retention of an entire building or a significant portion of an entire building on that lot which was constructed prior to 1940 and which maintains all character elements of those buildings that deemed to be valuable by an urban design study.”</td>
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<td>3.4 The City is meeting its density targets in the area on the major corridors. Further, the prospect for continued medium density development along these corridors is supported on the ground by the size of the existing land holdings on these corridors, sales and development patterns in the past decade or so, the varied zoning, access to transport and general community support for these outcomes. There is no demonstrated need for more infill development in the area that is the subject of the clause nor any community push to make it happen.</td>
<td>10</td>
<td>The intent of the proposed amendment is to provide an incentive for landowners to retain character dwellings, and a deterrent for demolishing them. Due to the specific conditions surrounding the use of the clause, a maximum of 9 properties would be eligible to be considered for more than two dwellings. If developers wish to take up this option, other planning instruments will ensure that any negative impacts of increased density would be managed appropriately.</td>
<td>No modification.</td>
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<td>4.4 Infill Planning Guidance</td>
<td>10</td>
<td>In conjunction with the existing policy framework, lot sizes, ROW accessibility and lot orientation will continue to ensure development would respond sensitively to its context.</td>
<td>No modification.</td>
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<td>4.2 There are countless examples of outstanding architectural and social outcomes in this area that the existing provisions protect and encourage.</td>
<td>10</td>
<td>Yes, there are good examples, but there is no evidence that these are due to the existence of the current clause.</td>
<td>No modification.</td>
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<tr>
<td>5.1 Most people would ignore the consultation letter as the language used is planning speak and not community speak. More people would respond if the letter said more plainly, “your neighbour may be able to build 16 apartments next to you whereas currently the most they could build would be 4 townhouses” which is the case for some of the lots in the area. More transparent language would result in a different community response.</td>
<td>10</td>
<td>The potential development outcomes on any single site can vary significantly. As such, it is not possible to predict the likely outcome for any particular site. The consultation letter accurately provided a summary of the change proposed and Administration have been available to provide further assistance throughout the consultation period.</td>
<td>No modification.</td>
</tr>
<tr>
<td>5.2 Non-response to the current advertised amendment should not be confused for community support for the idea. More likely it would be lack of understanding of the outcome of the amendment.</td>
<td>10</td>
<td>The comments received clearly demonstrate that the community does not understand the implications of the amendment. The City agrees that a lack of response is not the same as support.</td>
<td>No modification.</td>
</tr>
<tr>
<td>6.1 The clause could be amended to (re)define the word ‘lot’ so that it removes ambiguity around Survey Strata Lots where the character house is retained (defining character similarly)</td>
<td>10</td>
<td>The term ‘lot’ is adequately defined within the Planning and Development Act 2000. Any modification to this definition may result in inconsistencies and issues relating to the interpretation of the definitions.</td>
<td>No modification.</td>
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<tr>
<td>6.2 Accompany the proposal with a dual R30/R40 zoning so that original houses need to be retained to maintain the R40 coding.</td>
<td>10</td>
<td>The suggested change would reduce the existing development potential for lots with an area of less than 600m² which is considered to be contrary to the intent and objectives of the Local Planning Strategy and Local Planning Scheme No. 2.</td>
<td>No modification.</td>
</tr>
<tr>
<td>6.3 The City should proactively initiate measures to retain pre-1940 shop house uses within established residential areas.</td>
<td>14</td>
<td>Clause 28(3) does not affect the pre-1940s shop houses. As such, the suggested change is not relevant to the consideration of amendment 5.</td>
<td>No modification.</td>
</tr>
<tr>
<td>6.4 Further similar amendments should be investigated for smaller block sizes. Original dwellings should be retained with only one new-build dwelling to the rear, rather than demolishing the original dwelling and having two new-build dwellings.</td>
<td>5 and 7</td>
<td>This proposal would encourage broader character retention but would also reduce the development potential on a significant number of lots. This would be considered contrary to the intent and objectives of the City's Local Planning Strategy and Local Planning Scheme No. 2. The City is working to undertake a further review of LPS2 to prepare a consistent city-wide approach to character retention.</td>
<td>No modification.</td>
</tr>
<tr>
<td>6.5 The City should improve the appearance of the area by investigating ways to: Retain trees. Provide underground power to improve greening of streetscapes; and Greening of right of ways to offset the infill and loss of back gardens as well as soften the height and heat created by new two storey dwellings.</td>
<td>5</td>
<td>The City is proactively improving urban greening through a number of initiatives of the Greening Plan.</td>
<td>No modification.</td>
</tr>
<tr>
<td>6.6 Improve the appearance of new-build dwellings and improving the relationship they have with adjoining properties.</td>
<td>5</td>
<td>The design of new-build dwellings will continue to be assessed in accordance with the provisions of the existing policy framework. The City's Built Form Policy is currently being reviewed and seeks to achieve this outcome.</td>
<td>No modification.</td>
</tr>
<tr>
<td>6.7 Reducing the amount of off-street parking required for smaller properties.</td>
<td>7</td>
<td>The car parking requirements for development are generally guided by the Residential Design Codes and are not proposed to be modified through this amendment.</td>
<td>No modification.</td>
</tr>
<tr>
<td>6.8 Parking setbacks only need to be 5m as few vehicles exceed this length. People living within these properties then accept that there is limited space to park and then select an appropriate vehicle size.</td>
<td>7</td>
<td>Under the existing policy framework, the design of car parking spaces takes into account the requirement for manoeuvrability of and around the vehicle, not just the vehicle size itself.</td>
<td>No modification.</td>
</tr>
<tr>
<td>6.9 Access legs should contribute to the total area of a proposed rear lot.</td>
<td>7</td>
<td>Subdivision requirements in the Residential Design Codes do currently consider this. These are not proposed to be modified through this proposed amendment.</td>
<td>No modification.</td>
</tr>
</tbody>
</table>
LOCAL PLANNING
SCHEME NO. 2

Amendment No. 5

Standard amendment to include a definition for the term ‘Character elements’ and to modify the wording of Clause 26(6) to allow more than two dwellings where development on a lot proposes the retention of a significant portion of each building on that lot which was constructed prior to 1940 and which maintains all character elements of those buildings, deemed to be valuable by an urban design study.
RESOLUTION TO PREPARE AMENDMENT TO LOCAL PLANNING SCHEME

CITY OF VINCENT LOCAL PLANNING SCHEME NO. 2
AMENDMENT NO. 5

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. Include the definition for the term ‘Character Elements’ within Part 6, Division 1, Clause 37 of Local Planning Scheme No. 2 as follows:

   “Character elements means any design features of a building as viewed from the public realm, that combine to contribute to the appearance of the building including colour palette, texture, scale, materials and roof pitch”; and

2. Modify the wording of Clause 26(6) to be as follows:

   “Within the areas coded R40 bounded by Vincent Street, Beaufort Street, Walcott Street and Fitzgerald Street, a maximum of two dwellings are permitted per lot except where:

   • A lot has subdivision approval for more than two strata or survey-strata lots granted prior to the gazettal of the Local Planning Scheme No. 2; or
   • Development on a lot proposes the retention of an entire building or a significant portion of each a building on that lot which was constructed prior to 1940 and which maintains all character elements of those buildings that deemed to be valuable by an urban design study.”

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 promoting the retention of the existing built character and social fabric, whilst allowing for innovative and contemporary development;
• The amendment will have minimal impact on the surrounding area as development within the precinct is still required to adhere to the residential density code of R40 and the relevant documents guiding development standards for residential development;
• 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.

Dated this ___________ day of ___________ 2019

___________________________________________
CHIEF EXECUTIVE OFFICER
LOCAL PLANNING SCHEME NO. 2
Amendment No. 5

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 10th of December 2019 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 5.16 OF
THE PLANNING AND DEVELOPMENT ACT 2005

DATE.............................................

APPROVAL GRANTED

..................................................
MINISTER FOR PLANNING
5.87 OF THE PLANNING AND DEVELOPMENT ACT 2005

DATE.............................................
## SCHEDULE OF MODIFICATIONS

<table>
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<tr>
<th>Modification No.</th>
<th>Modification</th>
<th>Justification for modification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Insert the term ‘character elements’ to Part 6, Division 1 – General definitions used in Scheme, as follows:</td>
<td>The advertised amendment fails to define what a ‘character element’ of a building is. The advertised wording could lead to interpretation issues and be challenged in the future.</td>
</tr>
<tr>
<td></td>
<td><strong>Character elements</strong> means any design features of a building as viewed from the public realm, that combine to contribute to the appearance of the building including colour palette, texture, scale, materials and roof pitch.**</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Modify the advertised Clause 26(6) as follows:</td>
<td>The advertised amendment fails to address a situation where multiple lots are acquired in a single ownership and then developed in accordance with their R40 coding. The advertised wording does not specifically require all character buildings on an amalgamated site to be retained. This could result in a significant amount of character buildings being demolished.</td>
</tr>
<tr>
<td></td>
<td><strong>Within the areas coded R40 bounded by Vincent Street, Beaufort Street, Walcott Street and Fitzgerald Street, a maximum of two dwellings are permitted per lot except where:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• A lot has subdivision approval for more than two strata or survey-strata lots granted prior to the gazettal of the Local Planning Scheme No. 2, or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Development on a lot proposes the retention of an entire building, or a significant portion of each a building on that lot which was constructed prior to 1940 and which maintains all character elements of those buildings that, deemed to be valuable by an urban design study.**</td>
<td></td>
</tr>
</tbody>
</table>

Item 5.8- Attachment 5
6 INFRASTRUCTURE & ENVIRONMENT

6.1 RESPONSE TO PETITION REQUESTING THE RELOCATION OF PARKING ON TURNER STREET, HIGHGATE ADJACENT JACK MARKS RESERVE

TRIM Ref: D19/179993
Author: Paul Morrice, A/Manager Ranger Services
Authoriser: Andrew Murphy, Executive Director Infrastructure and Environment
Attachments: 1. Petition - Confidential
2. Location Map of Petitioners - Confidential
3. Existing Parking Arrangements on Turner Street (Plan No. 3462-PP-01) ▪

RECOMMENDATION:

That Council:

1. APPROVES consultation with Turner Street, Highgate residents in relation to the proposed minor parking amendments communicating the following:

   1.1 The proposed reallocation of all street parking on Turner Street, Highgate from the north side to the south side of the street; and

   1.2 The proposed reallocation of the ‘No Stopping’ zone on Turner Street, Highgate from the south side to the north side of the street; and

2. NOTES that any submissions received as a result of the consultation as set out in clause 1 above will be presented to Council by March 2020 for consideration.

PURPOSE OF REPORT:

To consider improvements and amendments to parking arrangements in Turner Street, Highgate as detailed in the report.

BACKGROUND:

The City regularly receives requests for the introduction of, or changes to, parking restrictions in both residential and commercial areas. Administration generally undertakes a range of investigations including parking demand and traffic volume surveys to assess traffic and on street parking conditions. That data is then used to determine whether new or amended restrictions are warranted to improve parking availability and amenity.

DETAILS:

At the City’s Ordinary Meeting of Council on 12 November 2019 a petition was received from Ms Lauren Ireland of Turner Street, Highgate, comprising of 109 signatures, requesting Council to consider changing the parking restrictions on Turner Street, Highgate. This would involve moving all on street parking from the north side of Turner Street to the south side of Turner Street. This would also involve moving the ‘No Stopping’ zone from the south side to the north side due to the narrowness of Turner Street.

It should be noted a Parking Management Plan (PMP) was submitted and approved by Administration for No. 5 Turner Street on 18 March 2019 in accordance with the conditions of the development approval granted by Council on 27 March 2018 for a Change of Use to Single House and Eating House. This was subsequently updated to reflect the development approval granted by Administration on 17 July 2019 for a Change of Use to Short Term Accommodation. The PMP identifies that there is sufficient onsite parking to cater for the needs of the guests of the short term accommodation and residents of the dwelling, noting that the staff of the eating house would also reside on the property. The PMP also included a parking survey of the surrounding streets which identified that there was sufficient capacity within the 60 on street bays within...
the immediate area. During the operating hours of the Eating House the peak number of bays recorded through the parking survey was four. The proposed parking changes would likely not impact on the operation of the approved PMP.

Out of the 109 signatures of the petition 22 signatures were from residents surrounding Jack Mark’s Reserve and as a result of this Administration proposes to consult with the residents of Turner Street, Highgate before considering any on-street changes to parking, which directly impact them.

The map as attached shows the current parking availability around Jack Mark’s Reserve including Turner Street, Highgate.

Administration has conducted an investigation which identified that whilst there is ample parking on both Wright Street and Broome Street, Highgate, it would not be opposed to the changes as proposed by the petition for a 12 month trial pending the results of the consultation.

Administration considers that there are a number of advantages and disadvantages to the changes proposed in the petition, as follows:

Advantages
- Improved access to users of the reserve who choose to drive.
- Improved line of sight for residents whilst reversing out of driveways/garages.
- Increased number of parking bays (approximately 3) overall as the park side does not have crossovers.

Disadvantages
- Lack of parking directly outside of residences.
- Decreased turning circle whilst exiting driveways/garages.
- Additional parking may encourage people to drive to the park instead of walking.

Administration seeks approval to consult with Turner Street residents regarding the minor parking restriction amendments and report the findings back to Council by March 2020.

CONSULTATION/ADVERTISING:

All affected property owners and occupiers in Turner Street will be notified of the proposal. There is minimal impact upon the wider community.

LEGAL/POLICY:

The City of Vincent Parking and Parking Facilities Local Law 2007 regulates the parking or standing of vehicles in all or specified thoroughfares and reserves under the care, control and management of the City and provides for the management and operation of parking facilities.

RISK MANAGEMENT IMPLICATIONS:

Low: There is a low risk in ensuring full and open consultation with residents on any proposal which could impact them.

STRATEGIC IMPLICATIONS:

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

Accessible City

We have better integrated all modes of transport and increased services through the City.

SUSTAINABILITY IMPLICATIONS:

Nil.
FINANCIAL/BUDGET IMPLICATIONS:

Yes, there would be a cost to the proposed parking infrastructure changes. The estimated cost can be provided at the March meeting following consultation with Turner Street residents.
RECOMMENDATION:

That Council:

1. APPROVES providing local public notice pursuant to section 3.58 of the Local Government Act 1995 of the proposed lease of the café at the Beatty Park Leisure Centre, 220 Vincent Street, Leederville, to Hospitality Industry Service Providers Pty Ltd on the following key terms:

   1.1 Term: Three years, commencing on 1 March 2020;
   1.2 Option Terms: Two five year option terms, each subject to a market rent review;
   1.3 Rent: $22,984 plus GST per annum, with no rent payable between 1 March 2020 and 30 June 2020 (inclusive) to allow for the café set up period;
   1.4 Rent review 3% per annum, other than at the commencement of the option terms (market rent review);
   1.5 Outgoings: $14,000 plus GST per annum with fixed increase of 3% per annum from 1 July 2021;
   1.6 Land Tax: Payable by the lessee (if applicable);
   1.7 Permitted Use: Café to service the Beatty Park Leisure Centre, open for the core business hours of 7am to 7pm daily, and for use for associated catering services;
   1.8 Repairs/maintenance: The City to undertake any repairs or maintenance to the premises. If damage is caused by the lessee, the lessee is responsible for the cost. The City is responsible for the cost of repairs due to fair wear and tear and for any structural damage;
   1.9 Café equipment: The City will provide the cafe equipment to the lessee in good working order. The lessee is responsible for the servicing, maintenance and repair of the equipment, at its cost. The City will replace any equipment at end of life with a comparable piece of equipment;
   1.10 Cleaning: Lessee to keep the premises clean and tidy at all times;
   1.11 Redevelopment: The City may undertake alterations, redevelopment, repair or major works to the Beatty Park Leisure Centre at any time, subject to providing the lessee with 3 months’ notice. No compensation will be payable to the lessee for any loss of business as a result of such works. If the lessee suffers loss as a result of a downturn in foot traffic / customers which is a direct
result of the works, the City will provide the lessee with a rent abatement in line with the reduction in customers;

2.12 Emergency works: The City may be required to undertake emergency works from time to time. No compensation will be payable to the lessee for any associated loss of business. If the lessee suffers loss as a result of a downturn in foot traffic / customers which is a direct result of the works, the City will provide the lessee with a rent abatement in line with the reduction in customers;

2. If no submissions are received as a result of the public notice period in recommendation 1. above, DELEGATES BY ABSOLUTE MAJORITY to the Chief Executive Officer the power to enter into the lease in recommendation 1. above, and AUTHORISES the Mayor and Chief Executive Officer to affix the common seal and execute the lease; and

3. NOTES that if any submissions are received as a result of the public noticed period in recommendation 1. above, the Chief Executive Officer will provide the submissions to Council for consideration, and Council will determine whether to proceed with the proposed lease to Hospitality Industry Service Providers Pty Ltd.

PURPOSE OF REPORT:

To consider providing local public notice of the proposed lease of the café at the Beatty Park Leisure Centre (café) to Hospitality Service Providers Pty Ltd (HISP).

BACKGROUND:

The café is currently operated by the City as part of the Beatty Park Leisure Centre operations.

The 2018 Beatty Park Facility Management and Business Review conducted by consultants Sport and Leisure Solutions Pty Ltd found that:

"The most successful cafés in terms of service, food quality, stock control, waste management and financial performance, are those that are outsourced. Outsourcing has the benefit of guaranteed financial performance through the lease arrangement and in most cases, delivers professional operators that are incentivised through increased returns to perform at a high level in terms of customer satisfaction and the provision of quality food. Issues such as opening hours and minimum menu requirements, which can often present a challenge, can be addressed through lease documents."

In accordance with the above advice, Administration has investigated the outsourcing of the café operations, which aligns with the operating model used by a number of other local government operated recreation / gym facilities.

DETAILS:

The City invited expressions of interest for the lease of the café from 13 April to 20 May 2019, with the close of submissions extended from the original deadline of 10 May 2019. Advertisements were placed in the West Australian newspaper, Tenderlink and posted on the City’s website. One compliant submission, from HISP, was received, as well as one non-compliant submission. Administration also contacted two other operators of cafes at recreation centres to advise of the expression of interest but no additional submissions were received.

HISP’s submission, at Attachment 1, demonstrates a sound understanding of operating this type of café, extensive relevant experience and includes a sound business case.

Administration met with representatives of HISP and has reached agreement on the proposed lease terms. The outgoings fee has been negotiated to include utilities, building insurance, emergency services levy and rates for this portion of the Beatty Park Leisure Centre. The annual rent of $22,984 proposed by HISP is contingent on a four month rent free period, which will allow HISP to set up and market the café.
CONSULTATION/ADVERTISING:

In accordance with section 3.58 of the *Local Government Act* local public notice of the proposed lease would be provided for a period in excess of two weeks, commencing in mid December and closing in late January. To take into account the end of year holiday period, advertisements would be placed in the local papers in December and also mid January. Local public notice would be provided in the following ways:

- Advertisements in the City’s local newspapers and the West Australian in December and January;
- Public notice on the City, Library and Local History Centre and Beatty Park Leisure Centre notice boards; and
- Notices on the City’s website, social media platforms and in the e-newsletter.

LEGAL/POLICY:

Section 3.58 of the *Local Government Act 1995* (Act) provides that:

“(2) Except as stated in this section, a local government can only dispose of property to -
   (a) the highest bidder at public auction; or
   (b) the person who at 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.

(3) A local government can dispose of property other than under subsection (2) 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 a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and
   (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.

(4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
   (a) the names of all other 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.

RISK MANAGEMENT IMPLICATIONS:

Low: Providing public notice of the proposed lease with HISP is low risk as Council would need to consider any submissions prior to entering into the lease. Notice would be provided in the West Australian as well as local newspapers to ensure that the advertisement is well publicised and the most advantageous lease is secured for the City. The City would also obtain a market valuation for the café and this would be provided to Council.

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.*

**SUSTAINABILITY IMPLICATIONS:**

Nil.

**FINANCIAL/BUDGET IMPLICATIONS:**

The City currently operates the café at a net annual loss of $73,000 on average.

The proposed lease fee is $22,980 plus GST, subject to a four month rent free period, and the proposed outgoings fee is $14,000.

The rent is proposed to be increased by 3 per cent per annum, with market rent reviews at the commencement of each of the two option terms. This would ensure that the lease fee aligns with market conditions.

The outgoings fee is proposed to cover the building insurance, emergency services levy, rates and utility costs associated with this portion of the Beatty Park Leisure Centre. If land tax is payable this would be payable directly by the lessee.

**COMMENTS:**

Outsourcing the operation of the café would allow the City to focus on its core business of running the leisure centre. It is anticipated that the private operation of the café would result in the more effective and efficient operation of the café, which should result in a better customer experience and enable the City to generate additional income from the café.

Public notice of the proposed lease would allow any other expression of interest to be lodged with the City and if provided these would be reported back to Council for consideration before approval of this lease. It is recommended that the CEO be delegated the authority to enter into the lease if no submissions or comments are received during the public notice period.
7.2 REVIEW OF DRAFT ANNUAL REPORT 2018/19

TRIM Ref: D19/163127
Authors: Joanne Fitzpatrick, Marketing and Communications Officer
         Gemma Carter, A/Manager Marketing and Communications
         Rosslind Ellis, Manager Marketing and Partnerships
Authoriser: John Corbellini, A/Executive Director Community and Business Services

RECOMMENDATION:

That Council:

1. Pursuant to Section 5.54(1) of the Local Government Act 1995, ACCEPTS BY AN ABSOLUTE MAJORITY the City of Vincent Annual Report for the 2018/2019 Financial Year, included as Attachment 1;

2. Pursuant to Section 5.27 of the Local Government Act 1995, CONVENES a General Meeting of Electors of the City of Vincent to be held on Tuesday 28 January 2019 at 6.00pm in the City’s Council Chambers, to present the City of Vincent Annual Report for the 2018/2019 Financial Year; and

3. NOTES that:
   3.1 the report will be subject to further formatting and styling to be determined by the Chief Executive Officer, prior to publication;
   3.2 pursuant to Sections 5.29 and 5.55 of the Local Government Act 1995, the Chief Executive Officer will give local public notice of the General Meeting of Electors to be held on Tuesday 28 January and of the availability of the City of Vincent Annual Report for the 2018/2019 Financial Year, as soon as practicable after the report has been accepted by Council; and

PURPOSE OF REPORT:

To accept the 2018/2019 Annual Report and set a date for the Annual General Meeting of Electors.

BACKGROUND:

The Annual Report is an important document through which the City communicates with its stakeholders, provides a summary of the City’s activities throughout 2018/2019, and outlines progress made towards strategic objectives set out in the City’s guiding strategic documents. The Local Government Act 1995 (the Act) requires every Local Government to prepare an Annual Report and hold an Annual General Meeting (AGM) of electors.

DETAILS:

The Annual Report must, in addition to other requirements, incorporate the financial report and the auditor’s report. The Annual Report for 2018/2019 is included as Attachment 1. Section 5.27 of the Act requires the AGM be held on a day selected by the local government, not more than 56 days after the Annual Report is accepted by the local government.
The attached version of the Annual Report may be subject to formatting and styling changes to be determined by the Chief Executive Officer prior to publication.

The process and timetable for drafting the Annual Report and arranging the AGM is largely influenced by the receipt of the auditor's report. The proposed date for the AGM of 28 January 2019 ensures that there is sufficient time following approval to design and publish the Annual Report prior to the AGM.

CONSULTATION/ADVERTISING:

The AGM will be advertised via local public notice as required by section 5.29 of the Local Government Act 1995.

LEGAL/POLICY:

The Local Government Act 1995, Section 5.53 requires every Local Government to prepare an Annual Report. Section 5.54 states that the Annual Report is to be accepted by the Local Government no later than 31 December after that financial year.

Section 5.53 of the Local Government Act 1995 states:

“5.53 Annual Reports

(1) The Local Government is to prepare an annual report for each financial year.

(2) The annual report is to contain:

a) a report from the mayor or president;
b) a report from the CEO;
e) an overview of the plan for the future of the district made in accordance with Section 5.56 including major activities that are proposed to commence or to continue in the next financial year;
f) the financial report for the financial year;
g) such information as may be prescribed in relation to the payments made to employees;
h) the auditor's report for the financial year;
ha) details of entries made under section 5.121 during the financial year in the register of complaints, including —
   (i) the number of complaints recorded in the register of complaints; and
   (ii) how the recorded complaints were dealt with; and
   (iii) any other details that the regulations may require;
   (i) such other information as may be prescribed.”

Section 5.54 of the Local Government Act states:

“5.54 Acceptance of Annual Reports

(1) Subject to subjection (2) the annual report for a financial year is to be accepted* by the Local Government no later than 31 December after that financial year.

* Absolute majority required

(2) If the Auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the Local Government no later than 2 months after the Auditor's report becomes available.

Section 5.55 of the Local Government Act 1995 states:

“5.55 Notice of annual reports

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the Local Government.

5.55A Publication of annual reports
The CEO is to publish the annual report on the local government’s official website within 14 days after the report has been accepted by the local government.”

Section 5.27 states:

“5.27 Electors’ general meetings

(1) A general meeting of the electors of a district is to be held once every financial year.
(2) A general meeting is to be held on a day selected by the Local Government but not more than 56 days after the Local Government accepts the annual report for the previous financial year.
(3) The matters to be discussed at general electors’ meetings are to be those prescribed.”

Regulation 51(2) of the Local Government (Financial Management) Regulations 1996 requires every local government to provide a copy of its Annual Financial Report to the Director General of the Department of Local Government within 30 days of the local government’s CEO receiving the Auditor’s Report on that Financial Report.

Given that the Annual Financial Report and Auditor’s Report form part of the City’s Annual Report for the 2017/2018 Financial Year, it is appropriate to submit a copy of the complete Annual Report to the Department following Council’s adoption.

RISK MANAGEMENT IMPLICATIONS:


STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

SUSTAINABILITY IMPLICATIONS:

Not applicable

FINANCIAL/BUDGET IMPLICATIONS:

Not applicable
ANNUAL REPORT

2018/19
Acknowledgement Of Country
The City of Vincent acknowledges the Traditional Owners of the land, the Whadjuk people of the Noongar nation and pay our respects to Elders past, present and emerging.

We recognise the unique and incomparable contribution the Whadjuk people have made and continue to make to our culture and in our community. We will continue to seek the input of the Traditional Owners.

The land on which we live, meet and thrive as a community always was and always will be Noongar land.
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<td>49</td>
<td>Record Keeping Statement</td>
</tr>
<tr>
<td>49</td>
<td>Freedom of Information</td>
</tr>
<tr>
<td>51</td>
<td>Financial reports</td>
</tr>
</tbody>
</table>
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Item 7.2 - Attachment 1

Emma Cole
MAYOR
CEO’s Message

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David MacLennan
CEO
COUNCILLORS

Emma Cole
Mayor Elected (Mayor) 2017 – 2019

SOUTH WARD

Cr Susan Gontaszewski
Deputy Mayor
Elected 2015 – 2019

Cr Jonathan Hallett
Elected 2017 – 2021

Cr Jimmy Murphy
Elected 2015 – 2019

Cr Joshua Topelberg
Elected 2009 – 2021
STRATEGIC COMMUNITY PLAN MISSION AND CORPORATE VALUES

Our newly adopted Strategic Community Plan (SCP) 2018–2028 sets out a mission for the City.

“In 2028, the City of Vincent is a leafy and vibrant 24 hour city which is synonymous with quality design and sustainability. Its diverse population is supported in their innovative endeavours by a Council that says YES!”

OUR VALUES

Engaging
Listening, understanding and communicating is the key to our success.

Accountable
We work openly and transparently to earn our community’s trust.

Making a Difference
Our work improves our community and the lives of our residents.

OUR PRIORITIES

Our priority areas, as set out in the Strategic Community Plan, are defined below. They have been created from the feedback received from our community and reflect our past, present and future. No one priority is more substantial than another; each works in concert with the others to deliver on our community’s overall vision.

Enhanced Environment
The natural environment contributes greatly to our inner-city community. We want to protect and enhance it, making best use of our natural resources for the benefit of current and future generations.

Accessible City
We want to be a leader in making it safe, easy, environmentally friendly and enjoyable to get around Vincent.

Connected Community
We are a diverse, welcoming and engaged community. We want to celebrate what makes us unique and connect with those around us to enhance our quality of life.

Thriving Places
Our vibrant places and spaces are integral to our identity, economy and appeal. We want to create, enhance and promote great places and spaces for everyone to enjoy.

Sensitive Design
Design that ‘fits in’ to our neighbourhoods is important to us. We want to see unique, high quality developments that respect our character and identity and respond to specific local circumstances.

Innovative and Accountable
The City of Vincent has a significant role to play in supporting our community to realise its vision. To achieve this, we will be an innovative, honest, engaged and responsible organisation that manages resources well, communicates effectively and takes our stewardship role seriously.
CITY OF VINCENT PROFILE

- POPULATION OF 36,088 (Source: ABS 2018)
- TOTAL AREA OF 11.3 km²
- MEDIAN AGE OF 34 years (Source: ABS 2016 Census Report)
- 9 ELECTED MEMBERS
  - Mayor and eight (8) Councillors
- 282 COUNCIL EMPLOYEES (FTE) (Source: ABS 2016 Census Report)

- TOTAL AREA OF PARKS AND GARDENS: 106.4 ha
- 260km OF FOOTPATHS
- 144km OF ROADS
- RATEABLE PROPERTIES: 18,730
TOP 10 PROJECTS FOR 2018/19

1. NORTH PERTH COMMON
2. LEEDERVILLE VILLAGE SQUARE
3. 40KMH SPEED ZONE TRIAL
4. OXFORD STREET NORTH UPGRADE
5. NORTH PERTH TOWN CENTRE PLACE PLAN ADOPTED
6. CREATION OF OUR INNOVATE RECONCILIATION ACTION PLAN
7. ARTS DEVELOPMENT ACTION PLAN 2018 – 2020
8. POP UP PLAY LAUNCHED
9. WASTE STRATEGY 2018 – 2023 APPROVED
10. SOLAR PANELS INSTALLED ON FIRST OF CITY MAJOR BUILDINGS
SERVICES PROVIDED
COUNCIL BRIEFING AGENDA
3 DECEMBER 2019

Assets & Engineering

Service Objective
Build, enhance and maintain community infrastructure.

SCP Alignment
Primary SCP Priority: Accessible City

Key Functions
- Managing and maintaining the local transport network
- Building and maintaining community infrastructure
- Building and supporting alternative transport modes
- Building, enhancing and maintaining public spaces
- Adopting alternative energy and water efficiency systems

Service Performance 2018/19
In addition to a number of key projects delivered during 2018/19, the City maintained its assets and community infrastructure, including 144 kilometres of roads, 260 kilometres of footpaths, drainage, 26 car parks and City owned buildings. We reviewed our build infrastructure to ensure our facilities are fit for purpose, well maintained and well utilised, and removed some redundant buildings. The City also commenced buying only hybrid or electric cars as replacement fleet vehicles in 2018, in an effort to be more sustainable.

144 • 260 • 50%
kilometres of roads maintained
kilometres of footpaths maintained
City’s fleet now hybrid or fully electric

Parks & Urban Green

Service Objective
Maintain and enhance our public open space to provide a sustainable green environment for the community.

SCP Alignment
Primary SCP Priority: Enhanced Environment

Key Functions
- Turf management
- Landscape services
- Street trees
- Environmental programs
- Playgrounds and infrastructure
- Irrigation and water management

Service Performance 2018/19
The City maintains 48 parks and reserves and 106.4 hectares of parks and gardens throughout Vincent.

We take our responsibility to protect, enhance and effectively manage our natural and built environment seriously. Through our Greening Plan 2018-2023, we have committed to Greening Vincent via a number of opportunities to increase overall tree canopy cover, create more liveable neighbourhoods and foster biodiversity on both public and privately owned land.

In 2018/19, the City’s Greening Vincent initiatives included:
- Planting of 526 trees across Vincent, including 225 street trees, 47 new trees in parks, and 254 in greening plan projects.
- Planting of 7,000 native tubestocks at Les Lilleyman Reserve.
- Assisting residents to convert 116 turfed or weedy verges into water wise native gardens through our Adopt-A-Verge program.
- Delivery of the annual Greening Vincent Garden competition and biannual Native Plant sales.

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Waste Collection & Recycling Services

Service Objective
Delivery of the City’s Waste Strategy Projects 2018-2023, with the vision of zero waste to landfill by 2028.

SCP Alignment
Primary SCP Priority: Enhanced Environment

Key Functions
• Domestic and commercial waste and recycling collections.
• Street and parks public waste collection.
• Verge bulk waste collections (green waste and bulky household items, including on-demand collections).
• Street and precinct cleaning.

• Management of illegal dumping.
• Bin/infrastructure delivery, repairs and maintenance.
• Waste education, engagement and advocacy.

Service Performance 2018/19
In 2018/19, the City ran a number of waste education sessions and events to encourage residents to reduce the amount of waste and learn more about recycling, composting, reusing, decluttering and reducing waste. The City achieved a waste recovery rate of 47% for 2018/19, up from 46% in 2017/18 and 39% in 2016/17. The table below provides an overview of our waste management and recovery over the past financial year.

<table>
<thead>
<tr>
<th>Main sources of City waste</th>
<th>Tonnage collected 2018/19</th>
<th>Tonnage diverted from landfill 2018/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rubbish – green lid bin</td>
<td>11,467</td>
<td>4,219</td>
</tr>
<tr>
<td>Recycling – yellow lid bin</td>
<td>3,620</td>
<td>3,055</td>
</tr>
<tr>
<td>Bulk hard waste (junk)</td>
<td>679</td>
<td>98</td>
</tr>
<tr>
<td>Bulk green waste</td>
<td>432</td>
<td>432</td>
</tr>
<tr>
<td>Street litter bins</td>
<td>443</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>16,641</td>
<td>7,804</td>
</tr>
</tbody>
</table>

Our long-term vision is to achieve zero waste landfill by 2028, as set out in our new Waste Strategy 2018-2023.
Beatty Park Leisure Centre

Service Objective
To provide a place where everyone in our community can be physically active, connect with others and improve their health and wellbeing.

SCP Alignment
Primary SCP Priority: Connected Community

Key Functions
- Offer programs, services and opportunities for social inclusion, health and wellbeing, education and safety.
- Provide a safe, compliant, contemporary, accessible, sustainable facility.
- Provide a safe, clean, well-presented and efficiently managed facility.
- Provide a friendly and welcoming environment offering an efficient and consistent level of service by knowledgeable and well-trained staff.

Service Performance 2018/19
In 2018/19, Beatty Park saw 889,000 visitors through its doors, up from 810,000 visitors in 2017/18. Overall membership and swim school enrolments also increased in 2018/19. Beatty Park continued to act as a community hub, with specialised fitness programs and swim classes, to foster a love of swimming for everyone.

<table>
<thead>
<tr>
<th></th>
<th>2018/19</th>
<th>2017/18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Attendances</td>
<td>889,000</td>
<td>810,000</td>
</tr>
<tr>
<td>Total Members (as at 30 June 2019)</td>
<td>3,400</td>
<td>3,198</td>
</tr>
<tr>
<td>Total Swim School Enrolments (as at 30 June 2019)</td>
<td>2,160</td>
<td>1,933</td>
</tr>
<tr>
<td>Total Number of Fitness Classes (per month)</td>
<td>440</td>
<td>497</td>
</tr>
</tbody>
</table>

889,000 total attendance in 2018/19 • 3,400 total members • 2,160 total Swim School Enrolments
Library & Local History Centre

Service Objective
Build and strengthen community and connections - providing equitable access to information and supporting lifelong learning.

SCP Alignment
Primary SCP Priority: Connected Community

Key Functions
- Library lending and information service.
- Interlibrary loans.
- Collection management.
- Children programs and events.
- Adult programs and events.
- Books on Wheels service.

Service Performance 2018/19
The City of Vincent Library and Local History Centre is a key hub for our community. Both services saw an increase in usage and experienced a number of highlights throughout 2018/19, including:

Library
- Installation of a new library management system.
- 179,000 items borrowed (an increase of 3.1% compared to borrowings in 2017/18).

- 566 (on average) items a month delivered by Books on Wheels.
- 100 Storytime sessions, attracting 1,401 children and 1,208 adults.
- 100 Baby Rhyme Time sessions, attracting 2,351 children and 2,252 adults.
- 35 events and seminars for adults.

Local History Centre
- 100 photos and 22 written entries into our Local History Awards.
- 16,216 hits on our Image Library catalogue.
- 1,163 complex enquiries answered.
- 644 people attending events in the Local History Centre.

100 • 16,216 • 179k
Photo entries into Local History Awards
Image Library hits
Items borrowed
Strategy & Place

Service Objective
Planning high quality places for a connected community

SCP Alignment
Primary SCP Priority: Sensitive Design

Key Functions
• Strategy
• Project management
• Urban growth
• Community empowerment

Service Performance 2018/19
The City of Vincent comprises 18,879 private properties and six major Town Centres.

In 2018/19, the City of Vincent implemented a number of amendments to its Local Planning Policies and the Local Planning Scheme No. 2, in order to maintain the unique and highly valued fabric of Vincent’s established residential areas whilst encouraging sensitive, higher density development in our Town Centres and along major roads.

Audits to the City’s streetscape character and parking capacity and availability throughout Vincent were also completed.

The City provided $60,000 in heritage assistance to building owners. In addition, we delivered $52,500 in grants across the City’s six Town Teams for a variety of local projects to improve the performance of our Town Centres and contribute to Town Teams becoming more sustainable not-for-profit entities.

Development & Design

Service Objective
Creating and maintaining vibrant and sensitively designed places to support the growth of our community.

SCP Alignment
Primary SCP Priority: Sensitive Design

Key Functions
• Providing specialist advice and empowering the community to inform planning proposals.
• Decision making and processing a range of planning applications in accordance with the legislative planning framework.
• Engaging with the City’s Design Review Panel to influence development outcomes.
• Participating in State Administrative Tribunal appeals with respect to planning decisions.
• Providing insight in the implementation of the planning policy framework to enable continual improvement.

Service Performance 2018/19
In 2018/19, the City of Vincent received 515 development applications, with an average 84 days taken to determine development applications.
Regulatory Services

Service Objective
Supporting the wellbeing and growth of the community through delivery of environmental health, building and compliance services and projects.

SCP Alignment
Primary SCP Priority: Innovative and Accountable

Key Functions
- Community advice, response and empowerment relating to development and wellbeing.
- Environmental health, planning and building investigations and compliance.
- Monitoring risks of food businesses, swimming pools and other health and building areas.
- Decision making relating to building permits, events, new food businesses and other health approvals.
- Continual improvement of environmental health, building and compliance frameworks.
- Public education and public health planning.

Service Performance 2018/19
In 2018/19, the City delivered a number of environmental health, building and compliance services and projects, as outlined below.

Building
Over the last financial year, the City of Vincent determined 741 building applications, a 5.11% increase on the previous year’s total of 679 applications. The total building project value of these applications was $169,394,637.

In 2018/19, there were 923 registered private pools within the City of Vincent. A total of 340 of these were inspected throughout the 2018/19 financial year, a 16.8% increase on the previous financial year.

Compliance
The City of Vincent’s Compliance Officers are tasked with ensuring compliance to the City’s planning and building regulations and requirements.

In 2018/19, the City’s Compliance Officers investigated 359 building and planning complaints made by City ratepayers and residents, and issued 13 planning infringement notices, three planning directions and 20 building orders. Two prosecution cases were finalised and both resulted in successful convictions in response to planning and building offences.

There was a 300% increase in the issuing of Building Orders in 2018/19, mostly related to building or incidental structures that were believed to be in a dangerous state or were as a result of a statewide Cladding Audit.
Health

The City’s Health Services have a significant compliance role that includes responding to a diverse range of complaints, as well as developing, regulating and enforcing legislation to promote good health practices.

In 2018/19, our Health Services undertook a large number of inspections and activities, as outlined below.

<table>
<thead>
<tr>
<th>Item</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Customer Service Complaints</td>
<td>705</td>
</tr>
<tr>
<td>Food Business Inspections</td>
<td>1,099</td>
</tr>
<tr>
<td>Public Building Inspections</td>
<td>129</td>
</tr>
<tr>
<td>Water Sampling</td>
<td>251</td>
</tr>
<tr>
<td>Food Sampling</td>
<td>77</td>
</tr>
<tr>
<td>Lodging House Inspections</td>
<td>16</td>
</tr>
<tr>
<td>Liquor Applications</td>
<td>34</td>
</tr>
<tr>
<td>Noise Exemption Permits</td>
<td>136</td>
</tr>
<tr>
<td>These were assessed and issued to builders and event organisers for specific activities with strict conditions.</td>
<td></td>
</tr>
<tr>
<td>Temporary Public Buildings Approved and Inspected</td>
<td>51</td>
</tr>
<tr>
<td>These included event area marquees, stages and structures.</td>
<td></td>
</tr>
<tr>
<td>Temporary Food Stall Permits Issued for Public Events</td>
<td>436</td>
</tr>
</tbody>
</table>

Ranger Services

Service Objective

Ensure a safe and accessible city for all.

SCP Alignment

Primary SCP Priority: Innovative and Accountable

Key Functions

- Parking and traffic management.
- Animal control.
- Public amenity management.
- Emergency management.

Service Performance 2018/19

The City’s rangers provide a variety of services to help create a safer Vincent community, including dog control, security and parking. In 2018/19, the Ranger vehicles were redesigned with a fresh new look that includes an artwork called ‘Boodjar Nakolak Yanginy (Sharing the Knowledge of the Land)’ by local artist, Jade Dolman.

<table>
<thead>
<tr>
<th>Key Performance Statistics 2018/19</th>
<th>Item</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Number of Animals Registered in the City of Vincent</td>
<td>4,169</td>
<td></td>
</tr>
<tr>
<td>Animals Registered in 2018/19</td>
<td>933 dogs</td>
<td></td>
</tr>
<tr>
<td>288 cats</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dog Complaints Issued and Dealt with by Rangers</td>
<td>438</td>
<td></td>
</tr>
<tr>
<td>Parking Revenue</td>
<td>$5,435,464</td>
<td></td>
</tr>
<tr>
<td>Parking Infringements Issued</td>
<td>28,029</td>
<td></td>
</tr>
<tr>
<td>Residential Parking Permits Issued</td>
<td>12,373</td>
<td></td>
</tr>
<tr>
<td>Road and/or Footpath Obstruction Permits Issued</td>
<td>353</td>
<td></td>
</tr>
</tbody>
</table>

4,169 • 28,029 • 12,373
animals registered
parking infringements issued
residential parking permits issued
Community Partnerships

Service Objective
Partnering with community to build capacity. Planning collaboratively for better spaces and places.

SCP Alignment
Primary SCP Priority: Connected Community

Key Functions
- Access and Inclusion.
- Reconciliation.
- Youth projects and programs.
- Seniors projects and programs.
- LGBTIQ+ liaison.
- Community funding.
- Recreation planning and club liaison.
- Community facilities.

Service Performance 2018/19
Throughout 2018/19, the City of Vincent maintained and hired out 8 community facilities, 9 sports grounds, 27 parks and 3 town squares. We held over 75 events to celebrate our City’s diversity. This included 25 events to celebrate cultural diversity, 43 events and workshops aimed specifically at youth, and 10 events for seniors.

We also provided more than $120,000 in community grants, as outlined below.

<table>
<thead>
<tr>
<th>Item</th>
<th>Grant Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collaborative grant to address homelessness</td>
<td>$85,000</td>
</tr>
<tr>
<td>Community support grants</td>
<td>$16,530</td>
</tr>
<tr>
<td>Seedling grants</td>
<td>$16,887</td>
</tr>
<tr>
<td>Donations to local non-profits</td>
<td>$3,500</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$121,917</td>
</tr>
</tbody>
</table>

75 events to celebrate diversity
47 bookable community facilities
$121k in community grants
Marketing, Culture & Arts

Service Objective
Delivery of the City's communication tools, messages and cultural outcomes to ensure the best outcomes for our residents and businesses.

SCP Alignment
Primary SCP Priority: Innovative and Accountable

Key Functions
- Marketing and public relations.
- Community consultation.
- Graphic design.
- Civic and cultural events.
- Art and activation.

Service Performance 2018/19
The City of Vincent has a diverse, engaged community who value the arts and participate in communal events that create a sense of local identity and place. In 2018/19, we continued to communicate and consult with our residents about City services and projects in a variety of ways.

In August 2018, the City of Vincent Council endorsed the Arts Development Action Plan, which provides a strategic framework and a clear set of themes, goals and deliverables for 2018–2020.

Festivals and Events
In 2018/19, the City provided sponsorship of $229,450 and an additional $106,450 in-kind support to 13 major community events held in Vincent. It is estimated these events were attended by around 150,000 people in total.

Events sponsored in 2018/19 included:
- Australian identity
- Building a Better Beaufort Street
- City of Vincent Football Match
- City of Vincent Moving Pictures
- Hyde Park Fair
- Leederville Oval
- Mt Hawthorn Streets and Lanes Festival
- Mt Hawthorn Youth Events
- Halloween on Angove Street
- Pride Fairday
- Revelation Film Festival
- St Patrick's Day Parade and Family Fun Day
- WAMFest Laneways Gigs

- 13 major community events held
- 150,000 estimated attendance
- $335,900 total sponsorship and in-kind support

Customer Service

Service Objective
Providing an outstanding customer experience.

SCP Alignment
Primary SCP Priority: Innovative and Accountable

Key Functions
- Customer service and advice.
- Reception.
- Cashiering.

Service Performance 2018/19
In 2018/19, the City of Vincent continued to strive towards excellent customer service and first point contact resolution wherever possible; to answer routine questions from the public without redirecting a customer to another staff member.

- 10 staff including part-time and casual
- 3 phone lines manned
- 5 ways to contact us
Office of the Chief Executive Officer

Objective
To ensure the City achieves its strategic goals, responsibly and strategically manages its freehold and crown land, controls risks and facilitates consistent, transparent and accountable decision making.

SCP Alignment
Primary SCP Priority: Innovative and Accountable

Key Functions
- Council support.
- Risk management.
- Corporate governance.
- Project management office.
- Innovation and sustainability.
- Land management.

Service Performance 2018/19
In 2018/19, our governance policies and procedures continued to be embedded throughout the City, reinforcing our commitment to transparency and accountability. We also established a Project Management Office under the Office of the CEO and consulted with our community on a land swap arrangement with Aranmore Catholic College.

Financial Services

Service Objective
High performing financial function, delivering value through sound financial management and collaboration.

SCP Alignment
Primary SCP Priority: Innovative and Accountable

Key Functions
- Financial management.
- Rates management.
- Procurement.

Service Performance 2018/19
In 2018/19, we continued to deliver sound financial management for the City. This included a more robust and interactive budget process, involving community collaboration and a number of workshops with Councillors and administration, to determine the 2019/20 budget.

Human Resources

Service Objective
Create an environment where our people feel safe, are able to grow as individuals and professionals and create a culture that leads by example through our values and commitment to the City’s strategic plans. Attract, develop and retain talent.

SCP Alignment
Primary SCP Priority: Innovative and Accountable

Key Functions
- Attraction and recognition.
- Organisational development.
- People, safety and capability processes.
- Health, safety and wellbeing.
- Equity and diversity.

Service Performance 2018/19
In 2018/19, we undertook a wide-ranging employee engagement survey to measure satisfaction and opportunities for improvements within the City. City of Vincent staff undertook cultural awareness training under our Reconciliation Action Plan, and 75 City staff became Mental Health First Aiders to increase the knowledge and support given to people with mental health issues.

288 solar panels installed
26 council meetings & briefings
XX reports delivered to council

75 events to celebrate diversity
23 events to celebrate cultural diversity
43 youth events

29 new permanent employees
71 mental first aiders
40 fire wardens
Information & Communications Technology

Service Objective
A workforce and community that is digitally-enabled to be mobile, responsive, smarter and safer.

SCP Alignment
Primary SCP Priority: Innovative and Accountable

Key Functions
- Information governance, security and strategy.
- Freedom of information.
- Records management, awareness and training.
- Technology analysis, strategy, planning and implementation.
- Communications assets (infrastructure and systems) governance and operational support.
- Global information systems (GIS) governance, operations and strategy.
- Our physical assets are efficiently and effectively managed and maintained.

Service Performance 2018/19
In 2018/19, we developed an ICT strategy and security roadmap to improve our technology and ability to manage cyber issues and risks. We also improved call centre functionality for Beatty Park and made improvements to GIS mapping. In addition, we started transitioning to a cloud and hosted environment, as physical equipment reaches its end-of-life, to reduce energy costs and improve data security.

- 75 events to celebrate diversity
- 25 events to celebrate cultural diversity
- 43 youth events
PROJECTS DELIVERED

In 2018/19, the City of Vincent implemented and worked towards completing a number of projects and initiatives through its Corporate Business Plan (CBP). Progress against these projects is outlined below.
<table>
<thead>
<tr>
<th>TITLE OF WORKS</th>
<th>DESCRIPTION OF WORKS</th>
<th>RESPONSIBLE AREA</th>
<th>2018/19 ACTION TOWARDS COMPLETION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enhanced Environment</td>
<td></td>
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<tr>
<td>1.2 Minimise Single</td>
<td>Implement the recommendations of the single use plastics investigation completed in</td>
<td>CEO's Office</td>
<td>All scheduled projects completed in 2018/19, including replacing single vinyl event banners with recyclable pressed cardboard signs and changing to compostable dog waste bags in Vincent parks.</td>
</tr>
<tr>
<td>Use Plastics</td>
<td>2017/18 relating to advertising banners, bottled water, balloons, event waste, and</td>
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<tr>
<td></td>
<td>disposable plastics used within the City's hired and leased facilities.</td>
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<tr>
<td>1.3 Solar Photovoltaic</td>
<td>Installation of large scale solar photovoltaic panels at various sites.</td>
<td>Infrastructure &amp;</td>
<td>Two of four installations were completed in 2018/19 (Library and Depot). The remaining two installations (Administration and Beatty Park Leisure Centre) were completed in August 2019.</td>
</tr>
<tr>
<td>Panel System</td>
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<td>Environment</td>
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<tr>
<td>Installation</td>
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<tr>
<td>1.4 Water and Energy</td>
<td>Implementation of various water and energy efficiency measures across City buildings.</td>
<td>Infrastructure &amp;</td>
<td>Projects completed in 2018/19 include LED lighting upgrades in locations across the City and installation of a dedicated hot water main at Beatty Park Leisure Centre, to limit cold water wastage.</td>
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<tr>
<td>Efficiency Initiatives</td>
<td></td>
<td>Environment</td>
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<tr>
<td>Accessible City</td>
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<tr>
<td>2.1 Prepare an Urban</td>
<td>Prepare an urban design concept and business case for improvements to the View Street</td>
<td>Development &amp; Design</td>
<td>Site investigations proposed in preparation for the concept development phase being implemented during 2019/20.</td>
</tr>
<tr>
<td>Design Concept for</td>
<td>Car Park and adjoining View Street road reserve, in order to enhance the amenity and</td>
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<tr>
<td>View Street Car Park</td>
<td>area and pedestrian connectivity between View Street and Angove Street. As reported</td>
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<tr>
<td>and Surrounds</td>
<td>to Council in July 2017.</td>
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<tr>
<td>2.2 Car Parking</td>
<td>Review the City’s Car Parking Strategy and prepare an Integrated Transport Plan.</td>
<td>Development &amp; Design</td>
<td>The City worked with Council and the Urban Mobility Advisory Group (UMAG) in 2018/19 to set visions and priorities, with a view to drafting the Integrated Transported Plan and undertaking community consultation in 2019/20. The project is currently on track and scheduled to be completed in 2019/20.</td>
</tr>
<tr>
<td>and Integrated</td>
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<tr>
<td>Transport Plan</td>
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<tr>
<td>2.3 Implement 40km/h</td>
<td>Undertake community consultation to determine the level of community support for</td>
<td>Infrastructure &amp;</td>
<td>Trial commenced 29 April 2019. Data being collected from the trial will inform the Road Safety Commission’s study, with preliminary results expected in May/June 2020.</td>
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<tr>
<td>Speed Zone Trial</td>
<td>implementing a 40km/h speed zone trial in the south of Vincent. Subject to community</td>
<td>Environment</td>
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<td></td>
<td>support and Council approval, implement the trial in 2018/19.</td>
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<tr>
<td>2.5 New Signalled Pedestrian Crossings Program</td>
<td>Install new signalled pedestrian crossings.</td>
<td>Infrastructure &amp; Environment</td>
<td>New signalled crossing installed at Vincent Street near Florence Street. Future sites to be installed in partnership with Main Roads as scheduled in 2019/20 and 2020/21.</td>
</tr>
<tr>
<td>2.6 Bicycle Network</td>
<td>Design and implementation of the Bicycle Network Plan – includes pathways and bike lanes.</td>
<td>Infrastructure &amp; Environment</td>
<td>Loftus Street bike lane project undertaken, with completion in early July 2019.</td>
</tr>
<tr>
<td>2.7 Road Maintenance Programs</td>
<td>Road maintenance and upgrades, including State Blackspot, Local Roads, Metropolitan Regional Roads and Roads to Recovery Programs.</td>
<td>Infrastructure &amp; Environment</td>
<td>2018/19 works program completed. Most works were completed on schedule or with only minor delays.</td>
</tr>
<tr>
<td>2.8 Traffic Management Improvements</td>
<td>Various traffic management improvements.</td>
<td>Infrastructure &amp; Environment</td>
<td>2018/19 traffic management improvements included addressing unknown blackspot areas (e.g. the installation of a new roundabout at the intersection of Lincoln and Wright Streets, Highgate).</td>
</tr>
<tr>
<td>2.9 Car Parking Upgrade/ Renewal Program</td>
<td>Various car park improvements.</td>
<td>Infrastructure &amp; Environment</td>
<td>2018/19 works program completed on schedule, including upgrades to the Chelmsford and Raglan Road carpark and connecting the Rosemount Hotel carpark through to the View Street carpark.</td>
</tr>
<tr>
<td>2.10 Charging Point at Banks Reserve</td>
<td>Request to have a power point installed along the Banks Reserve river foreshore for recharging electric wheelchairs and other personal mobility devices.</td>
<td>Community &amp; Business Services</td>
<td>Included in the Banks Reserve Master Plan Implementation (CBP Item 4.6). Boardwalk and plaza detail construction is listed for 2020/21, which will include the installation of a wheelchair charge point.</td>
</tr>
<tr>
<td>2.11 Parking Permit Technology</td>
<td>Implement electronically readable parking permits (barcoded, QR coded etc.) and subsequently e-permit technology to further simplify and streamline the customer experience associated with Council’s revised Parking Permits Policy.</td>
<td>Community &amp; Business Services</td>
<td>E-permit technology options investigated in 2018/19, in preparation for implementation across 2019/20 and 2020/21.</td>
</tr>
<tr>
<td>2.12 Review and Upgrade the City’s Parking Management Systems and Infrastructure</td>
<td>Identify and implement contemporary systems and infrastructure to improve the City’s parking management capabilities.</td>
<td>Community &amp; Business Services</td>
<td>Additional ticket machines installed in the Avenue Car Park and the Parking Machine Asset Replacement Program on schedule.</td>
</tr>
<tr>
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<tr>
<td>3.1</td>
<td>Prepare a Community Partnerships Strategy. Prepare a Community Partnerships Strategy (formerly Community Development Strategy) based upon key findings within the Strategic Community Plan that will provide the basis for service delivery by the City’s Community Partnerships Team.</td>
<td>Community &amp; Business Services</td>
<td>Project on hold during 2018/19.</td>
</tr>
<tr>
<td>3.2</td>
<td>Prepare an ‘Innovate’ Reconciliation Action Plan. Prepare and implement an ‘Innovate’ Reconciliation Action Plan as part of the City’s ongoing commitment to reconciliation and cultural development.</td>
<td>Community &amp; Business Services</td>
<td>Our ‘Innovate’ Reconciliation Action Plan was drafted, reviewed, approved by Reconciliation Australia and put out for community consultation in 2018/19. It was publicly launched on 6 July 2019 at the Kaya Wanji Festival in North Perth as part of our NAIDOC Week celebrations.</td>
</tr>
<tr>
<td>3.3</td>
<td>Prepare Town Centre Branding and Marketing Plans. Develop key brand identities, social media and website strategies, and other marketing initiatives to support Town Centre activation and economic development.</td>
<td>Community &amp; Business Services</td>
<td>Project deferred in 2018/19.</td>
</tr>
<tr>
<td>3.4</td>
<td>Prepare a Community Engagement Charter for Implementation Through Policy. Prepare a Community Engagement Charter, as part of a new Community Engagement Policy that will establish the framework and tools to guide how we speak with and listen to our community.</td>
<td>Community &amp; Business Services</td>
<td>Project due for completion in 2019/20.</td>
</tr>
<tr>
<td>3.6</td>
<td>Prepare and Implement a New Community Safety and Crime Prevention Plan. Prepare a new Community Safety and Crime Prevention Plan in collaboration with the community and key stakeholders.</td>
<td>Community &amp; Business Services</td>
<td>The draft Safer Vincent Plan was presented to council on 28 May 2019. A report will be presented back to Council in 2019/20, following community consultation.</td>
</tr>
<tr>
<td>3.7</td>
<td>Deliver a New, High Quality and Iconic Public Artwork. Procure and install a new public artwork within Vincent.</td>
<td>Community &amp; Business Services</td>
<td>Site investigations were carried out and Expressions of Interest drafted in 2018/19 to find a suitable artist.</td>
</tr>
<tr>
<td>3.8</td>
<td>Review and Upgrade the City’s CCTV Network. Upgrade the City’s existing CCTV network to better meet community needs and align with the State CCTV Strategy.</td>
<td>Community &amp; Business Services</td>
<td>Upgrade of the Beaufort Street CCTV network commenced in 2018/19 and will be completed in 2019/20, in accordance with the Federal Government Grant Agreement.</td>
</tr>
<tr>
<td>3.9</td>
<td>Laneway Lighting Program. Installation of solar laneway lighting within priority locations in Mt Hawthorn and Mt Lawley/Highgate.</td>
<td>Community &amp; Business Services</td>
<td>Contractor awarded and lighting completed in Mt Lawley. Other lighting installations are due for completion in 2019/20.</td>
</tr>
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<tr>
<td>Thriving Places</td>
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<tr>
<td>4.1 Review, Prepare and Implement Woodville Reserve Master Plan</td>
<td>Review the 2012 Woodville Reserve Master Plan and prepare a revised Plan that effectively responds to current/future community needs, maximises land use and asset sustainability, and aligns with Council’s focus on creating more inviting green and open spaces.</td>
<td>Community &amp; Business Services</td>
<td>Review of Master Plan to commence in 2019/20. The full budget impact and funding model will be determined through the Review.</td>
</tr>
<tr>
<td>4.4 Prepare and Implement the Leederville Oval Master Plan</td>
<td>Prepare a detailed Master Plan to guide the future development and management of Leederville Oval as multi-use venue within Leederville Town Centre.</td>
<td>Community &amp; Business Services</td>
<td>Master Plan progressed in 2018/19 with a $60,000 contribution from the WA Football Commission and Department of Local Government, Sport and Cultural Industries.</td>
</tr>
<tr>
<td>4.5 Implement Public Open Space Strategy outcomes</td>
<td>Implement key outcomes upon completion of the Public Open Space Strategy, adoption by Council and finalisation of a capital funding model.</td>
<td>Infrastructure &amp; Environment</td>
<td>Provisional sum included in the 2018/19 capital budget. Pop Up Play initiative launched to test play spaces suitable for older children and teenagers - a gap identified through the Public Open Space Strategy.</td>
</tr>
<tr>
<td>4.6 Implement Banks Reserve Master Plan</td>
<td>Implement key outcomes upon completion of the Master Plan, adoption by Council and finalisation of a capital funding model.</td>
<td>Infrastructure &amp; Environment</td>
<td>Community consultation on Banks Reserve Master Plan undertaken in late 2019. Construction of the Active and Playground zone will commence in 2019/20.</td>
</tr>
<tr>
<td>4.9 Parks Upgrade/ Renewal Program</td>
<td>Routine parks upgrade/renewal works.</td>
<td>Infrastructure &amp; Environment</td>
<td>Routine park upgrades and renewal works completed to schedule.</td>
</tr>
<tr>
<td>4.10 Streetscape improvements Program</td>
<td>Streetscape improvements at various locations.</td>
<td>Infrastructure &amp; Environment</td>
<td>Improvements undertaken throughout the year.</td>
</tr>
<tr>
<td>4.11 Mount Hawthorn Community Centre Upgrade</td>
<td>Mount Hawthorn Community Centre redevelopment to enhance its use and functionality; better cater for current and future community needs; improve its fitness for purpose and asset condition; and better integrate with Braithwaite Park.</td>
<td>Infrastructure &amp; Environment</td>
<td>Mount Hawthorn Community Centre (Lassie Hall) construction completed in June 2019.</td>
</tr>
<tr>
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<tr>
<td><strong>Sensitive Design</strong></td>
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<tr>
<td>5.2 Investigate a Planning Framework for Each of the City’s Town Centres and Closebrook</td>
<td>Local Planning Strategy, Action 1.4.2 - Economy and Employment; Appropriately zone and/or prepare structure plans or area specific plans for planned growth areas to facilitate a mix of compatible residential and commercial development opportunities.</td>
<td>Development &amp; Design</td>
<td>Internal scoping work was undertaken in 2018/19 to review scale, capacity and funding requirement to undertake two Town Centres each year, commencing 2019/20.</td>
</tr>
<tr>
<td>5.5 Character Retention and Precinct Planning</td>
<td>Implement a proactive approach to character retention within Vincent: identifying high value/high risk areas, engaging/assisting residents and, based on lessons learnt to date, improving the policy/process to further streamline the approach (e.g. develop a baseline set of guidelines covering height, setbacks, visibility of additions from the primary street etc.).</td>
<td>Development &amp; Design</td>
<td>Demonstration precinct endorsed by Council in 2018/19. Project timeline for finalisation of the planning framework extended into 2019/20.</td>
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<tr>
<td><strong>Innovative and Accountable</strong></td>
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<tr>
<td>6.1 Prepare a City of Vincent Marketing Plan</td>
<td>Develop a detailed three-year marketing plan based on key outcomes within the Strategic Community Plan that reflects Council’s objectives and community aspirations, along with a structured annual planner of all key events and activities.</td>
<td>Community &amp; Business Services</td>
<td>Deferred to be considered as part of Community Engagement Working Group Agenda.</td>
</tr>
<tr>
<td>6.2 Finalise and Implement Community Buildings Lease and Licence Framework</td>
<td>Finalise and implement a new lease and license framework for the City’s community buildings, balancing community and social impacts; asset management and lifecycle cost implications; and statutory and legal considerations.</td>
<td>Community &amp; Business Services</td>
<td>Draft Property Management Framework prepared with a view to rolling it out in 2019/20.</td>
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<tr>
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<tr>
<td>6.3 Review and Upgrade the City’s Website, Councillor Portal and Intranet</td>
<td>Phased implementation of further improvements to the City’s website including online payments, self-service tools and further enhanced mobile functionality for customers, as well as a dedicated Councillor portal and improved Administration Intranet.</td>
<td>Community &amp; Business Services</td>
<td>Next phase (phase 4) of website development and implementation, including a range of digital tools to improve functionality, completed.</td>
</tr>
<tr>
<td>6.4 Information Technology Upgrade/Renewal</td>
<td>Various IT equipment replacement and upgrades, including installation of corporate Wi-Fi system.</td>
<td>Information &amp; Communications Technology</td>
<td>Completed with further works planned for 2019/20.</td>
</tr>
<tr>
<td>6.5 Beatty Park Leisure Centre – Options Project</td>
<td>Development of options to resolve known and any yet to be identified issues related to Beatty Park Leisure Centre, inclusive of heritage, structural and business model solution development.</td>
<td>CEO’s Office</td>
<td>Structural Engineer engaged to present findings in 2019/20.</td>
</tr>
<tr>
<td>6.6 Beatty Park Leisure Centre Structural and Condition Upgrade</td>
<td>Prepare and implement Beatty Park Leisure Centre structural and condition upgrades through consideration of heritage, asset management, commercial development options, business performance and community values.</td>
<td>Community &amp; Business Services</td>
<td>Project pending outcome of CBF 6.5.</td>
</tr>
<tr>
<td>6.7 Implement Electronic Lodgement and Assessment of Development Applications</td>
<td>Upgrade corporate systems and software to enable on-line lodgement and tracking of development applications.</td>
<td>Strategy &amp; Development</td>
<td>Workflows have been developed, project delayed until 2019/20.</td>
</tr>
<tr>
<td>6.9 Implement Improvement Plan for Risk Management, Internal Controls and Legislative Compliance</td>
<td>Continued implementation of the Improvement Plan adopted by the Audit Committee in July 2016 (subsequently endorsed by Council) and revised by the Committee in March 2017.</td>
<td>CEO’s Office</td>
<td>Work progressed on Risk Management Framework.</td>
</tr>
<tr>
<td>6.10 Ward Review</td>
<td>Carry out a Ward Review, as required by the Local Government Act 1999 (Schedule 2.2, Clause 6).</td>
<td>CEO’s Office</td>
<td>Completed.</td>
</tr>
<tr>
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<tr>
<td>6.11 Upgrade/Replacement of</td>
<td>Upgrade/replace the City’s Corporate Operating System, including addition of systems such as Asset Management (including Mobility), Human Resource Modules, electronic invoice approvals etc.</td>
<td>Information &amp; Communications</td>
<td>Process mapping and data cleansing activities undertaken and ICT Strategy being developed.</td>
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<tr>
<td>the City’s Enterprise</td>
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<td>Technology</td>
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<td>Applications and Financial</td>
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<td>Management System</td>
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<tr>
<td>6.14 Business Continuity Plan</td>
<td>Develop and implement business continuity plans for the City including recovery of IT systems.</td>
<td>CEO’s Office</td>
<td>Consultant engaged to prepare the Business Continuity Plan in 2019/20.</td>
</tr>
<tr>
<td>6.15 Asset Rationlisation Plan</td>
<td>Develop and implement a plan for rationalisation of City building assets in accordance with Council’s decision of 29 May 2018.</td>
<td>Community &amp; Business Services</td>
<td>Completed.</td>
</tr>
<tr>
<td>6.16 Administration and</td>
<td>Various upgrades/renewals to Administration and Civic Centre building.</td>
<td>Infrastructure &amp; Environment</td>
<td>Minor refurbishment on Level 1 completed and occupied as per schedule. Community Hub and Admin Centre concepts to be developed for a staged implementation from 2019/20.</td>
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<td>Civic Centre Upgrade/</td>
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<td>Renewals</td>
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<td>Hardcopy Records</td>
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<td>Technology</td>
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MAJOR PLANS AND STRATEGIES

The City of Vincent operates through an Integrated Planning and Reporting Framework, outlined below.

This framework helps us to establish the Vincent community’s vision for the future and its aspirations and service expectations, as well as drive the development of our plans, resourcing, and supporting strategies.
COMMUNITY ENGAGEMENT

Strategic Community Plan

Corporate Business Plan

Annual Budget

Informing Strategies

MEASUREMENT AND REPORTING

Outputs:
Plan Monitoring and Annual Reporting

- Finance
- Workforce
- Assets
- Information Communications and technology
- Services
- Issue Specific Strategies etc.

ELEMENTS OF INTEGRATED PLANNING AND REPORTING FRAMEWORK
Strategic Community Plan (SCP)

Our guiding document establishing the community’s vision, strategic direction, long and medium term priorities and resourcing implications over a minimum 10-year horizon.

The Strategic Community Plan was adopted by Council on 16 October 2018 and includes a number of outcomes and actions grouped under the six priority areas mentioned throughout this Annual Report. The plan was created in collaboration with the Vincent community.

Corporate Business Plan (CBP)

Our four-year delivery plan, giving effect to the first four years of the 10-year Strategic Community Plan and delivering on the Council’s Strategic Priorities for the benefit of our community.

Annual Budget

Based on the projected costing of the related year of the CBP, with the opportunity for review and revision during the mid-year budget review process.

Informing Strategies

These include our:

- **Long Term Finance Plan** – developed in 2018/19 to provide the City with a 10-year rolling plan to set priorities in accordance with its financial resources, through consideration of key assumption-based analysis.
- **Workforce Plan** – identifies the workforce requirements and strategies for current and future operations, ensuring that our human resources support the delivery of the CBP and SCP.
- **Asset Management Plan** – provides guidance on service provision and whole of life-cycle asset management to support the City’s financial sustainability and key service levels.
- **Issue Specific Strategies** – there are a number of issue specific strategies that inform our Integrated Planning and Reporting Framework, including:
  - Disability Access & Inclusion Plan 2017 – 2022
  - Greening Plan 2018 – 2023
  - Reconciliation Action Plan 2017 – 2018
  - Public Open Space Strategy 2018
  - Waste Strategy 2018 – 2023
  - Town Centre Place Plans
  - Community Safety & Crime Prevention Plan 2015 – 2018
  - Arts Development Action Plan

The City of Vincent’s progress on these informing strategies throughout 2018/19 are provided in more detail onward.

Disability Access & Inclusion Plan

The Disability Services Act WA 1993 (amended 2004) requires all local governments to develop, maintain and implement a Disability Access and Inclusion Plan (DAIP) every five years.

DAIPs benefit people with disability, the elderly, families and carers, and people from culturally and linguistically diverse backgrounds. The City’s DAIP 2017 – 2022 ensures opportunities for continuous improvement towards an accessible and inclusive community where all people can enjoy the City’s functions, facilities, services and events.

In the 2018/19 financial year, the City progressed the following actions, as part of its DAIP:

- Access audit on City managed facilities to provide data on venue accessibility.
- Promote the availability of accessible venues and facilities within the City.
- Promote the availability of information in alternative formats for people with disability.
- Include DAIP related information in the induction process for new staff and in briefing sessions and documentation for contractors.
- Provide disability awareness and DAIP training to all staff to improve their skills in communicating, interacting and offering assistance to people with disability.
• Educate staff to understand that quality service for people with disability applies to all City interactions, not just those occurring in the specified customer service unit.
• Ensure that all premises offered for the lodgement of complaints are physically accessible.
• Develop staff training and procedures to ensure a competent response to a wide range of complaint issues.
• Ensure that the City’s complaint policies and procedures are consistent with the DAIP.
• Allow for consultation feedback to be taken in a range of ways, including in person, by letter, fax, email, SMS, NRS (National Relay Service), AUSLAN (Australian Sign Language) and via the City’s website, social media and customer service unit.

Greening Plan 2018–2023

The City of Vincent’s Greening Plan is a pathway to delivering on our responsibility to protect, enhance and effectively manage our natural and built environment. It focuses on opportunities on both public and privately owned land to increase overall tree canopy cover, create more liveable neighbourhoods and foster biodiversity.

The City adopted its first Greening Plan in 2014. In 2018, the Greening Plan was reviewed, resulting in the development of Greening Plan 2018-2023 which was adopted by Council in September 2018.

The Greening Plan 2018-2023 identifies the following five key areas with specific targets and actions for each:

1. Increase canopy cover on public land
   • Increase tree canopy cover on land managed by the City of Vincent.

2. Enhance habitat and promote biodiversity
   • Increase the diversity and overall height of trees and other vegetation.
   • Linking areas of existing habitat and biodiversity through new habitat plantings across the City.

3. Greening the Town Centres
   • Improving the amenity of Vincent’s Town Centres and reducing the urban heat island effect through trees and other vegetation.

4. Greening private land and new development
   • Develop mechanisms to encourage the retention of existing tree canopy.
   • Requiring the incorporation of tree canopy, green infrastructure and vegetation cover in new developments.
   • Advocating for changes to state planning legislation and policy to facilitate protection of existing tree canopy on privately owned land.

5. Greening the community
   • Increasing community awareness of the social and environmental benefits of trees and green spaces.
   • Inviting and supporting community involvement in greening activities.

Reconciliation Action Plan

Reflect

In April 2017, Council adopted the ‘Reflect’ Reconciliation Action Plan (RAP), and formally committed to working towards greater reconciliation with the Traditional Owners of the land, the Noongar people. The ‘Reflect’ RAP focused on building relationships with Aboriginal and Torres Strait Islander peoples. This resulted in the City successfully connecting with a significant number of Aboriginal people and businesses to incorporate Noongar culture and tradition in our workplace and community.

The City has strengthened its relationship with the local Noongar Elders and celebrated Noongar culture and tradition through numerous events, activities and workshops.

After extensive consultation with the Aboriginal and non-Aboriginal community since June 2018, and with the support of Reconciliation Australia, the City now moves to the second tier of a RAP known as ‘Innovate’. The design for the ‘Innovate’ RAP is based upon the City’s artwork acquired from local Noongar artists including Jade Doiman, Charmaine Cole and Robin Kickett.

In 2018/19, the City progressed the following actions for its Reconciliation Action Plan:
• Inaugural NAIDOC Week Festival at Hyde Park.
• Close the Gap event held for City of Vincent staff.
Item 7.2 - Attachment 1

Noongar Story Time session held in the Vincent Library and Local History Centre.
Welcome to Country and Acknowledgement of Country Policy review.
Endorsement of the Innovate RAP by Reconciliation Australia after 10 months of community consultation on Friday, 21 June 2019.
Endorsed and implemented an Aboriginal Traineeship program.
Acknowledgement of Country included in staff email signature.
Launch of Noongar Six Seasons Workshops for staff and community members.
Reconciliation Week celebrations including a Bush Medicine Workshop with Vivienne Hansen.
Purchase of artworks from local artists, including Jade Dolman, Daryl Bellotti and Robin Kickett.

Public Open Space Strategy

The City of Vincent has a unique blend of parks, reserves and civic spaces within its boundaries. These public open spaces provide our community with space to exercise, socialise and participate in recreational, art, and cultural activities.

In 2018/19, the City, prepared a Public Open Space Strategy to provide a guiding framework to assist the City to plan and prioritise future investment, development and improvements in our public open spaces for the next 10–15 years.

The City’s main objectives in relation to open space include:
- Maximising the value of open spaces for the community through improved amenity and functionality.
- Identifying and responding to the impacts of development, population growth and demographic change on the open space network.
- Identifying opportunities to improve access to and functionality of open spaces, and achieving a targeted increase in overall open space provision through innovative practices.
- Establishing appropriate levels of service across the public open space hierarchy to guide decision-making and ensure diversity across the open space network.

The City of Vincent’s Public Open Space Strategy was developed following input and months of engagement and consultation with the Vincent community and was endorsed by Council in December 2018.

Waste Strategy

In 2018/19, the City of Vincent developed a new strategy to govern the management of the City’s waste from 2018-2023, with a target of zero waste sent to landfill by 2028.

Each year, the City collects over 20,000 tonnes of waste in total and spends approximately $6.5 million on waste collection. The Waste Strategy 2018-2028 focuses on improving the City’s management of waste by increasing recovery of waste and decreasing waste to landfill, while also tackling ways to decrease waste generation within the City as a whole.

The strategy sets out ten projects where the City will investigate and establish programs to reduce and recover waste. These include:
- Recovery of Organic Material and Green Options Appraisal.
- Bulk Hand Waste (junk) Service Options Appraisal.
- Improving Collection and Waste Recovery in Multi-Unit Developments (MUDs).
- Regional and Cross Boundary Collaborative Partnership Working.
- Research into Alternative Waste Treatment Options.
- Develop Business Systems for Waste Services for Accurate Records and Reporting.
- Commercial Waste Collections Options Appraisal.
- Separate Waste Charge Options Appraisal.

Town Centre Place Plans

The City of Vincent has six major Town Centres – North Perth, Mt Hawthorn, Leederville, Mt Lawley, Highgate, West Perth and Northbridge.
Community Safety & Crime Prevention Plan

The City of Vincent’s first Community Safety and Crime Prevention Plan was created in 2007. In 2018/19, the City undertook a review of this plan and developed the new Safer Vincent Plan in collaboration with the community, businesses, non-government organisations and the WA Police.

The Safer Vincent Plan aims to make Vincent a safer place to live, work, trade and visit and draws on the three key themes of:
- Safer Spaces
- Community Connection
- Crime Prevention

It includes a number of initiatives to support WA Police and community safety services efforts in making our neighbourhoods feel safer, including:
- Relocation of Ranger Services from Osborne Park to a centralised Community Hub within the heart of the City of Vincent, to provide stronger ‘eyes on the street’ presence and greater access to residents and businesses.
- Joining the City Homeless Framework Committee to support better co-ordination and responsiveness to homelessness through an accreditation system for delivery of emergency relief services in Vincent and Perth.
- Identifying street and laneway lighting and CCTV improvements in ‘hot spot’ areas and implementing changes.
- Continuing to strive to remove graffiti within 48 hours of reporting.
- Love Your Laneway initiative to encourage residents to use, beautify and upgrade laneways creatively, to encourage greater safety and recreation on these underused community assets.

The draft plan was released for public comment in June 2018, for Council endorsement in 2019/20.

Arts Development Action Plan

The City of Vincent has a diverse, engaged community who value the arts and participating in communal events that create a sense of local identity and place.

The 2018–2020 Arts Development Action Plan continues the great work the City is already doing in the arts space and aims to help establish the City of Vincent as the Arts capital of Perth by focusing on the five key themes of:
1. Innovation
2. Support
3. Creative Economy
4. Activation
5. Connection

Some of the key highlights of the plan include:
- Creating a Jazz Precinct in Northbridge.
- A Guerrilla Arts Project pilot (Platform).
- Commissioning a major public artwork as an entry statement.
- Establishing an artist co-working space.
- Seeking an Aboriginal artist to be part of the Arts Advisory Group.
ELECTED MEMBER MEETING ATTENDANCE
Council Meetings

Council meetings are held monthly at the City of Vincent Civic Centre. The attendances of Council Members at Council meetings for the 2018/19 financial year are shown in the table below.

<table>
<thead>
<tr>
<th>Members</th>
<th>Ordinary Council Meetings attended</th>
<th>Apologies</th>
<th>Leave of Absence</th>
<th>Council Briefings entitled to attend</th>
<th>Council Briefings attended</th>
<th>Apologies</th>
<th>Leave of Absence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor Emma Cole</td>
<td>14</td>
<td>13</td>
<td>0</td>
<td>1</td>
<td>12</td>
<td>11</td>
<td>0</td>
</tr>
<tr>
<td>Deputy Mayor Susan Gontaszewski</td>
<td>14</td>
<td>14</td>
<td>0</td>
<td>0</td>
<td>12</td>
<td>12</td>
<td>0</td>
</tr>
<tr>
<td>Cr Alex Castle</td>
<td>14</td>
<td>13</td>
<td>1</td>
<td>0</td>
<td>12</td>
<td>10</td>
<td>1</td>
</tr>
<tr>
<td>Cr Joanne Fotakis</td>
<td>14</td>
<td>12</td>
<td>1</td>
<td>1</td>
<td>12</td>
<td>8</td>
<td>3</td>
</tr>
<tr>
<td>Cr Jonathan Hallett</td>
<td>14</td>
<td>13</td>
<td>0</td>
<td>1</td>
<td>12</td>
<td>12</td>
<td>0</td>
</tr>
<tr>
<td>Cr Roslyn Harley</td>
<td>14</td>
<td>12</td>
<td>1</td>
<td>1</td>
<td>12</td>
<td>5</td>
<td>7</td>
</tr>
<tr>
<td>Cr Dan Loden</td>
<td>14</td>
<td>13</td>
<td>0</td>
<td>1</td>
<td>12</td>
<td>9</td>
<td>0</td>
</tr>
<tr>
<td>Cr Jimmy Murphy</td>
<td>14</td>
<td>13</td>
<td>0</td>
<td>1</td>
<td>12</td>
<td>10</td>
<td>1</td>
</tr>
<tr>
<td>Cr Joshua Topelberg</td>
<td>14</td>
<td>14</td>
<td>0</td>
<td>0</td>
<td>12</td>
<td>11</td>
<td>1</td>
</tr>
</tbody>
</table>

44 | CITY OF VINCENT
Audit Committee Meetings

The City of Vincent Audit Committee is responsible for reviewing and making recommendations to Council regarding financial management, risk management, internal controls, legislative compliance, internal and external audit planning and reporting.

<table>
<thead>
<tr>
<th>Members</th>
<th>Audit Committee meetings entitled to attend</th>
<th>Audit Committee meetings attended</th>
<th>Apologies</th>
<th>Leave of absence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor Emma Cole</td>
<td>5</td>
<td>4</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Deputy Mayor Susan Kontaszewski</td>
<td>5</td>
<td>5</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Cr Dan Loden</td>
<td>5</td>
<td>4</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Cr Joshua Topelberg</td>
<td>5</td>
<td>5</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Elizabeth Hunt*</td>
<td>5</td>
<td>3</td>
<td>2</td>
<td>n/a</td>
</tr>
<tr>
<td>Mr Conley Manifis*</td>
<td>5</td>
<td>4</td>
<td>1</td>
<td>n/a</td>
</tr>
</tbody>
</table>

*Note: denotes an external, independent member.

Advisory Group Meetings

City of Vincent Councillors sit on a number of Advisory Groups and Committees and their participation in these groups is outlined below.

**Environmental Advisory Group:**

<table>
<thead>
<tr>
<th>Council Member</th>
<th>Meetings Entitled to Attend</th>
<th>Meetings Attended</th>
<th>Apologies and/or Approved Leave of Absence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cr Dan Loden (Chair)</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Cr Jonathan Hallett</td>
<td>3</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

**Arts Advisory Group:**

<table>
<thead>
<tr>
<th>Council Member</th>
<th>Meetings Entitled to Attend</th>
<th>Meetings Attended</th>
<th>Apologies and/or Approved Leave of Absence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cr Jimmy Murphy (Chair)</td>
<td>6</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>Cr Fatakis</td>
<td>6</td>
<td>4</td>
<td>2</td>
</tr>
</tbody>
</table>

**Reconciliation Action Plan Working Group:**

<table>
<thead>
<tr>
<th>Council Member</th>
<th>Meetings Entitled to Attend</th>
<th>Meetings Attended</th>
<th>Apologies and/or Approved Leave of Absence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cr Roslyn Harley (Chair)</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Cr Dan Loden</td>
<td>3</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Cr Joshua Topelberg</td>
<td>3</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>
Children and Young People Advisory Group:

<table>
<thead>
<tr>
<th>Council Member</th>
<th>Meetings Entitled to Attend</th>
<th>Meetings Attended</th>
<th>Apologies and/or Approved Leave of Absence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cr Alex Castle (Chair)</td>
<td>5</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>Cr Susan Gontaszewski</td>
<td>5</td>
<td>4</td>
<td>1</td>
</tr>
</tbody>
</table>

Business Advisory Group:

<table>
<thead>
<tr>
<th>Council Member</th>
<th>Meetings Entitled to Attend</th>
<th>Meetings Attended</th>
<th>Apologies and/or Approved Leave of Absence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cr Joshua Topelberg (Chair)</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Cr Joanne Fotakis</td>
<td>2</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Cr Jimmy Murphy</td>
<td>2</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>

Urban Mobility Advisory Group:

<table>
<thead>
<tr>
<th>Council Member</th>
<th>Meetings Entitled to Attend</th>
<th>Meetings Attended</th>
<th>Apologies and/or Approved Leave of Absence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cr Jonathan Hollett</td>
<td>4</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>Mayor Emma Cole</td>
<td>4</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Cr Alex Castle</td>
<td>4</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

Mindarie Regional Council
The City of Vincent is currently represented on the Mindarie Regional Council by Mayor Emma Cole.

Tamala Park Regional Council
The City of Vincent is currently represented on the Tamala Park Regional Council by Mayor Emma Cole.

Metro West Joint Development Assessment Panel
The City of Vincent is currently represented on the Metro West Joint Development Assessment Panel by Cr Dan Loden and Cr Joshua Topelberg.

Cr Susan Gontaszewski and Mayor Emma Cole are alternate Members and attend meetings in the event that a regular Member is unavailable.
**EMPLOYEE REMUNERATION**

As per the requirements of the Local Government (Administration) Regulations 1996, tabled below are the number of City of Vincent employees earning over $100,000 per annum.

<table>
<thead>
<tr>
<th>Salaries in Excess of $100,000</th>
<th>No of Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary between $100,001 &amp; $110,000</td>
<td>0</td>
</tr>
<tr>
<td>Salary between $110,001 &amp; $120,000</td>
<td>1</td>
</tr>
<tr>
<td>Salary between $120,001 &amp; $130,000</td>
<td>14</td>
</tr>
<tr>
<td>Salary between $130,001 &amp; $140,000</td>
<td>0</td>
</tr>
<tr>
<td>Salary between $140,001 &amp; $150,000</td>
<td>0</td>
</tr>
<tr>
<td>Salary between $150,001 &amp; $160,000</td>
<td>0</td>
</tr>
<tr>
<td>Salary between $160,001 &amp; $170,000</td>
<td>0</td>
</tr>
<tr>
<td>Salary between $170,001 &amp; $180,000</td>
<td>1</td>
</tr>
<tr>
<td>Salary between $180,001 &amp; $190,000</td>
<td>2</td>
</tr>
<tr>
<td>Salary between $190,001 &amp; $200,000</td>
<td>0</td>
</tr>
<tr>
<td>Salary between $200,001 &amp; $210,000</td>
<td>0</td>
</tr>
<tr>
<td>Salary between $210,001 &amp; $220,000</td>
<td>0</td>
</tr>
<tr>
<td>Salary between $220,001 &amp; $230,000</td>
<td>1</td>
</tr>
<tr>
<td>Salary between $230,001 &amp; $240,000</td>
<td>0</td>
</tr>
<tr>
<td>Salary between $240,001 &amp; $250,000</td>
<td>0</td>
</tr>
<tr>
<td>Salary between $250,001 &amp; $260,000</td>
<td>0</td>
</tr>
<tr>
<td>Salary between $260,001 &amp; $270,000</td>
<td>0</td>
</tr>
<tr>
<td>Salary between $270,001 &amp; $280,000</td>
<td>0</td>
</tr>
</tbody>
</table>
Gender Equality Report

Gender Pay Gap

Over the last 12 months, the City of Vincent has made progress on narrowing the gender pay gap and has reduced the gap from 1.95% in 2017/18 to 1.49% in 2018/19.

The gender pay gap is calculated as the difference between women’s and men’s average weekly full-time equivalent earnings, as a percentage of men’s earnings. According to the Workplace Gender Equality Agency (WGEA), Australia’s national gender pay gap is currently at 16.2%, and has hovered between 14% and 19% for the past two decades.

WA’s gender pay gap as of November 2018 (WGEA) is the highest in the country at 23.1%.

Pay Gap City of Vincent

<table>
<thead>
<tr>
<th></th>
<th>Female</th>
<th>Permanet Staff</th>
<th>Average Base Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>114</td>
<td>114</td>
<td>$86,394.10</td>
</tr>
<tr>
<td>Male</td>
<td>115</td>
<td>115</td>
<td>$88,484.52</td>
</tr>
</tbody>
</table>

COV - Level 7 and above

<table>
<thead>
<tr>
<th></th>
<th>Female</th>
<th>Male</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>68</td>
<td>48</td>
<td>116</td>
</tr>
<tr>
<td></td>
<td>58.6%</td>
<td>41.4%</td>
<td>100%</td>
</tr>
</tbody>
</table>

The City of Vincent had female representation in 47% of its Coordinator roles, 38% of Management roles and 25% of Executive roles.

The City is well known to be a flexible and family friendly Local Government organisation, with 24% of our workforce in part-time roles. This benefit has attracted many staff members to the City across all Directorates. The City also offers many other flexible arrangements, such as a full-time working week with flexible arrangements (for example, as a 9 or 8 day fortnight).

The 24% of part-time arrangements at the City of Vincent are comprised of a combination of part-time positions, full-time positions being filled part-time upon return from maternity leave, and job share arrangements.

Attracting and Retaining Women

The City of Vincent has a number of initiatives that make our workplace a great place to work for all people. In 2018/19, we continued to pursue initiatives to attract women in all roles, particularly those with lower female representation, such as technical roles and those within our Executive Management Team.

We will continue to promote and expand on these initiatives, which include:

- Leadership and development opportunities for women
- Discounted membership to Beatty Park Leisure Centre with creche facilities
- Paid parental leave
- Part-time and job share return to work options
- Flexible workplace opportunities for all role types
- Support for breastfeeding women
- Ability to purchase additional leave
Transparency and Accountability

In accordance with section 5.121 of the Local Government Act 1995 the City maintains a register of complaints of minor breaches which details:

- Name of council member about whom the complaint is made.
- Name of person who makes the complaint.
- Description of the minor breach that the standards panel finds has occurred.
- Details of action taken.

The City received no complaints of minor breaches in 2018/19. The City also received no complaints of alleged breaches of the City’s Code of Conduct in 2018/19.

Record Keeping Statement

Record Keeping Plan
The City’s current Record Keeping Plan was approved by the State Records Commission on 12 August 2016. The Plan and associated policy and procedures are comprehensive and address all requirements of the State Records Office. The City is required to review its Record Keeping Plan in 2021.

Record Keeping Systems
A review of all enterprise applications and financial management systems were reviewed in line with the City’s Corporate Business Plan. The efficiency and effectiveness of the City’s Electronic Document and Records Management System was reviewed in 2017 and upgraded from HP TRIM to HPE Content Manager.

Record Keeping Training
The City’s record keeping training program includes monthly sessions, made available to all staff. The efficiency and effectiveness of this training program is reviewed via feedback from staff attending those sessions. In addition, all new starters are required to complete an induction program, conducted by Records staff, to ensure that they are aware of their roles and responsibilities with regards to their compliance with the City’s Record Keeping Plan.

Digital Records Strategy
In 2018/19, the City of Vincent continued to pursue its digital records strategy, aimed at operating in a purely digital environment by 2022. This is in line with the State Records Office “Born Digital Strategy” and the City is currently well on target to meet this goal.

Over the past year, our Urban Planning team has moved to operating in an exclusively digital environment and now assesses all applications electronically, with the aim of going entirely paperless in the near future.

We will continue to roll out our digital records strategy across the organisation over the next few years.

Freedom of Information

Freedom of Information Act 1992
The City is subject to the provisions of the Freedom of Information Act 1992 (the FOI Act). The FOI Act gives the public a general right of access to information held by the City, subject to limitations as set out in Clauses 1 to 15 of Schedule 1 to the Freedom of Information Act. It also provides the right of review in relation to decisions made by the City to refuse access to information applied for under the FOI Act.

In 2018/19, the City received and responded to eight (8) requests under the Act. In addition, we received one (1) application for internal review of decisions, which resulted in decision being upheld as the agency withdrew their claim.

The City maintains a public register of applications received, including a summary of records sought and decisions made. This can be found in the Accountability and Governance/Publicly Available Council Registers section of our website.
FINANCIAL REPORTS
CITY OF VINCENT
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2019

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CITY’S VISION
To be a clever, innovative and courageous local government.

Principal place of business:
244 Claisebrook Street (or Leake Street)
Leederville, Western Australia, 6007

CITY OF VINCENT
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2019

Local Government Act 1995
Local Government (Financial Management) Regulations 1995

STATEMENT BY CHIEF EXECUTIVE OFFICER

The attached financial report of the City of Vincent for the financial year ended 30 June 2019 is based on proper accounts and records to present fairly the financial position of the City of Vincent at 30 June 2010 and the results of the operations for the financial year then ended in conformity with the Local Government Act 1995 and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards.

Signed on the day of 2018

Chief Executive Officer
David McLaury
Name of Chief Executive Officer
### COUNCIL BRIEFING

#### AGENDA

**3 DECEMBER 2019**

**Item 7.**

**Review**

**Revenue**

<table>
<thead>
<tr>
<th>NOTE</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rates</td>
<td>$6,422,561</td>
<td>$6,295,763</td>
<td>$6,170,070</td>
</tr>
<tr>
<td>Operating grants, subsidies and contributions</td>
<td>$11,603,073</td>
<td>$11,770,073</td>
<td>$11,937,073</td>
</tr>
<tr>
<td>Fees and charges</td>
<td>$7,407,762</td>
<td>$7,567,762</td>
<td>$7,727,762</td>
</tr>
<tr>
<td>Interest earnings</td>
<td>$1,042,073</td>
<td>$1,207,073</td>
<td>$1,372,073</td>
</tr>
<tr>
<td>Other revenues</td>
<td>$1,042,073</td>
<td>$1,207,073</td>
<td>$1,372,073</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$21,036,362</td>
<td>$21,570,073</td>
<td>$22,137,073</td>
</tr>
</tbody>
</table>

**Expenses**

<table>
<thead>
<tr>
<th>NOTE</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee costs</td>
<td>$10,164,073</td>
<td>$10,324,073</td>
<td>$10,484,073</td>
</tr>
<tr>
<td>Depreciation and amortization</td>
<td>$3,063,073</td>
<td>$3,187,073</td>
<td>$3,311,073</td>
</tr>
<tr>
<td>Interest expenses</td>
<td>$2,063,073</td>
<td>$2,187,073</td>
<td>$2,311,073</td>
</tr>
<tr>
<td>Total expenses</td>
<td>$15,290,073</td>
<td>$15,694,073</td>
<td>$16,076,073</td>
</tr>
</tbody>
</table>

**Non-operating grants, subsidies and contributions**

<table>
<thead>
<tr>
<th>NOTE</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-operating grants, subsidies and contributions</td>
<td>$1,042,073</td>
<td>$1,207,073</td>
<td>$1,372,073</td>
</tr>
<tr>
<td>Profit on asset disposals</td>
<td>$278,166</td>
<td>$278,166</td>
<td>$278,166</td>
</tr>
<tr>
<td>Loss on asset disposals</td>
<td>($278,166)</td>
<td>($278,166)</td>
<td>($278,166)</td>
</tr>
<tr>
<td>Profit from sale of land</td>
<td>$414,744</td>
<td>$333,333</td>
<td>$483,233</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$682,340</td>
<td>($284,282)</td>
<td>($1,259,593)</td>
</tr>
</tbody>
</table>

**Net result for the period**

<table>
<thead>
<tr>
<th>NOTE</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change in Equity WAGQA Local Gov't Trust</td>
<td>$4,103</td>
<td>$0</td>
<td>($18)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$2,206,647</td>
<td>$2,319,770</td>
<td>($125,996)</td>
</tr>
</tbody>
</table>

**Other comprehensive income**

<table>
<thead>
<tr>
<th>NOTE</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Items that will not be reclassified subsequently to profit or loss</td>
<td>$58,738</td>
<td>$58,738</td>
<td>$58,738</td>
</tr>
<tr>
<td>Total other comprehensive income for the period</td>
<td>$58,738</td>
<td>$58,738</td>
<td>$58,738</td>
</tr>
</tbody>
</table>

**Total comprehensive income for the period**

<table>
<thead>
<tr>
<th>NOTE</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td>$691,384</td>
<td>$691,384</td>
<td>$691,384</td>
</tr>
</tbody>
</table>

This statement is to be read in conjunction with the accompanying notes.
## CITY OF VINCENT STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2019

<table>
<thead>
<tr>
<th>NOTE</th>
<th>2019 $</th>
<th>2018 $</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CURRENT ASSETS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and cash equivalents</td>
<td>3</td>
<td>24,504,970</td>
</tr>
<tr>
<td>Trade receivables</td>
<td>5</td>
<td>3,822,141</td>
</tr>
<tr>
<td>Other financial assets</td>
<td>7(a)</td>
<td>11,000</td>
</tr>
<tr>
<td>Inventories</td>
<td>8</td>
<td>173,250</td>
</tr>
<tr>
<td><strong>TOTAL CURRENT ASSETS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>NON-CURRENT ASSETS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trade receivables</td>
<td>5</td>
<td>935,670</td>
</tr>
<tr>
<td>Other financial assets</td>
<td>7(b)</td>
<td>30,074</td>
</tr>
<tr>
<td>Inventories</td>
<td>8</td>
<td>106,822</td>
</tr>
<tr>
<td>Property, plant and equipment</td>
<td>6</td>
<td>2,283,409</td>
</tr>
<tr>
<td>Infrastructure</td>
<td>9</td>
<td>175,130,685</td>
</tr>
<tr>
<td><strong>TOTAL NON-CURRENT ASSETS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| CURRENT LIABILITIES | | |
| Trade and other payables | 12 | 7,290,000 | 6,685,044 |
| Borrowings | 13(a) | 5,687,385 | 940,227 |
| Employee related provisions | 14 | 3,629,456 | 3,587,013 |
| **TOTAL CURRENT LIABILITIES** | | | 17,596,842 |

| NON-CURRENT LIABILITIES | | |
| Borrowings | 13(a) | 7,878,081 | 12,940,306 |
| Employee related provisions | 14 | 475,088 | 435,115 |
| **TOTAL NON-CURRENT LIABILITIES** | | | 8,353,169 |
| **TOTAL LIABILITIES** | | | 25,949,841 |

| NET ASSETS | | |
| Retained surplus | | 122,605,091 |
| Reserves - cash liabilities | 4 | 122,671,424 |
| Realisation surplus | 11 | 301,622,520 | 281,587,141 |
| **TOTAL EQUITY** | | | 491,812,656 |

**Reserves**

<p>| RETAINED | CASH | REVALUATION | TOTAL |</p>
<table>
<thead>
<tr>
<th>NOTE</th>
<th>SURPLUS</th>
<th>SURPLUS</th>
<th>SURPLUS</th>
<th>EQUITY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Balance as at 1 July 2019</td>
<td>122,605,091</td>
<td>122,671,424</td>
<td>301,622,520</td>
<td>491,812,656</td>
</tr>
<tr>
<td>Comprehensive income</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net result for the period</td>
<td>(942,786)</td>
<td>0</td>
<td>0</td>
<td>(942,786)</td>
</tr>
<tr>
<td>Other comprehensive income</td>
<td>11</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL COMPREHENSIVE INCOME</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(942,786)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Transfers from/(to) reserves</td>
<td></td>
<td></td>
<td>(2,823,851)</td>
<td>0</td>
</tr>
<tr>
<td><strong>Balance as at 30 June 2019</strong></td>
<td>124,871,642</td>
<td>11,461,976</td>
<td>301,527,164</td>
<td>487,820,370</td>
</tr>
</tbody>
</table>

| Change in accounting policy | 27(b) | (137,472) | 0 | 0 | (137,472) |

**Revalued total equity at the beginning of the financial year**

| | | | | |
| Balance as at 30 June 2015 | 122,605,091 | 122,671,424 | 301,622,520 | 491,812,656 |

This statement is to be read in conjunction with the accompanying notes.
COUNCIL BRIEFING
AGENDA
3 DECEMBER 2019

CITY OF VICTORI
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2019

NOTE 2019 2020 2019 2020
CASH FLOWS FROM OPERATING ACTIVITIES
Receipts
Rates 33,016,886 34,128,888 33,029,764
Operating grants, subsidies and contributions 955,057 778,453 1,411,991
Fees and charges 16,515,592 18,872,368 18,872,368
Interest received 1,181,615 641,200 1,028,880
Goods and services tax received 1,335,946 1,615,554 1,395,982
Other revenues 1,427,026 1,316,227 1,403,436
57,421,798 58,247,733 55,027,644

Payments
Employee costs (25,777,604) (33,865,551) (23,429,727)
Materials and contracts (13,731,999) (16,820,536) (17,885,905)
LA by charges (1,894,977) (1,859,100) (1,933,305)
Interest expenses (938,495) (904,400) (907,101)
Insurance expenses (888,911) (672,315) (540,900)
Goods and services tax paid (1,383,034) (1,913,504) (1,741,290)
Other expenditure (2,425,051) (2,469,854) (2,912,784)
48,377,669 (50,996,653) (58,185,076)
Net cash provided by (used in) operating activities 15 10,344,129 7,251,080 5,743,598

CASH FLOWS FROM INVESTING ACTIVITIES
Payments for purchase of property, plant & equipment (3,585,506) (5,050,334) (2,463,615)
Payments for construction of infrastructure (1,165,489) (7,898,672) (3,881,316)
Non-operating grants, subsidies and contributions 1,209,277 1,872,885 2,610,430
Proceeds from sale of property, plant & equipment 355,261 417,863 326,311
Contributions from joint ventures 313,333 333,333 333,333
Net cash provided by (used in) investment activities (1,080,020) (5,159,112) (5,450,503)

CASH FLOWS FROM FINANCING ACTIVITIES
Payment of borrowings (445,227) (1,017,434) (863,345)
Net cash provided by (used in) financing activities (445,227) (1,017,434) (863,345)
Net increase (decrease) in cash at beginning of year 4,003,041 (4,923,159) 4,342,017
Cash at the end of the year 20,982,819 16,039,657 17,424,002
CASH AND CASH EQUIVALENTS AT END OF PERIOD
12 12 12

This statement is to be read in conjunction with the accompanying notes.

ANNUAL REPORT 2018/19 | 55

Item 7.2- Attachment 1 Page 86
1. BASIS OF PREPARATION
The financial report complies with general purpose financial statements which have been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not for profit entities) and Interpretations of the Australian Accounting Standards Board, and the Local Government Act 1993 and accompanying regulations.

The Local Government (Financial Management) Regulations 1998 (the regulations) were Australian Accounting Standards. Regulation 10 prohibits a local government from recognising an asset owned, and that is a public thoroughfare such as land under roads, and land not owned by but under the control of management of the local government, unless it is a golf course, wharf, mooring or recreation facilities of State or regional significance. Consequently, some assets, including and not limited to or after 1 July 2008, have not been recognised in the financial report. This is not in accordance with the requirements of AS 2190 Land Use/Use Rights paragraph 15 and AASB 116 Property, Plant and Equipment paragraph 17.

Accounting policies which have been adopted in the preparation of this financial report have been summarily applied unless stated otherwise. Except for cash flow and rate setting information, the report has been prepared on an accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

CRITICAL ACCOUNTING ESTIMATES
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that affect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are likely to be reasonable under the circumstances. The results of which are based on the basis of making the estimates about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

THE LOCAL GOVERNMENT REPORTING ENTITY
All funds within which the City controls resources to carry out its functions have been included in the financial statements forming part of this financial report.

In the process of reporting on the local government as a single body, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

All reserves held in the Trust Fund are excluded from the financial statements. A separate statement of the reserves appears at Annex 2 to these financial statements.

2. REVENUE AND EXPENSES
(a) Revenue
Grant Revenue
Grants, subsidies and contributions are included as both operating and non-operating revenues in the Statement of Comprehensive Income:

<table>
<thead>
<tr>
<th></th>
<th>2013</th>
<th>2015</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Actual</td>
<td>Budget</td>
<td>Actual</td>
</tr>
<tr>
<td>Operating grants, subsidies and contributions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Governance</td>
<td>16,410</td>
<td>0</td>
<td>8</td>
</tr>
<tr>
<td>General purpose funding</td>
<td>1,032,424</td>
<td>522,351</td>
<td>1,097,440</td>
</tr>
<tr>
<td>Law, order, public safety</td>
<td>3,458</td>
<td>2,903</td>
<td>2,718</td>
</tr>
<tr>
<td>Health</td>
<td>2,593</td>
<td>1,920</td>
<td>1,928</td>
</tr>
<tr>
<td>Education and welfare</td>
<td>0</td>
<td>0</td>
<td>0.488</td>
</tr>
<tr>
<td>Community services</td>
<td>240,915</td>
<td>35,025</td>
<td>950,941</td>
</tr>
<tr>
<td>Recreation and culture</td>
<td>106,830</td>
<td>100,457</td>
<td>107,751</td>
</tr>
<tr>
<td>Transport</td>
<td>22,668</td>
<td>24,503</td>
<td>24,667</td>
</tr>
<tr>
<td>Economic services</td>
<td>2,071</td>
<td>1,590</td>
<td>0.644</td>
</tr>
<tr>
<td>Other property and services</td>
<td>105,395</td>
<td>24,459</td>
<td>22,734</td>
</tr>
<tr>
<td></td>
<td>1,042,028</td>
<td>955,633</td>
<td>2,217,748</td>
</tr>
<tr>
<td>Non-operating grants, subsidies and contributions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Law, order, public safety</td>
<td>334,010</td>
<td>275,304</td>
<td>137,658</td>
</tr>
<tr>
<td>Education and welfare</td>
<td>0</td>
<td>0</td>
<td>16,006</td>
</tr>
<tr>
<td>Reimbursable and grants</td>
<td>61,850</td>
<td>28,617</td>
<td>35,400</td>
</tr>
<tr>
<td>Transport</td>
<td>1,413,014</td>
<td>1,170,447</td>
<td>2,422,000</td>
</tr>
<tr>
<td></td>
<td>1,708,577</td>
<td>1,672,921</td>
<td>2,910,035</td>
</tr>
<tr>
<td>Total grants, subsidies and contributions</td>
<td>2,392,535</td>
<td>2,608,261</td>
<td>4,129,764</td>
</tr>
</tbody>
</table>
### CITY OF VICTOR
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2019

#### 2. REVENUE AND EXPENSES (Continued)

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>(a) Revenue</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Actual</td>
<td>Budget</td>
<td>Actual</td>
</tr>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Other revenue</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reimbursements and recoveries</td>
<td>1,058,043</td>
<td>1,025,010</td>
<td>1,056,010</td>
</tr>
<tr>
<td>Other</td>
<td>365,055</td>
<td>35,755</td>
<td>125,055</td>
</tr>
<tr>
<td></td>
<td>1,423,098</td>
<td>1,060,765</td>
<td>1,181,065</td>
</tr>
<tr>
<td><strong>Fees and Charges</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recreation</td>
<td>948</td>
<td>1,200</td>
<td>1,200</td>
</tr>
<tr>
<td>Local services</td>
<td>509,254</td>
<td>580,000</td>
<td>580,000</td>
</tr>
<tr>
<td>Health</td>
<td>140,103</td>
<td>120,000</td>
<td>140,000</td>
</tr>
<tr>
<td>Education and training</td>
<td>312,215</td>
<td>350,015</td>
<td>378,015</td>
</tr>
<tr>
<td>Transport</td>
<td>66,000</td>
<td>106,000</td>
<td>106,000</td>
</tr>
<tr>
<td>Community services</td>
<td>1,113,055</td>
<td>1,024,010</td>
<td>908,010</td>
</tr>
<tr>
<td>Recreational services</td>
<td>8,077,944</td>
<td>8,504,010</td>
<td>8,504,010</td>
</tr>
<tr>
<td>Plant and equipment</td>
<td>9,602,118</td>
<td>7,628,010</td>
<td>7,628,010</td>
</tr>
<tr>
<td>Utilities</td>
<td>935,864</td>
<td>285,330</td>
<td>248,000</td>
</tr>
<tr>
<td>Other property and services</td>
<td>68,000</td>
<td>51,000</td>
<td>160,000</td>
</tr>
<tr>
<td></td>
<td>16,415,562</td>
<td>18,411,821</td>
<td>18,073,788</td>
</tr>
<tr>
<td><strong>Interest earnings</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Municipal funds</td>
<td>929,622</td>
<td>420,000</td>
<td>506,273</td>
</tr>
<tr>
<td>Reserve funds</td>
<td>268,189</td>
<td>228,000</td>
<td>246,110</td>
</tr>
<tr>
<td>Parks and open space</td>
<td>333,897</td>
<td>315,000</td>
<td>282,467</td>
</tr>
<tr>
<td>Other interest earnings</td>
<td>57,017</td>
<td>30,000</td>
<td>30,000</td>
</tr>
<tr>
<td></td>
<td>1,166,697</td>
<td>915,480</td>
<td>1,088,888</td>
</tr>
</tbody>
</table>

#### SIGNIFICANT ACCOUNTING POLICIES

##### Interest earnings

Interest income is calculated by applying the effective interest rate to the gross carrying amount of a financial asset, except for financial assets that subsequently become credit impaired. For credit impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance).

##### Significant accounting policies

- **Interest income** is presented as finance income where it is earned from financial assets that are held for cash management purposes.

### CITY OF VICTOR
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2019

#### 3. CASH AND CASH EQUIVALENTS

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Budget</td>
<td>Actual</td>
</tr>
<tr>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Unrestricted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restricted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Available for use</td>
<td>11,838,901</td>
<td>12,356,010</td>
</tr>
<tr>
<td>Restricted</td>
<td>4,010,010</td>
<td>3,700,010</td>
</tr>
<tr>
<td>Total</td>
<td>15,848,911</td>
<td>16,056,010</td>
</tr>
</tbody>
</table>

#### SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents:

- Cash and cash equivalents include cash on hand, cash at banks, deposits available on demand with banks and other short-term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash.

- Cash and cash equivalents include investments that meet the definition of cash and cash equivalents and which are subject to insignificant net changes in value and bank overdrafts. Bank overdrafts are reported as short-term borrowings in current liabilities in the statement of financial position.
### TRADE RECEIVABLES

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trade receivables</td>
<td>868,835</td>
<td>488,354</td>
</tr>
<tr>
<td>Net trade receivables</td>
<td>867,168</td>
<td>1,009,839</td>
</tr>
<tr>
<td>Allowance for impairment of receivables</td>
<td>(135,920)</td>
<td>(1,160,383)</td>
</tr>
<tr>
<td>Total amount due</td>
<td>731,248</td>
<td>949,456</td>
</tr>
<tr>
<td>Allowance for impairment of trade receivables</td>
<td>(180,086)</td>
<td>(280,786)</td>
</tr>
<tr>
<td>Total receivables</td>
<td>551,162</td>
<td>668,670</td>
</tr>
</tbody>
</table>

### INVENTORIES

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash at bank</td>
<td>72,740</td>
<td>69,632</td>
</tr>
<tr>
<td>Cash in hand</td>
<td>126,900</td>
<td>126,900</td>
</tr>
<tr>
<td>Bank in hand</td>
<td>178,288</td>
<td>158,242</td>
</tr>
<tr>
<td>Total inventory</td>
<td>327,928</td>
<td>354,774</td>
</tr>
<tr>
<td>Land held for resale - cost</td>
<td>126,822</td>
<td>126,822</td>
</tr>
<tr>
<td>Land held for development (YTD)</td>
<td>126,822</td>
<td>126,822</td>
</tr>
</tbody>
</table>

**The following movements in inventories occurred during the year:**
- **Carrying amount at 31 July:** 327,928
- **Additions (Disposals) to inventory:** (8,136) 3,390
- **Carrying amount at 30 June:** 327,928 294,524

**SIGNIFICANT ACCOUNTING POLICIES**

**Inventories**: Inventories are measured at the lower of cost and net realizable value. The estimated realizable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

---

**Classification and subsequent measurement**

- Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.
- Trade receivables are held at the carrying amount. The carrying amount is the net realizable value of the receivable minus the allowance for impairment.
- The allowance for impairment is determined based on the estimated credit losses for the trade receivables.

**Impairment and risk exposure**

- Information about the impairment of trade receivables and their exposure to credit risk and interest rate risk can be found in Note 33.

**Previous accounting policy**: Impairment of trade receivables

- In the prior year, the impairment of trade receivables was determined on the basis of the individual receivables. Individual receivables which were known to be uncollectible were written off by reducing the carrying amount directly. The other receivables were assessed collectively to determine whether there was a significant evidence that an impairment had been incurred but not yet identified. For these receivables, the estimated impairment losses were recognised in a separate provision for impairment.
7. OTHER FINANCIAL ASSETS

(a) Current assets

<table>
<thead>
<tr>
<th>Description</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepaid expenses and other current assets</td>
<td>11,800</td>
<td>11,800</td>
</tr>
<tr>
<td>Inventories</td>
<td>11,800</td>
<td>11,800</td>
</tr>
<tr>
<td>Total current assets</td>
<td>11,800</td>
<td>11,800</td>
</tr>
</tbody>
</table>

(b) Non-current assets

<table>
<thead>
<tr>
<th>Description</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial assets at fair value through profit and loss</td>
<td>34,524</td>
<td>36,933</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investments in associates of local government agencies</td>
<td>34,524</td>
<td>36,933</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accumulated depreciation</td>
<td>34,524</td>
<td>36,933</td>
</tr>
</tbody>
</table>

8. SIGNIFICANT ACCOUNTING POLICIES

City of Vincent Financial Statements for the year ended 30 June 2019

(a) Significant Accounting Policies

The City of Vincent has prepared its financial statements in accordance with the: 

1. Australian Accounting Standards
2. Australian Accounting Standards Interpretations
3. Australian Accounting Standards Handbook
4. Australian Accounting Standards Handbook Interpretations
5. Australian Accounting Standards Handbook Interpretations

(b) Significant Accounting Policies (Cont.)

Changes in accounting policies that affect the comparability of financial information are made only if, in the opinion of management, the changes are necessary to accurately reflect the financial position of the City of Vincent in accordance with the Australian Accounting Standards.

9. EQUITY INVESTMENTS

The City of Vincent has no equity investments.
COUNCIL BRIEFING AGENDA

Item 7.2- Attachment 1

CITY OF VINCENT

AUDIT AND FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2019

10. PROPERTY, PLANT AND EQUIPMENT AND INFRASTRUCTURE

ASSESSING ACCOUNTING POLICIES

FRASERIANA - The assets of this class (other than soil) is reported at a cost or net book value, unless appreciated, any accumulated depreciation and in principle taxes.

Initial recognition and measurement between
mandatory measurement rules.

Assets are initially recognised at cost. Where the fair value of the asset is provided by the parties at the date of acquisition, then the cost is equal to the amount of the asset.

Land at cost or at fair value of the cost of the asset, unless appreciated, any accumulated depreciation and in principle taxes.

The following assets are recognised in accordance with the mandatory measurement framework:

In relation to the initial measurement, cost is determined as the fair value of the asset, given as reasonable price in principle, in accordance with the regulations.

Irrigation, cultivation, and maintenance expenditures are recognized at cost of the asset.

The cost of the asset is determined at the date of acquisition. The cost of the asset is determined at the date of acquisition.

They are subject to depreciation over a period of time, in accordance with the mandatory measurement framework.

Revaluation:

The net value of those assets is determined at least every three years and no more than five years in accordance with the regulatory framework. At the end of the years, the valuation is increased or decreased appropriate the net income or loss to reflect current expected conditions. The process is consistent with the accounting of the asset, in accordance with the regulatory framework.

Property, plant, and equipment are revalued to net income of the asset.

Revaluation is the gross amount, less revaluation of assets, and it is considered to be a cumulative surplus in equity. Differences that affect previous increase in the same cases of assets are recognized against the accumulated surplus in equity. An increase in the component identified in profit or loss.


## Item 7.2. Attachment 1

<table>
<thead>
<tr>
<th>NET VALUE</th>
<th>DELTA</th>
<th>NET VALUE</th>
<th>DELTA</th>
<th>NET VALUE</th>
<th>DELTA</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>2018</td>
<td>2019</td>
<td>2018</td>
<td>2019</td>
<td>2018</td>
</tr>
<tr>
<td>32,930</td>
<td>38,410</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>18,410</td>
<td>19,210</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>9,440</td>
<td>28,960</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>140,000</td>
<td>140,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### 12. PROPERTY, PLANT AND EQUIPMENT AND INFRASTRUCTURE

(Continued)

### Net Assets acquired

The following assets were acquired during the year:

<table>
<thead>
<tr>
<th>NET VALUE</th>
<th>DELTA</th>
<th>NET VALUE</th>
<th>DELTA</th>
<th>NET VALUE</th>
<th>DELTA</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>2018</td>
<td>2019</td>
<td>2018</td>
<td>2019</td>
<td>2018</td>
</tr>
<tr>
<td>32,930</td>
<td>38,410</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>18,410</td>
<td>19,210</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>9,440</td>
<td>28,960</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>140,000</td>
<td>140,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### Net Assets disposed of

The following assets were disposed of during the year:

<table>
<thead>
<tr>
<th>NET VALUE</th>
<th>DELTA</th>
<th>NET VALUE</th>
<th>DELTA</th>
<th>NET VALUE</th>
<th>DELTA</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>2018</td>
<td>2019</td>
<td>2018</td>
<td>2019</td>
<td>2018</td>
</tr>
<tr>
<td>32,930</td>
<td>38,410</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>18,410</td>
<td>19,210</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>9,440</td>
<td>28,960</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>140,000</td>
<td>140,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### Other property and services

<table>
<thead>
<tr>
<th>NET VALUE</th>
<th>DELTA</th>
<th>NET VALUE</th>
<th>DELTA</th>
<th>NET VALUE</th>
<th>DELTA</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>2018</td>
<td>2019</td>
<td>2018</td>
<td>2019</td>
<td>2018</td>
</tr>
<tr>
<td>32,930</td>
<td>38,410</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>18,410</td>
<td>19,210</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>9,440</td>
<td>28,960</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>140,000</td>
<td>140,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### 13. INCOME AND EXPENDITURE

The following adjustments affect the income and expenditure for the year:

- **Loss on Disposal of Non-current Assets**: $10,000
- **Interest Income**: $5,000
- **Other Income**: $2,000

### 14. CHANGE IN CASH AND CASH EQUIVALENTS

The change in cash and cash equivalents for the year is $15,000.
10. PROPERTY, PLANT AND EQUIPMENT (INCLUDING INFRASTRUCTURE) (Continued)

<table>
<thead>
<tr>
<th>Description</th>
<th>2019 Actual</th>
<th>2019 Budget</th>
<th>2018 Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buildings</td>
<td>4,126,785</td>
<td>3,861,154</td>
<td>3,897,732</td>
</tr>
<tr>
<td>Plant and equipment</td>
<td>403,595</td>
<td>423,487</td>
<td>481,171</td>
</tr>
<tr>
<td>Infrastructure - Pools</td>
<td>1,072,685</td>
<td>1,062,165</td>
<td>1,133,512</td>
</tr>
<tr>
<td>Infrastructure - Ports</td>
<td>826,595</td>
<td>814,114</td>
<td>1,296,465</td>
</tr>
<tr>
<td>Infrastructure - Water, Sewer</td>
<td>609,934</td>
<td>633,341</td>
<td>630,994</td>
</tr>
<tr>
<td>Infrastructure - Highways</td>
<td>218,982</td>
<td>218,500</td>
<td>142,580</td>
</tr>
<tr>
<td>Infrastructure - Drainage</td>
<td>229,295</td>
<td>229,143</td>
<td>229,295</td>
</tr>
<tr>
<td>Infrastructure - Car Parks</td>
<td>851,120</td>
<td>818,941</td>
<td>1,020,714</td>
</tr>
<tr>
<td>Other Infrastructure Assets</td>
<td>526,922</td>
<td>526,011</td>
<td>546,740</td>
</tr>
</tbody>
</table>

TOTAL: 11,585,985   11,917,341   10,882,275

SIGNIFICANT ACCOUNTING POLICIES

Depreciation:
The depreciation amount is calculated on a straight-line basis. Depreciation is recorded over the estimated useful life of the asset. The estimated useful life of an asset is based on the expected pattern of use or the expected useful life of the improvement.

The assets' residual values and useful lives are reviewed, and adjusted where appropriate, at the end of each reporting period.

An asset's carrying amount is written down to the recoverable amount as follows:

1. The asset's carrying amount is compared with the recoverable amount.
2. If the asset's carrying amount is greater than its recoverable amount, the difference is written off and an impairment loss is recognized.

Depreciation rates:

- Buildings: Useful life 40 years
- Plant and equipment: Useful life 20 years
- Infrastructure - Pools: 40 years
- Infrastructure - Ports: 40 years
- Infrastructure - Water, Sewer: 40 years
- Infrastructure - Highways: 40 years
- Infrastructure - Drainage: 40 years
- Infrastructure - Car Parks: 40 years
- Other Infrastructure Assets: 40 years

Impairment (Continued):

Where an impairment test indicates that the carrying amount of an asset (or a cash-generating unit to which it relates) is not recoverable, any accumulated depreciation is reversed. Any impairment loss is recognized in the statement of comprehensive income in the period in which it arises.
City of Windsor

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2019

13. TRADE AND OTHER PAYABLES

2017 2018

<table>
<thead>
<tr>
<th>Category</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts</td>
<td>$ 1,992,041</td>
<td>$ 1,681,477</td>
</tr>
<tr>
<td>Payables</td>
<td>$ 3,078,309</td>
<td>$ 2,468,396</td>
</tr>
</tbody>
</table>
| Significant Accounting Policies

Trade and other payables
Trade and other payables represent liabilities for goods and services provided to the City prior to the end of the financial year that are not paid for, and where the City becomes obligated to make future payments to respect...
CITY OF VINCEN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2019

13. INFORMATION ON BENEFITS (CONTINUED)

14. EMPLOYEE RELATED PROVISIONS

<table>
<thead>
<tr>
<th>Description</th>
<th>Actual</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2019</td>
<td>1,731,248</td>
<td>3,367,190</td>
</tr>
</tbody>
</table>

Additional provisions 2019
- Salaries: 283,182
- 349,168
- 397,128
- 2,351,408
- 2,226,338
- 3,306,470
- 1,431,518

Provisions are recognised in accordance with the principles of the financial statements.

SIGNIFICANT ACCOUNTING POLICIES

Employee benefits
- Short-term employee benefits
- Long-term employee benefits
- Other long-term employee benefits
- Provisions for obligations to employees

Sporadic payments are expected to be made to the employees.

Significant variables and uncertainties are identified and assessed in the statement of financial position.

Provisions are measured using the best estimates of the amounts required to settle the obligation at the end of the reporting period.
15. NOTES TO THE STATEMENT OF CASH FLOWS

Reconciliation of Cash

For the purpose of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdraws. Cash at the end of the reporting period is reconciled to the equivalent line in the Statement of Financial Position as follows:

<table>
<thead>
<tr>
<th>2010</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual</td>
<td>Budget</td>
<td>Actual</td>
</tr>
<tr>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Cash and cash equivalents</td>
<td>24,084,812</td>
<td>15,249,361</td>
</tr>
</tbody>
</table>

Reconciliation of Net Cash Provided by Operating Activities to Net Profit

<table>
<thead>
<tr>
<th>Increment/ (Decrease) in net assets</th>
<th>2010</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ (263,440)</td>
<td>(2,214,232)</td>
<td>(412,732)</td>
<td></td>
</tr>
</tbody>
</table>

New cash flows in net result:
- Depreciation: 11,397,131
- Add: revaluation during the year: 21,572,857

Net cash provided by operating activities: 74,306,369

Changes in assets and liabilities:
- Increase/(decrease) in inventories: 174,128
- Increase/(decrease) in prepayment: (56,643)
- Increase/(decrease) in provisions: 5,154
- Increase/(decrease) in provisions: 2,555,962

Net cash provided by operating activities before interest, tax, depreciation and amortisation (EBITDA): 10,991,540

16. TOTAL ASSETS CLASSIFIED BY FUNCTION AND ACTIVITY

<table>
<thead>
<tr>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Siemens</td>
<td>18,894,145</td>
</tr>
<tr>
<td>General purpose buildings</td>
<td>15,269,315</td>
</tr>
<tr>
<td>Land, water, public safety</td>
<td>2,999,106</td>
</tr>
<tr>
<td>Education</td>
<td>2,999,133</td>
</tr>
<tr>
<td>Education and welfare</td>
<td>18,894,145</td>
</tr>
<tr>
<td>Community services</td>
<td>5,744,117</td>
</tr>
<tr>
<td>Recreation and culture</td>
<td>233,744,200</td>
</tr>
<tr>
<td>Transport</td>
<td>196,452,320</td>
</tr>
<tr>
<td>Other property and services</td>
<td>21,488,467</td>
</tr>
</tbody>
</table>

Net cash provided by operating activities: 10,991,540

<table>
<thead>
<tr>
<th>$</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>74,306,369</td>
<td>10,991,540</td>
</tr>
</tbody>
</table>
17. CONTINGENT LIABILITIES

Métro Regional Council

In the event of actual or potential losses incurred to the Public Call for Tenders or the construction in the contract to the extent of no operating the Waterford Resource Recovery Facility. The financial guarantee is as follows: in the event of non-performance of the contractor, the amount of the guarantee is

The guarantee can be called upon in the event of a default event during the contractor’s operation of the facility. The share of the liability that could be generated by the exercise of the guarantee is estimated at an amount between $15 million and $23 million depending on the time of any such default events. The guarantee expires on 11 July 2028.

16. CAPITAL AND LEASING COMMITMENTS

(a) Capital Expenditure Commitments

Conceptual

- capital expenditure projects
- plant & equipment purchases

Payable

- not later than one year

2019 2018

<table>
<thead>
<tr>
<th>Description</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital expenditure projects</td>
<td>880,000.00</td>
<td>876,000.00</td>
</tr>
<tr>
<td>Plant &amp; equipment purchases</td>
<td>1,883,894.00</td>
<td>1,260,000.00</td>
</tr>
<tr>
<td>Total</td>
<td>2,762,995.00</td>
<td>2,136,000.00</td>
</tr>
</tbody>
</table>

(b) Operating Leases Commitments

Non-cancellable operating expenses contracted for but not reflected in the accounts.

Payable

- not later than one year
- more than one year but not later than five years

2019 2018

<table>
<thead>
<tr>
<th>Description</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lease (Continued)</td>
<td>43,472.00</td>
<td>131,347.00</td>
</tr>
<tr>
<td>Total</td>
<td>43,472.00</td>
<td>131,347.00</td>
</tr>
</tbody>
</table>

SIGNIFICANT ACCOUNTING POLICIES

Leases

Lease of fixed assets where substantially all the risks and benefits of ownership are transferred to the City, are classified as finance leases.

Finance leases are capitalized recording an asset and a liability at the lower of the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual value. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leases (Continued)

Leased assets are depreciated on a straight-line basis, over the shorter of their estimated useful lives or the lease term.

Lease payments for operating leases, where substantially all the risks and benefits of ownership remain with the lessor, are charged as expenses on a straight-line basis, over the lease term.

Lessee transfers under operating leases are recognized as a liability and amortized on a straight-line basis, over the life of the lease term.
15. RELATED PARTY TRANSACTIONS (Continued)

Transactions with related parties

Transactions between related parties until the City are on normal commercial terms and conditions, no more favourable from those available to other parties, unless otherwise stated.

No outstanding balances or provisions for doubtful debts or guarantees exist in relation to related parties at year end.

The following transactions occurred with related parties:

- Sale of goods and services: $90,928, $80,189
- Purchase of goods and services: $2,502,088, $2,411,341

Share and share issues:
- Share capital received from joint venture entities: $333,333, $333,333

Amounts outstanding from related parties:
- Trade and other receivables: $1,263, $24

Amounts payable to related parties:
- Trade and other payables: $156,473, $27,815

Related Parties

The City’s main related parties are as follows:

1. Key management personnel
   - Regularly holding authority and responsibility for planning, directing, and controlling the activities of the entity, directly or indirectly, including any elected member, are considered key management personnel.

2. Joint venture entities associated with equity method of accounting
   - The City has a one-third interest in the Regional Water Management Council and the Water Management Council. The interest in the joint venture entity is accounted for in these financial statements using the equity method of accounting. For details of interests in joint venture entities, refer to note 20.
### 20. INTEREST IN JOINT ARRANGEMENTS

#### 20. INTEREST IN JOINT ARRANGEMENTS (Continued)

#### 6. Change in Equity

<table>
<thead>
<tr>
<th>Note</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investment in Mbanda Regional Council</td>
<td>Audited</td>
<td>Audited</td>
</tr>
<tr>
<td>Opening Balance</td>
<td>5,898,673</td>
<td>5,198,159</td>
</tr>
<tr>
<td>Changes on Revaluation of Non-Current Assets</td>
<td>69,137</td>
<td>85,537</td>
</tr>
<tr>
<td>Net Share of Interests in Mbanda Regional Council</td>
<td>50,000</td>
<td>75,076</td>
</tr>
<tr>
<td>Closing Balance (Based on audited financials)</td>
<td>5,967,214</td>
<td>5,958,792</td>
</tr>
</tbody>
</table>

#### 7. Investment in Tamu Park Regional Council

<table>
<thead>
<tr>
<th></th>
<th>Audited</th>
<th>Audited</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Balance</td>
<td>3,511,017</td>
<td>3,432,784</td>
</tr>
<tr>
<td>Proceeds from Sale of Land</td>
<td>(26,727)</td>
<td>(1,636,284)</td>
</tr>
<tr>
<td>Land Development Expenses</td>
<td>(413,475)</td>
<td>(1,374,005)</td>
</tr>
<tr>
<td>Net Share of Interests in Tamu Park Regional Council</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Closing Balance</td>
<td>436,744</td>
<td>468,584</td>
</tr>
</tbody>
</table>

#### 8. Proceeds Distribution

<table>
<thead>
<tr>
<th></th>
<th>Audited</th>
</tr>
</thead>
<tbody>
<tr>
<td>(303,935)</td>
<td>(313,535)</td>
</tr>
</tbody>
</table>

#### 9. Net Share of Interests in Tamu Park Regional Council - Rates

<table>
<thead>
<tr>
<th></th>
<th>Audited</th>
</tr>
</thead>
<tbody>
<tr>
<td>(26,296)</td>
<td>(24,917)</td>
</tr>
</tbody>
</table>

#### 10. Net Share of Interests in Tamu Park Regional Council - Equity

<table>
<thead>
<tr>
<th></th>
<th>Audited</th>
</tr>
</thead>
<tbody>
<tr>
<td>(56,920)</td>
<td>(275,614)</td>
</tr>
</tbody>
</table>

#### 11. Closing Balance (Based on audited financials)

<table>
<thead>
<tr>
<th></th>
<th>Audited</th>
</tr>
</thead>
<tbody>
<tr>
<td>3,890,141</td>
<td>1,910,027</td>
</tr>
</tbody>
</table>

#### 12. Net Share of Interests in Mbanda Regional Council

<table>
<thead>
<tr>
<th></th>
<th>Audited</th>
</tr>
</thead>
<tbody>
<tr>
<td>223,023</td>
<td>74,878</td>
</tr>
</tbody>
</table>

#### 13. Net Share of Interests in Tamu Park Regional Council - Rates

<table>
<thead>
<tr>
<th></th>
<th>Audited</th>
</tr>
</thead>
<tbody>
<tr>
<td>(26,296)</td>
<td>(24,917)</td>
</tr>
</tbody>
</table>

#### 14. Net Share of Interests in Tamu Park Regional Council - Equity

<table>
<thead>
<tr>
<th></th>
<th>Audited</th>
</tr>
</thead>
<tbody>
<tr>
<td>(56,920)</td>
<td>(275,614)</td>
</tr>
</tbody>
</table>

#### 15. Closing Balance (Based on audited financials)

<table>
<thead>
<tr>
<th></th>
<th>Audited</th>
</tr>
</thead>
<tbody>
<tr>
<td>3,890,141</td>
<td>1,910,027</td>
</tr>
</tbody>
</table>

#### 16. Non-Current Assets

<table>
<thead>
<tr>
<th></th>
<th>Audited</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land Held for Development (TPRC)</td>
<td>196,622</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Audited</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest in TPRC Joint Venture</td>
<td>3,151,762</td>
</tr>
</tbody>
</table>

### SIGNIFICANT ACCOUNTING POLICIES

**Joint arrangements**

Joint arrangements represent the contractual sharing of control between partners in a business arrangement where the partners make joint decisions about relevant activities required.

Separate joint arrangements providing joint ventures with an investment in net assets are described as a joint venture and accounted for using the equity method.
## 21. MAJOR LAND TRANSACTIONS

### Tamala Park Regional Council – Development of Catalina Estate

**4. Concept**

The City is acquiring Catalina with the Cities of Joondalup, Stirling, Wanneroo and the Towns of Cambridge and Victoria Park in the operation of the Tamala Park Regional Council (TPRC). The TPRC was established in 2008 to develop the Catalina Estate – approximately 170 hectares of land for sale immediately north of the land based by the Wanneroo Regional Council. The City has a one-twelfth (1/12) share in the assets and liabilities of the development and the net proceeds of the land development as well as its own one-twelfth (1/12) share in the assets of the land held for the development.

The City’s share of the sale proceeds received by TPRC are $20,831,117 and the City’s share of the development and selling costs was $435,176, resulting in a net gain on the disposal of the developed land of $164,994. This figure should be read in conjunction with Note 10 to the financial statements.

### 2. Current year transactions

<table>
<thead>
<tr>
<th></th>
<th>2019/20</th>
<th>2019/20</th>
<th>2018/19</th>
<th>2018/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Income</td>
<td>332,903</td>
<td>301,033</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Income</td>
<td>495,006</td>
<td>1,902,001</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Expenditure</td>
<td>(413,470)</td>
<td>(1,747,380)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>414,418</td>
<td>402,234</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 3. Expected future cash flows

<table>
<thead>
<tr>
<th></th>
<th>2019/20</th>
<th>2020/21</th>
<th>2021/22</th>
<th>2022/23</th>
<th>2023/24</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash inflows:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Development costs</td>
<td>(2,986,479)</td>
<td>(2,172,785)</td>
<td>(2,516,647)</td>
<td>(2,818,706)</td>
<td>(2,818,706)</td>
<td>(11,448,406)</td>
</tr>
<tr>
<td>Cash inflows:</td>
<td>(2,986,479)</td>
<td>(1,712,705)</td>
<td>(2,286,734)</td>
<td>(2,615,795)</td>
<td>(2,516,647)</td>
<td>(11,448,406)</td>
</tr>
<tr>
<td>Sales proceeds</td>
<td>(2,986,479)</td>
<td>(1,712,705)</td>
<td>(2,286,734)</td>
<td>(2,615,795)</td>
<td>(2,516,647)</td>
<td>(11,448,406)</td>
</tr>
<tr>
<td></td>
<td>(2,986,479)</td>
<td>(1,712,705)</td>
<td>(2,286,734)</td>
<td>(2,615,795)</td>
<td>(2,516,647)</td>
<td>(11,448,406)</td>
</tr>
<tr>
<td>Cash inflows:</td>
<td>1,857,021</td>
<td>2,292,180</td>
<td>3,184,268</td>
<td>3,290,925</td>
<td>4,178,341</td>
<td>13,803,830</td>
</tr>
<tr>
<td>Net cash flows:</td>
<td>1,857,021</td>
<td>2,292,180</td>
<td>3,184,268</td>
<td>3,290,925</td>
<td>4,178,341</td>
<td>13,803,830</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>2019/20</th>
<th>2020/21</th>
<th>2021/22</th>
<th>2022/23</th>
<th>2023/24</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash inflows:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Development costs</td>
<td>(1,109,886)</td>
<td>(2,047,058)</td>
<td>(2,790,165)</td>
<td>(2,516,101)</td>
<td>(2,818,706)</td>
<td>(10,264,418)</td>
</tr>
<tr>
<td>Cash inflows:</td>
<td>(1,109,886)</td>
<td>(2,047,058)</td>
<td>(2,790,165)</td>
<td>(2,516,101)</td>
<td>(2,818,706)</td>
<td>(10,264,418)</td>
</tr>
<tr>
<td>Sales proceeds</td>
<td>(1,109,886)</td>
<td>(2,047,058)</td>
<td>(2,790,165)</td>
<td>(2,516,101)</td>
<td>(2,818,706)</td>
<td>(10,264,418)</td>
</tr>
<tr>
<td></td>
<td>(1,109,886)</td>
<td>(2,047,058)</td>
<td>(2,790,165)</td>
<td>(2,516,101)</td>
<td>(2,818,706)</td>
<td>(10,264,418)</td>
</tr>
<tr>
<td>Cash inflows:</td>
<td>2,043,548</td>
<td>3,366,299</td>
<td>4,861,175</td>
<td>5,823,295</td>
<td>7,173,588</td>
<td>25,027,917</td>
</tr>
<tr>
<td>Net cash flows:</td>
<td>2,043,548</td>
<td>3,366,299</td>
<td>4,861,175</td>
<td>5,823,295</td>
<td>7,173,588</td>
<td>25,027,917</td>
</tr>
</tbody>
</table>

### 4. Assets and liabilities

<table>
<thead>
<tr>
<th></th>
<th>2018/19</th>
<th>2019/20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investments (Net W)</td>
<td>105,623</td>
<td>156,800</td>
</tr>
<tr>
<td>Non-Current</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Land held for development (TPRC)</td>
<td>105,623</td>
<td>156,800</td>
</tr>
</tbody>
</table>
CITY OF VICTOR
NOTES 2A AND PART FURTHER TO THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

23. INTRAS INFORMATION (Continued)

a) Unaudited, provisional, summary & narrative information

(1) Details of receivables

<table>
<thead>
<tr>
<th>Description</th>
<th>Gross book amount</th>
<th>Provision for doubtful</th>
<th>Net book amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trade</td>
<td>$90,000</td>
<td>$10,000</td>
<td>$80,000</td>
</tr>
<tr>
<td>Other</td>
<td>$50,000</td>
<td>$5,000</td>
<td>$45,000</td>
</tr>
<tr>
<td>Total</td>
<td>$140,000</td>
<td>$15,000</td>
<td>$125,000</td>
</tr>
</tbody>
</table>

b) Intragroup transactions

<table>
<thead>
<tr>
<th>Description</th>
<th>Intragroup allowance</th>
<th>Intragroup amount</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trade</td>
<td>$10,000</td>
<td>$15,000</td>
<td>$25,000</td>
</tr>
<tr>
<td>Other</td>
<td>$5,000</td>
<td>$10,000</td>
<td>$15,000</td>
</tr>
<tr>
<td>Total</td>
<td>$15,000</td>
<td>$25,000</td>
<td>$40,000</td>
</tr>
</tbody>
</table>

3. DETAIL INFORMATION

CITY OF VICTOR
NOTES 3A AND PART FURTHER TO THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

24. DETAIL INFORMATION

a) Narrative information

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trade</td>
<td>$15,000</td>
</tr>
<tr>
<td>Other</td>
<td>$10,000</td>
</tr>
<tr>
<td>Total</td>
<td>$25,000</td>
</tr>
</tbody>
</table>

b) Intragroup details

<table>
<thead>
<tr>
<th>Description</th>
<th>Intragroup allowance</th>
<th>Intragroup amount</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trade</td>
<td>$10,000</td>
<td>$15,000</td>
<td>$25,000</td>
</tr>
<tr>
<td>Other</td>
<td>$5,000</td>
<td>$10,000</td>
<td>$15,000</td>
</tr>
<tr>
<td>Total</td>
<td>$15,000</td>
<td>$25,000</td>
<td>$40,000</td>
</tr>
</tbody>
</table>

4. DETAIL INFORMATION

CITY OF VICTOR
NOTES 4A AND PART FURTHER TO THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

25. DETAIL INFORMATION

a) Narrative information

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trade</td>
<td>$15,000</td>
</tr>
<tr>
<td>Other</td>
<td>$10,000</td>
</tr>
<tr>
<td>Total</td>
<td>$25,000</td>
</tr>
</tbody>
</table>

b) Intragroup details

<table>
<thead>
<tr>
<th>Description</th>
<th>Intragroup allowance</th>
<th>Intragroup amount</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trade</td>
<td>$10,000</td>
<td>$15,000</td>
<td>$25,000</td>
</tr>
<tr>
<td>Other</td>
<td>$5,000</td>
<td>$10,000</td>
<td>$15,000</td>
</tr>
<tr>
<td>Total</td>
<td>$15,000</td>
<td>$25,000</td>
<td>$40,000</td>
</tr>
</tbody>
</table>
25. FINANCIAL RISK MANAGEMENT

The City’s financial risk management is carried out by the Finance Department in accordance with the Financial Risk Management Policy, which is approved by the Council. The financial statements include the financial risks inherent in the City’s operations and, in accordance with the requirements of the Financial Reporting Framework, the City has adopted a risk management framework that focuses on identifying and managing risks that could adversely affect the City’s financial performance.

(a) Interest rate risk

The City’s interest rate exposure arises from its liabilities and assets, which include fixed rate and variable rate debt instruments. The City’s exposure to interest rate risk is managed through the use of interest rate derivatives, such as interest rate swaps and caps, to mitigate the impact of changes in interest rates on the City’s financial performance.

(b) Currency risk

The City’s currency risk exposure arises from its transactions in foreign currencies. The City uses forward currency contracts to hedge against fluctuations in foreign currency exchange rates.

(c) Market risk

The City’s market risk exposure arises from its investments in assets, such as stocks and bonds. The City’s market risk is managed through the use of market risk management policies and procedures.

(d) Operational risk

The City’s operational risk exposure arises from its operations and activities. The City’s operational risk is managed through the use of operational risk management policies and procedures, which are designed to identify and mitigate potential risks that could arise from the City’s operations.

Item 7.2- Attachment 1
COUNCIL BRIEFING AGENDA 3 DECEMBER 2019

25. FINANCIAL RISK MANAGEMENT (Continued)

(a) Condition

Trade Receivables

The City’s major receivables comprise sales, debt annual charges and capital cost charges. The major risk associated with these receivables is credit risk, i.e., the risk that the debts may not be repaid. The City manages this risk by monitoring outstanding debt and employing debt recovery procedures. It also encourages taxpayers to pay rates by the due date through incentives.

Credit risk on sales and annual charges is mitigated by the entity of the City to recover these debts as a secured charge over the land, buildings, and land and can be used to recover any debt. The City is also able to charge interest on overdue sales and annual charges at higher market rates, which further encourages payment.

The level of outstanding receivables is reported to Council monthly and is reviewed for acceptable collection performance.

The City uses the AARes 6 modified approach in measuring expected credit losses using a lifetime expected loss allowance for all classes receivables. To measure the expected credit losses, lifetime expected losses are separated from other risk factors, which is the difference in payment terms and expected loss rates.

The expected credit losses are based on the payment patterns of debtors and periods of the payments. These patterns are based on the experience of the City and the corresponding historical trends experienced within the period. The lifetime expected losses are applied to the current accounts to assess the expected losses in lifetime.

The expected credit losses are based on the historical performance of the debtors and periods of the payments. These patterns are based on the experience of the City and the corresponding historical trends experienced within the period. The lifetime expected losses are applied to the current accounts to assess the expected losses in lifetime.

The net estimates as at 30 June 2019 and 1 July 2019 (on inception of AARes 6) were determined as follows for the City’s assets and liabilities related to debts at the end of the previous year:

<table>
<thead>
<tr>
<th>30 JUNE 2018</th>
<th>30 JUNE 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current</td>
<td>More than 30 days past due</td>
</tr>
<tr>
<td>Expected credit loss</td>
<td>1.1%</td>
</tr>
<tr>
<td>Gross carrying amount</td>
<td>287,214</td>
</tr>
<tr>
<td>Loss allowance</td>
<td>6,283</td>
</tr>
<tr>
<td>Inclusion Receivables</td>
<td>1.0%</td>
</tr>
<tr>
<td>Gross carrying amount</td>
<td>121,477</td>
</tr>
<tr>
<td>Loss allowance</td>
<td>1,909</td>
</tr>
<tr>
<td>Current</td>
<td>More than 30 days past due</td>
</tr>
<tr>
<td>Expected credit loss</td>
<td>6.0%</td>
</tr>
<tr>
<td>Gross carrying amount</td>
<td>239,843</td>
</tr>
<tr>
<td>Loss allowance</td>
<td>130</td>
</tr>
<tr>
<td>Intraligent Receivables</td>
<td>1.0%</td>
</tr>
<tr>
<td>Gross carrying amount</td>
<td>5,637</td>
</tr>
<tr>
<td>Loss allowance</td>
<td>136</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due within 1 year</td>
<td>1-5 years</td>
</tr>
<tr>
<td>Payloads</td>
<td>1,110,887</td>
</tr>
<tr>
<td>Borrowings</td>
<td>5,795,196</td>
</tr>
<tr>
<td>Due after 5 years</td>
<td>1,448,951</td>
</tr>
</tbody>
</table>

The contractual undiscounted cash flows of the City’s payables and borrowings are set out in the liquidity table below. Differences due to 12 months equalizing carrying balance, as the impact of discounting is not significant.

<table>
<thead>
<tr>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payloads</td>
<td>1,110,887</td>
</tr>
<tr>
<td>Borrowings</td>
<td>5,795,196</td>
</tr>
<tr>
<td>Due after 5 years</td>
<td>1,448,951</td>
</tr>
</tbody>
</table>

Item 7.2- Attachment 1 Page 105
26. TRUST FUNDS

Pursuant to Schedule 1, the City needs to record and report the City’s Municipal Trust Funds. The balance sheet amounts for the City’s Municipal Trust Funds are as follows:

<table>
<thead>
<tr>
<th></th>
<th>1 July 2018</th>
<th>Amounts transferred to Balance Sheet</th>
<th>30 June 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>Amounts transferred to Balance</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sheet</td>
<td></td>
</tr>
<tr>
<td>Beauty Park Bonds</td>
<td>230</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Gold Bond</td>
<td>13,904</td>
<td>(17,960)</td>
<td>2010</td>
</tr>
<tr>
<td>Hall Deposits</td>
<td>46</td>
<td>(37,042)</td>
<td>35,042</td>
</tr>
<tr>
<td>Key Deposits</td>
<td>10,424</td>
<td>10,424</td>
<td>12,544</td>
</tr>
<tr>
<td>Leatherfield Gardens</td>
<td>5,328</td>
<td>(1,993,219)</td>
<td>5,405,188</td>
</tr>
<tr>
<td>Vamo Bonds - City of Melbourne</td>
<td>1,735,682</td>
<td>(65,052)</td>
<td>1,735,682</td>
</tr>
<tr>
<td>Unclaimed Workers</td>
<td>190,626</td>
<td>(182,169)</td>
<td>(27,367)</td>
</tr>
<tr>
<td>Plumbing Applications</td>
<td>27,367</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>7,271,033</td>
<td>8,885,919</td>
<td>(1,600,820)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>8,485,096</td>
</tr>
</tbody>
</table>

27. INITIAL APPLICATION OF AUSTRALIAN ACCOUNTING STANDARDS

27.1 Financial instruments

The City adopted AASB 139 Financial Instruments: Recognition and Measurement on 1 July 2018, which has resulted in changes in accounting policies and adjustments to the amounts recognised in the financial statements in accordance with AASB 139. The City has not capitalised the comparative information which continues to be reported under AASB 133. Differences arising from adoption have been recognised directly in accumulated surplus (deficit). The effect of adopting AASB 139 is as at 1 July 2018, as follows:

<table>
<thead>
<tr>
<th></th>
<th>Adjustments 01 July 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(a)/(b)</td>
</tr>
<tr>
<td>Assets</td>
<td></td>
</tr>
<tr>
<td>Trade receivables</td>
<td>137,472</td>
</tr>
<tr>
<td>Total Assets</td>
<td>137,472</td>
</tr>
<tr>
<td>Total adjustments to Retained Earnings</td>
<td>137,472</td>
</tr>
<tr>
<td>Accumulated surplus/(deficit)</td>
<td>137,472</td>
</tr>
</tbody>
</table>

27.2 Changes in financial instruments

(a) Financial assets

The City classifies financial assets in one of three categories: (i) Financial assets at amortised cost, (ii) Financial assets at fair value through other comprehensive income, and (iii) Financial assets at fair value through profit or loss. The classification is based on the City’s business model for managing the assets, and the City’s business model for managing the cash flows in the financial assets. The City reports all financial instruments at fair value through profit or loss or at amortised cost. The classification for financial instruments is as follows:

- Financial assets at amortised cost: Cash and cash equivalents, trade and other receivables, loans to individuals, and other financial assets.
- Financial assets at fair value through other comprehensive income: Equity investments, and other financial assets.
- Financial assets at fair value through profit or loss: Debt investments, and other financial assets.

(b) Financial liabilities

The City classifies financial liabilities as follows:

- Financial liabilities at amortised cost: Bonds payable, trade payables, and other financial liabilities.
- Financial liabilities at fair value through profit or loss: Trade payables, and other financial liabilities.
27. INITIAL APPLICATION OF AUSTRALIAN ACCOUNTING STANDARD 9 (Continued)

The classification and measurement requirements of AASB 9 did not have a significant impact on the City. The following are the changes in the classification of the City’s financial assets:

- Trade receivables and Loans and advances (C), other debtors are now classified as ‘loans and receivables’ as at 30 June 2018 are held to collect contractual cash flows and give rise to cash flows representing solely payments of principal and interest. These are classified and measured as financial assets at fair value through profit or loss (FVPL) beginning 1 July 2018.

In summary, upon the adoption of AASB 9, the City had the following required (or elected) reclassification as at 1 July 2018:

<table>
<thead>
<tr>
<th>AASB 139 category</th>
<th>Amortised cost</th>
<th>Fair value through OCI</th>
<th>Fair value through P/L</th>
</tr>
</thead>
</table>

- Loans and receivables
  - Trade receivables
    - 2,473,795
    - 3,934,281
    - 0
    - 0
  - Loans and receivables as at 1 July 2018

\* The change in carrying amount is a result of additional impairment allowance. See the discussion on impairment below.

**Impairment**

The adoption of AASB 9 has fundamentally changed the City’s accounting for impairment losses for financial assets by replacing AASB 130’s incurred loss approach with a forward-looking expected credit loss (ECL) approach. AASB 9 requires the City to recognise an allowance for ECLs for all financial assets not held at fair value through profit and loss, upon adoption of AASB 9, the City recognised an additional impairment of $1,17,472 which resulted in a decrease in retained surplus of $1,17,472 as at 1 July 2018.

Set out below is the reconciliation of the opening impairment allowances in accordance with AASB 130 to the opening loss allowances determined in accordance with AASB 9:

<table>
<thead>
<tr>
<th>impairment source</th>
<th>AASB 130</th>
<th>AASB 9 as at 30 June 2018</th>
<th>ECL under AASB 9 as at 1 July 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reopening balance</td>
<td>157,472</td>
<td>0</td>
<td>157,472</td>
</tr>
<tr>
<td>Loans and Receivables</td>
<td>0</td>
<td>157,472</td>
<td>157,472</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Adjustment to retained surplus from adoption of AASB 9</th>
<th>157,472</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retained surplus - 1 June 2018</td>
<td>124,722,292</td>
</tr>
<tr>
<td>Retained surplus - 1 July 2018</td>
<td>124,722,292</td>
</tr>
</tbody>
</table>
28. NEW ACCOUNTING STANDARDS AND INTERPRETATIONS FOR APPLICATION IN FUTURE YEARS (Continued)

(a) Income Tax Rate Changes

The City will adopt AASB 1016 Income Tax Rate Changes (Issued December 2016) on 1 July 2019 which will result in changes in accounting policies. In accordance with the transition provisions of AASB 1016, the City will adopt the new income tax rate changes with the cumulative effect of initially applying these changes reported in retained earnings in the Statement of Profit or Loss in the quarter of initial application (1 July 2019).

Table 1

<table>
<thead>
<tr>
<th>AASB 1016</th>
<th>1 July 2019</th>
<th>Retrospective 30 June 2019</th>
<th>Reversal of change 31 July 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note 5</td>
<td>500,000</td>
<td>500,000</td>
<td>500,000</td>
</tr>
<tr>
<td>Note 6</td>
<td>250,000</td>
<td>250,000</td>
<td>250,000</td>
</tr>
</tbody>
</table>

(b) Leases

The City will adopt AASB 16 Leases from 1 July 2019 as a result of changes in accounting policies. In accordance with the transition provisions of AASB 16, the City will adopt the changes for leases classified as operating leases. Operating lease assets will be measured at the present value of the lease payments discounted using the lessee’s incremental borrowing rate on 1 July 2019. The weighted average lease term is determined by applying the lease term on 1 July 2019.

Table 2

<table>
<thead>
<tr>
<th>Operating lease commitments as at 30 June 2019</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note 7</td>
<td>330,720</td>
</tr>
<tr>
<td>Note 8</td>
<td>330,720</td>
</tr>
</tbody>
</table>

Lease liabilities and right-of-use assets are measured at the present value of the lease payments discounted using the lessee’s incremental borrowing rate on 1 July 2019 and classified as an operating lease.

Table 3

<table>
<thead>
<tr>
<th>Adjustments 2019</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjusted net surplus (as at 1 July 2019)</td>
<td>2,400,000</td>
</tr>
<tr>
<td>Adjusted net surplus (as at 1 July 2019)</td>
<td>2,400,000</td>
</tr>
</tbody>
</table>

Impact of changes to financial reporting

The impact of the changes at 1 July 2019 is as follows:

Table 4

<table>
<thead>
<tr>
<th>Adjustments 2019</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjusted net surplus (as at 1 July 2019)</td>
<td>2,400,000</td>
</tr>
<tr>
<td>Adjusted net surplus (as at 1 July 2019)</td>
<td>2,400,000</td>
</tr>
</tbody>
</table>

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Item 7.2- Attachment 1
### CITY OF KIVENNT

<table>
<thead>
<tr>
<th>ITEM 7.2: ATTACHMENT 1</th>
<th>2019</th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current ratio</td>
<td>0.02</td>
<td>1.38</td>
<td>1.06</td>
</tr>
<tr>
<td>Asset consumption ratio</td>
<td>0.00</td>
<td>0.08</td>
<td>0.09</td>
</tr>
<tr>
<td>Asset renewal funding ratio</td>
<td>0.82</td>
<td>0.83</td>
<td>0.81</td>
</tr>
<tr>
<td>Asset renewal coverage ratio</td>
<td>0.85</td>
<td>0.84</td>
<td>0.80</td>
</tr>
<tr>
<td>Debt service coverage ratio</td>
<td>0.00</td>
<td>4.22</td>
<td>0.10</td>
</tr>
<tr>
<td>Debt ratio</td>
<td>(2.03)</td>
<td>(1.03)</td>
<td>(2.02)</td>
</tr>
<tr>
<td>Own source revenue coverage ratio</td>
<td>0.03</td>
<td>0.08</td>
<td>0.06</td>
</tr>
</tbody>
</table>

The above ratios are calculated as follows:

- **Current ratio**: current assets/current liabilities
- **Asset consumption ratio**: current assets/newly constructed or acquired assets
- **Asset renewal funding ratio**: capital expenditure/previous year's capital expenditure
- **Asset renewal coverage ratio**: capital expenditure/newly constructed or acquired assets
- **Debt service coverage ratio**: interest expenses from borrowings/annual interest on borrowings
- **Debt ratio**: total liabilities/current liabilities
- **Own source revenue coverage ratio**: total own source revenue/total own source expenditure
8  CHIEF EXECUTIVE OFFICER

8.6 REPORT AND MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 26 NOVEMBER 2019

TRIM Ref: D19/183250
Author: Meluka Bancroft, Executive Manager Corporate Strategy and Governance
Authoriser: David MacLennan, Chief Executive Officer
Attachments: 1. Minutes of the Audit Committee - 26 November 2019

RECOMMENDATION:

That Council:

1. RECEIVES this report from the Audit Committee meeting of 26 November 2019; and

2. APPROVES the recommendations of the Audit Committee as set out in the Minutes of the 26 November 2019 meeting (Attachment 1).

PURPOSE OF REPORT:

To report to Council the proceedings of the Audit Committee at its meeting held on 26 November 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 three external independent members and four Elected Members.

DETAILS:

At its meeting on 26 November 2019, the Audit Committee considered six agenda items as follows:

5.1 Appointment of Audit Committee Chairperson and Deputy Chairperson
5.2 Review of City of Vincent risk appetite and tolerance statements and Risk Management Policy – presentation from BDO Pty Ltd
5.3 Audited Financial Statements and Concluding Memorandum for year ended 30 June 2019 – to be presented by the office of the Auditor General and Moore Stephens
5.4 Update on the internal audit plan 2016 – 2020
5.5 Audit Committee Meeting Dates 2020
5.6 Review of the City of Vincent Audit Log

A summary of each item is below:

5.1 Appointment of Audit Committee Chairperson and Deputy Chairperson

The current members of the Audit Committee are as follows:

Cr Joshua Topelberg  
Cr Dan Loden  
Cr Susan Gontaszewski  
Cr Ashley Wallace  

External Members:

Mr Conley Manifis  
Ms Elizabeth Hunt  
Mr Robert Piper
Conley Manifis was elected unopposed as the Chair, and Cr Topelberg was elected unopposed as Deputy Chair, for a term of one year. This means that for the first time the Audit Committee has an independent Chair.

5.2 **Review of City of Vincent risk appetite and tolerance statements and Risk Management Policy** – presentation from BDO Pty Ltd

The Audit Committee considered the City’s draft risk appetite and tolerance statements and risk management framework (including the policy and administrative procedure). The draft risk appetite and tolerance statements and risk management policy will be finalised for presentation to Council in February 2020.

5.3 **Audited Financial Statements and Concluding Memorandum for year ended 30 June 2019** – to be presented by the office of the Auditor General and Moore Stephens

The Audit Committee considered the Audited Annual Financial Statements and the Auditor’s Concluding Memorandum for the year ended 30 June 2019 and noted the decline in the Asset Sustainability Ratio. A response will be provided to the Minister for Local Government in respect to the Asset Sustainability Ratio decline, and this item will be tracked by the Audit Committee.

5.4 **Update on the internal audit plan 2016 – 2020**

The Audit Committee received an update on the status of the City’s Internal Audit Plan 2016 – 2020, noting that only three internal audits have been undertaken over the last three years. The Audit Committee requested that Administration prepare an internal audit plan for the next four years, which prioritises internal audit items based on risk. The draft internal audit plan 2019/20 – 2022/23 will be presented to the Audit Committee at its next meeting, scheduled for 3 March 2020.

5.5 **Audit Committee Meeting Dates 2020**

The Audit Committee adopted its schedule of meeting dates for 2020, as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday 3 March</td>
<td>1.00pm</td>
</tr>
<tr>
<td>Tuesday 5 May</td>
<td>1.00pm</td>
</tr>
<tr>
<td>Tuesday 30 June</td>
<td>1.00pm</td>
</tr>
<tr>
<td>Tuesday 1 September</td>
<td>1.00pm</td>
</tr>
<tr>
<td>Tuesday 3 November</td>
<td>1.00pm</td>
</tr>
</tbody>
</table>

5.6 **Review of the City of Vincent Audit Log**

The Audit Committee received the progress made on the items listed in the City’s Audit Log, and reviewed the six items recommended for closure.

**CONSULTATION/ADVERTISING:**

Nil.

**LEGAL/POLICY:**

Pursuant to clause 2.21 of the City’s Meeting Procedures Local Law 2008:

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”.

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(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.”

The Audit Committee Terms of Reference governs the functions, powers and membership of the Audit Committee.

RISK MANAGEMENT IMPLICATIONS:

Low: Reporting the outcomes of the Audit Committee meeting on 26 November 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.
MINUTES

Audit Committee

26 November 2019
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1 INTRODUCTION AND WELCOME

As the positions of Chair and Deputy Chair were vacant, the Chief Executive Officer, David MacLennan, declared the meeting open at 1.07pm 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

Nil

3 DECLARATIONS OF INTEREST

Nil

4 CONFIRMATION OF MINUTES

MOTION AND COMMITTEE DECISION ITEM 4

Moved: Cr Topelberg , Seconded: Cr Loden

That the Minutes of the Audit Committee held on 27 August 2019 be confirmed.

CARRIED UNANIMOUSLY (7-0)

For: Cr Loden, Mr Manitis, Ms Hunt, Cr Wallace, Cr Gontaszewski, Mr Piper and Cr Topelberg

Against: Nil
5  BUSINESS ARISING

5.1  APPOINTMENT OF AUDIT COMMITTEE CHAIRPERSON AND DEPUTY CHAIRPERSON

TRIM Ref:  D19/178484
Author:  Sharron Kent, Governance and Council Liaison Officer
Authoriser:  David MacLennan, Chief Executive Officer
Attachments:  Nil

RECOMMENDATION:

That ______________ be elected as Chairperson of the Audit Committee for a period of 12 months, ending at the Audit Committee meeting in February 2021.

That ______________ be elected as Deputy Chairperson of the Audit Committee for a period of 12 months, ending at the Audit Committee meeting in February 2021.

Chief Executive Officer, David MacLennan, called for nominations for the role of Chairperson of the Audit Committee. Mr Manifis nominated himself for the role. There being only one nomination, the Chief Executive Officer declared Mr Manifis elected unopposed to the role of Chairperson of the Audit Committee.

Chief Executive Officer, David MacLennan, called for nominations for the role of Deputy Chairperson of the Audit Committee. Cr Topelberg nominated himself for the role. There being only one nomination, the Chief Executive Officer declared Cr Topelberg elected unopposed to the role of Deputy Chairperson of the Audit Committee.

COMMITTEE DECISION ITEM 5.1

Moved: Cr Loden, Seconded: Ms Hunt

That Mr Manifis be ELECTED as Chairperson of the Audit Committee for a period of 12 months, ending at the Audit Committee meeting in February 2021.

That Cr Topelberg be ELECTED as Deputy Chairperson of the Audit Committee for a period of 12 months, ending at the Audit Committee meeting in February 2021.

CARRIED UNANIMOUSLY (7-0)

For:  Cr Loden, Mr Manifis, Ms Hunt, Cr Wallace, Cr Gontaszewski, Mr Piper and Cr Topelberg

Against:  Nil

Mr Manifis assumed the position of Chair.
Pippa Hobson of BDO Pty Ltd presented on the following item.

Cr Loden vacated the meeting at 1.29pm and returned at 1.29pm during discussion and prior to voting on the following item.

5.2 REVIEW OF CITY OF VINCENT RISK APPETITE AND TOLERANCE STATEMENTS AND RISK MANAGEMENT POLICY - PRESENTATION FROM BDO PTY LTD

TRIM Ref: D19/171208
Author: Meluka Bancroft, Executive Manager Corporate Strategy and Governance
Authoriser: David MacLennan, Chief Executive Officer
Attachments: 1. Risk Management Policy - draft - Confidential
   2. Risk Appetite and Tolerance Statements - draft prepared by BDO Pty Ltd - Confidential
   3. Policy 4.1.26 - 'Risk Management' (current) - Confidential
   4. Risk Management Administrative Procedure - draft - Confidential

RECOMMENDATION:

That the Audit Committee:

1. RECEIVES the update on the development and implementation of the risk management framework, including the new risk management policy, at Attachment 1 and risk appetite and tolerance statements, at Attachment 2; and

2. RECOMMENDS to Council:
   2.1 the repeal of the City’s Policy 4.1.26 – ‘Risk Management’, at Attachment 3;
   2.2 approval of the updated policy – ‘Risk Management’ for the purposes of local public notice for a period of at least 21 days; and
   2.3 endorsement of the risk appetite and tolerance statements.

Moved: Cr Topelberg, Seconded: Cr Gontaszewski

That the recommendation be adopted.

AMENDMENT 1

Moved: Cr Topelberg, Seconded: Cr Loden

That the recommendation be amended as follows in red:

That the Audit Committee:

1. RECEIVES the update on the development and implementation of the risk management framework, including the new risk management policy, at Attachment 1 and risk appetite and tolerance statements, at Attachment 2; and

2. RECOMMENDS to Council for consideration the update on the risk management policy and risk appetite and tolerance statements:
   2.1 the repeal of the City’s Policy 4.1.26 – ‘Risk Management’, at Attachment 3;
   2.2 approval of the updated policy – ‘Risk Management’ for the purposes of local public notice for a period of at least 21 days; and
   2.3 endorsement of the risk appetite and tolerance statements.

AMENDMENT CARRIED (7-0)

For: Cr Loden, Mr Manifis, Ms Hunt, Cr Wallace, Cr Gontaszewski, Mr Piper and Cr Topelberg

Against: Nil
Item 8.

COMMITTEE DECISION ITEM 5.2

Moved: Cr Topelberg, Seconded: Cr Gontaszewski

That the Audit Committee:

1. RECEIVES the update on the development and implementation of the risk management framework, including the new risk management policy, at Attachment 1 and risk appetite and tolerance statements, at Attachment 2; and

2. RECOMMENDS to Council for consideration the update on the risk management policy and risk appetite and tolerance statements.

CARRIED UNANIMOUSLY (7-0)

For: Cr Loden, Cr Manifis, Ms Hunt, Cr Wallace, Cr Gontaszewski, Cr Piper and Cr Topelberg

Against: Nil
5.3 AUDITED FINANCIAL STATEMENTS AND CONCLUDING MEMORANDUM FOR YEAR ENDED 30 JUNE 2019 - TO BE PRESENTED BY THE OFFICE OF THE AUDITOR GENERAL AND MOORE STEPHENS

TRIM Ref: D19/165144
Author: Nirav Shah, Coordinator Financial Services
Authoriser: David MacLennan, Chief Executive Officer
Attachments: 1. Audit Concluding Memorandum - Confidential
2. Audited Annual Financial Statements - Confidential

RECOMMENDATION:
That the Audit Committee:
1. RECEIVES the Auditor’s Concluding Memorandum prepared by Moore Stephens and the Office of the Auditor General, for the year ending 30 June 2019 at Attachment 1;
2. RECEIVES the Audited Annual Financial Statements for the year ended 30 June 2019 at Attachment 2; and
3. RECOMMENDS to Council the adoption of the Audited Annual Financial Statements for the year ended 30 June 2019.

Moved: Cr Topelberg, Seconded: Cr Gontaszewski
That the recommendation be adopted.

AMENDMENT 1
Moved: Cr Gontaszewski, Seconded: Cr Loden
That the recommendation be amended to include a new point 4. as follows in red:

4. REQUESTS that Administration track the Asset Sustainability Ratio non-compliance through the Audit Log and provides a response to the Minister for Local Government within 30 days of receipt of the auditor’s report.

AMENDMENT CARRIED (7-0)
For: Ms Hunt, Cr Wallace, Cr Gontaszewski, Mr Piper and Cr Topelberg
Against: Nil

COMMITTEE DECISION ITEM 5.3
Moved: Cr Gontaszewski, Seconded: Cr Loden
That the Audit Committee:
1. RECEIVES the Auditor’s Concluding Memorandum prepared by Moore Stephens and the Office of the Auditor General, for the year ending 30 June 2019 at Attachment 1;
2. RECEIVES the Audited Annual Financial Statements for the year ended 30 June 2019 at Attachment 2; and
3. RECOMMENDS to Council the adoption of the Audited Annual Financial Statements for the year ended 30 June 2019.
4. REQUESTS that Administration track the Asset Sustainability Ratio non-compliance through the Audit Log and provides a response to the Minister for Local Government within the deadline.

CARRIED UNANIMOUSLY (7-0)
For: Ms Hunt, Cr Wallace, Cr Gontaszewski, Mr Piper and Cr Topelberg
Against: Nil
At 2:30pm, Mr Conley Manifis (Chair) left the meeting and Cr Joshua Topelberg continued the meeting as Deputy Chair.

5.4 UPDATE ON THE INTERNAL AUDIT PLAN 2016 - 2020
TRIM Ref: D19/144919
Author: Meluka Bancroft, Executive Manager Corporate Strategy and Governance
Authoriser: David MacLennan, Chief Executive Officer
Attachments: 1. Internal Audit Plan 2016 - 2020 - Confidential

RECOMMENDATION:

That the Audit Committee:

1. NOTES the status of the Internal Audit Plan 2016 – 2020, at Attachment 1; and

2. REQUESTS that the Chief Executive Officer prepare a new internal audit plan for the period 2019/20 – 2022/23, to be presented to the Audit Committee for endorsement in early 2020.

COMMITTEE DECISION ITEM 5.4

Moved: Cr Loden, Seconded: Cr Gontaszewski

That the recommendation be adopted.

CARRIED UNANIMOUSLY (6-0)

(Mr Manifis had left the meeting and did not vote.)

Note: the Committee requested that the new internal audit plan for the period 2019/20 – 2022/23 (as per Recommendation 2.) be presented to the Audit Committee for endorsement at its first meeting in March 2020.
5.5 AUDIT COMMITTEE MEETING DATES 2020

TRIM Ref: D19/153017
Author: Sharron Kent, Governance and Council Liaison Officer
Authoriser: David MacLennan, Chief Executive Officer
Attachments: 1. Proposed Audit Committee Dates 2020 - Confidential

RECOMMENDATION:

That the Audit Committee ADOPTS the meeting schedule for 2020 as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday 3 March</td>
<td>1.00pm</td>
</tr>
<tr>
<td>Tuesday 5 May</td>
<td>1.00pm</td>
</tr>
<tr>
<td>Tuesday 30 June</td>
<td>1.00pm</td>
</tr>
<tr>
<td>Tuesday 1 September</td>
<td>1.00pm</td>
</tr>
<tr>
<td>Tuesday 3 November</td>
<td>1.00pm</td>
</tr>
</tbody>
</table>

COMMITTEE DECISION ITEM 5.5

Moved: Cr Loden, Seconded: Mr Piper

That the recommendation be adopted.

CARRIED UNANIMOUSLY (6-0)

For: Cr Loden, Ms Hunt, Cr Wallace, Cr Gontaszewski, Mr Piper and Cr Topelberg

Against: Nil

(Mr Manifis had left the meeting and did not vote.)
5.6 REVIEW OF THE CITY OF VINCENT AUDIT LOG
TRIM Ref: D19/179864
Author: Sharron Kent, Governance and Council Liaison Officer
Authoriser: David MacLennan, Chief Executive Officer
Attachments: 1. City of Vincent Audit Log - as at November 2019 - Confidential

RECOMMENDATION:

That the Audit Committee recommends to Council that it NOTES the status of the City’s Audit Log at Attachment 1.

Moved: Mr Piper, Seconded: Cr Loden

That the recommendation be adopted.

AMENDMENT 1
Moved: Cr Gontaszewski, Seconded: Ms Hunt

That the recommendation be amended as follows in red:

That the Audit Committee recommends to Council that it NOTES:

1. the status of the City’s Audit Log at Attachment 1; and

2. that a report is to be received by the Audit Committee at its next meeting, no later than March 2020, detailing the City’s failure to meet the Australian Government “Roads to Recovery” expenditure maintenance requirements for 2018-19 and the proposed response to the Department of Infrastructure, Transport, Cities and Regional Development.

COMMITTEE DECISION ITEM 5.6
Moved: Mr Piper, Seconded: Cr Loden

That the Audit Committee recommends to Council that it NOTES:

1. the status of the City’s Audit Log at Attachment 1; and

2. that a report is to be received by the Audit Committee at its next meeting, no later than March 2020, detailing the City’s failure to meet the Australian Government “Roads to Recovery” expenditure maintenance requirements for 2018-19 and the proposed response to the Department of Infrastructure, Transport, Cities and Regional Development.

CARRIED UNANIMOUSLY (6-0)

(Mr Manifis had left the meeting and did not vote.)
AUDIT COMMITTEE MINUTES 26 NOVEMBER 2019

At 2.46pm, Cr Locken left the meeting.

6 GENERAL BUSINESS

Nil

7 NEXT MEETING

The next Audit Committee Meeting is scheduled for 1pm, Tuesday 3 March 2020.

8 CLOSURE

There being no further business, the meeting closed at 2.53pm.

These Minutes were confirmed by the Audit Committee as a true record and accurate record of the Audit Committee meeting held on 26 November 2019.

Signed: To be confirmed at the meeting scheduled for 3 March 2020.

Dated
TRIM Ref: D19/148226
Author: Daniel Janssen, Land Projects Officer
Authoriser: Meluka Bancroft, Executive Manager Corporate Strategy and Governance
Attachments: 1. Letter from Swimming WA requesting a new lease

RECOMMENDATION:
That Council:

1. APPROVES a lease commencing 1 January 2020 to the Western Australian Swimming Association Incorporated for a portion of the office space at the Beatty Park Leisure Centre on the following key items:
   1.1 Term: 1.5 years commencing 1 January 2020, to align with the Beatty Park Leisure Centre Options Project implementation;
   1.2 Lease Area: 377.766 m²;
   1.3 Rent: $48,294 plus GST per annum indexed to CPI;
   1.4 Outgoings Contribution: $5,666 plus GST payable from 1 July 2020, based on a rate of $30/m² to cover the utility and building insurance costs;
   1.5 Emergency Services Levy: Payable by the Lessee;
   1.6 Repairs of Damage: Lessee is liable for the cost of the repair of any damage resulting from its use of the premises. The City will arrange the repair / maintenance work;
   1.7 Insurance: Lessee to effect and maintain public liability insurance of a minimum of $20,000,000 for any claim;
   1.8 Sub Lease: Power to sub lease parts of the Lease Area subject to the Lessor’s consent, which can not be unreasonably withheld;
   1.9 Redevelopment / capital works: The City may at its discretion undertake any major capital works or the redevelopment of a portion of the Beatty Park Leisure Centre, subject to providing at least 6 months’ notice in writing to the Lessee. If the works are deemed by the City to adversely impact the Lessee’s use of the Premises, the lease will terminate, and no compensation to the Lessee will be payable. The City will endeavour to find the Lessee any alternative space within the centre to use during the redevelopment period; and
   1.10 Car parking licence: Lessee may use 7 staff parking bays and 2 visitor bays between business hours, 7.30am – 5.30pm Monday – Friday;

2. NOTES that the City values the Western Australian Swimming Association Incorporated’s use of a portion of the Beatty Park Leisure Centre and will look to accommodate their continued use once the Beatty Park Leisure Centre Options Project is completed;

3. Subject to satisfactory negotiations being carried out by the Chief Executive Officer, AUTHORISES the Mayor and Chief Executive Officer to affix the common seal and execute the lease in recommendation 1. above;

4. DELEGATES BY ABSOLUTE MAJORITY to the Chief Executive Officer under section 5.42 of the Local Government Act 1995 the power to approve a variation of the lease in recommendation 1. above in respect to the lease area and associated lease fee and outgoings fee, in the event a sub lessee terminates a sub lease with Western Australian Swimming Association Incorporated.
PURPOSE OF REPORT:

To consider granting a new lease to the Western Australian Swimming Association Inc. (Swimming WA).

BACKGROUND:

Swimming WA has leased a portion of the Beatty Park Leisure Centre since 1993 for the purpose of office space for the association headquarters. The current 3 year lease with a 3 year option was approved at the Ordinary Meeting of Council held on the 5 November 2013 (Confidential Item 14.2). The three year option term was exercised, which means the lease will expire on the 31 December 2019.

At the Ordinary Meeting of Council 3 May 2016 (Item 9.3.4), Council approved a variation to this lease to increase the lease area, as requested by Swimming WA.

Swimming WA currently sub leases portions of the building to the following state associations:

- AustSwim 65m²
- Diving WA 24m²
- Triathlon WA 66m²
- Masters WA 33m²

DETAILS:

Swimming WA contacted the City in September 2019 to request a new 3 year lease, with a 3 year option term, as set out in the letter at Attachment 1. Administration is proposing that the terms of the new lease are consistent with the current lease, other than the lease term and the payment of utilities and building insurance.

Two of the current sub lessees, Diving WA and Masters WA, are relocating to HBF Park on the expiry of the current lease. On this basis, Swimming WA has requested that the lease area is reduced to 377.766m², and that the rent and outgoings payable are adjusted to reflect the new lease area.

A 1.5 year lease term is proposed as it aligns with the Beatty Park Leisure Centre Options Project, which is due to be completed in June 2020. A longer term lease could become a prohibitive factor in the implementation of any options determined by this project.

The current lease provides that Swimming WA is liable to pay the “proportion of all charges for water, consumption, gas, electricity, fuel, telephone or other services, utilities to facilities directly relating to the Premises”. There is no sub meter for Swimming WA’s lease area, and apportioning utilities based on the number of fixtures and fittings or the proportion of the building Swimming WA occupies is not deemed to be a fair and equitable method, given that this is a swimming pool centre and the plant and equipment associated with this is the main utility consumer. Due to the fact that Administration has been unable to determine utilities for the Swimming WA lease area, no utilities have been paid to date.

In the new lease it is proposed that Swimming WA pay a set utility and outgoings fee which is increased by CPI each year. Administration has considered the utility and building insurance costs at several buildings with similar office uses - the City’s administration building, the building occupied by Volleyball WA and the Terry Tyzack Physiotherapy in the City of Stirling. The average per square meter fee for building insurance and utilities across these three office buildings is about $30m² per annum. This equates to an annual outgoings fee of $11,333 plus GST. Swimming WA has confirmed that this fee is acceptable, provided that the fee is payable from 1 July 2020, to allow the fee to be budgeted for. This means the outgoings fee payable in 2020/21 will be $5,666.

CONSULTATION/ADVERTISING:

Swimming WA’s activities are considered of a sporting and recreational nature, and members of the association are not entitled to any pecuniary profit, which means providing public notice of the proposed lease is not a statutory requirement.
LEGAL/POLICY:

The *Local Government Act 1995* section 3.58 - Disposing of Property, provides that a local government can only dispose of property (which includes to lease) in accordance with section 3.58(3) unless the disposition falls within the scope of section 3.58(5), which includes:

“(d) Any other disposition that is excluded by regulations from the application of this section.”

In accordance with Section 3.58(5), Regulation 30 of the *Local Government (Functions and General) Regulations 1996* provides a range of dispositions that are exempt from the application of Section 3.58 of the Act, including dispositions to:

“(2)(b) the land is disposed of to a body, whether incorporated or not –

(i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and

(ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body’s transactions;”

Swimming WA’s objectives are recreational and sporting and the members do not receive any pecuniary profit from the associations operations. Therefore it is not necessary for the City to comply with section 3.58.

RISK MANAGEMENT IMPLICATIONS:

Low: Swimming WA has been a tenant at Beatty Park since 18 December 1993 and has complied with its lease obligations since this date. Entering into a new short term lease is of low risk for the City, except for the fact that the limited security of tenure a short term lease provides may lead Swimming WA to secure alternative premises.

STRATEGIC IMPLICATIONS:

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

Connected Community

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

Innovative and Accountable

Our resources and assets are planned and managed in an efficient and sustainable manner.

FINANCIAL/BUDGET IMPLICATIONS:

The current rent is $54,706 per annum plus GST. The rent proposed is consistent with the current rent, increased by CPI as at December 2019, and would be $55,581 plus GST for 2020 for the current lease area. As the lease area has reduced from 434.766m² to 377.766m², the proposed rent for the new lease is $48,294 per annum plus GST.

The City would continue to recoup the Emergency Services Levy and any maintenance costs from Swimming WA as the costs arise. The approximate cost of outgoings (which includes utilities and building insurance) will also be recouped from 1 July 2020 ($5,666 for 2020), to allow Swimming WA to budget for this new cost.
Ms Melika Banfield
Manager Governance, Property and Contracts
City of Vincent
244 Vincent Street
Leederville
WA 6007

24th September 2019

Dear Ms Banfield,

I write on behalf of the Western Australian Swimming Association Inc. (SWA), in relation to the lease of the premises at the Beatty Park Leisure Centre. SWA has enjoyed a long standing working relationship with the City of Vincent and together we have provided opportunities for hundreds of thousands of Western Australians to swim.

In response to your email of Wednesday 18th September, the matter formed part of the agenda for the SWA Board Meeting on 19th September. The Board has requested that I respond on their behalf and provide formal notification of the Association’s desire to maintain its administration at Beatty Park.

Below are the key Lease Terms that SWA would seek to be included in the ongoing Lease:

- **Term**
  Three (3) years with an Option for a further three (3) more years.

- **Rent**
  As a Not for Profit, the Association would request that the City of Vincent retain the rent at the current level.

- **Lease Area**
  SWA does not foresee any changes to our requirements and as such, request the current Lease area.

- **Utilities**
  SWA does not foresee any changes to our requirements and as such, request access to the current facilities.

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**Principal Partner**

**Gold Level Sponsors**

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Swimming - an essential part of the Western Australian way of life

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• Cleaning / Maintenance Responsibility
  SWA does not foresee any changes to our requirements and as such, request a continuation of current arrangements.

• Insurance
  SWA includes insurance on the administration within our current insurance policies.

I look forward to the opportunity to discuss this with you and Dale Momissy in more detail, and to assisting you to develop a lease for the next exciting chapter of SWA’s future at Beatty Park.

Thank you and the City of Vincent for your continued support of swimming in Western Australia.

Yours sincerely,

Darren Beazley
Chief Executive Officer

Cc: Dale Momissy (Manager Beatty Park Leisure Centre)